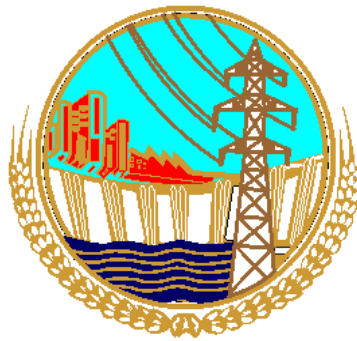


**PAKISTAN**  
**WATER AND POWER DEVELOPMENT AUTHORITY**



**BOOK OF FINANCIAL POWERS**

**Version May 2016**

**FINANCE DIVISION (REGULATIONS)**

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## **PREFACE**

The financial powers delegated to various officers of WAPDA had been framed in accordance with WAPDA Act 1958, for the first time in 1977 with the title as “WAPDA BOOK OF FINANCIAL POWER 1977” thereafter reviewed and published in 1995 and 2003.

WAPDA has to deal with development of Water and Power resources of Pakistan, which directly or indirectly relates to procurement of works, goods and services. Since 2003, cost of materials, labour and equipments in market has registered appreciable increase. These factors coupled with regulatory changes have necessitated reviewing the existing financial powers. In order to bring the financial powers as per Public Procurement Rules-2004, Planning Commission’s guide lines and in line with the latest requirements of the technological and functional responsibilities of officers of WAPDA and with a view to achieving the optimum operational efficiency in WAPDA, this new Book of Financial Powers-2016 has now been approved by the Authority.

In order to ascertain the required increase in the delegation of financial powers to update the WBOFP-2003, firstly the inflation rates in terms of CPI, Published by Federal Bureau of Statistics, Govt. of Pakistan, and secondly the difference of rates of items provided under WAPDA Composite Scheduled of Rates Published during 2005 and 2013, have been considered. As a result, for the present (reviewed) financial powers, an enhancement of about three (03) times over the monetary limits of previous financial powers of 2003 has been arrived at.

This book shall be maintained and kept upto date in respect of all amendment/modifications made therein by the Authority from time to time. For this purpose Heads of Division/Offices shall nominate one of their subordinate to perform this duty carefully so that correct application and exercise of powers contained in this book shall be ensured.

## GENERAL INSTRUCTIONS

1. The exercise of powers covered by the present delegation will be consistent with such detailed rules or procedures as may have already been approved by the Authority or have been issued with the consent of the Authority or as the Authority may at any time approve.
2. The decision about the delegation of financial powers as now taken are contained in Section-I to XIX. In addition to the specific conditions governing the delegation as have been provided for in the foot-notes under the relevant clauses, the delegation will be subject to the following general conditions:
  - i. that the powers are not exercised except to promote a program, project or activity approved by a competent authority;
  - ii. that funds exist or are provided in the sanctioned budget of the Authority either on lump sum basis or specifically for the project or activity in connection with which the power is exercised. The provision contained at Section 5.6.2. of Wapda Budget Manual 2014 would be followed for fixing physical targets of development projects against PSDP annual allocation.
  - iii. that foreign exchange if involved has been either already made available or its provision exists in the foreign exchange budget of the Authority sanctioned by the Government (Release of cash foreign exchange will be made by the Authority as soon as the allocation to the Authority has been approved and made available by the Government);
  - iv. that an individual item is not split up into parts merely to enable a part of the whole item to qualify for a particular sanction;
  - v. that powers delegated to and exercisable by an officer shall also be exercisable by his higher authority, including Members and the Chairman;
  - vi. that officers working as staff officers and not holding independent charge of an office shall not exercise powers delegated to officers of their rank in this book unless they are specially authorized to do so by their respective Heads of Division in which case consent of the Authority to their exercising such powers in their respective sphere of duties shall be presumed to have been given.
  - vii. the financial powers as provided in this book do not include the powers of Drawing & Disbursing. The powers of Drawing & Disbursing will continue to be delegated by the Authority only; an officer having been delegated powers of Drawing & Disbursing as DDO cannot further delegate unless the Authority's specific approval is obtained to that effect.
  - viii. that Superintending Engineers, Chief Engineers and General Managers working as Project Directors shall, unless otherwise decided by the Authority by general or special orders, exercise powers in their respective sphere of duties as delegated to officers of their rank in this book. Project directors already delegated more powers than contained in this book under any existing general or special order of the Authority, shall continue to exercise those powers unless they are withdrawn or modified by the Authority;
  - ix. that for the implementation of Projects funded by foreign financial institutions, Chief Engineers and General Managers appointed as Project Directors may exercise financial powers of next higher authorities respectively. In such cases, the existing powers of the next higher authorities shall be increased by 100%.
  - x. that the appointment of Project Directors of the rank of the Chief Engineers and General Managers shall be decided by the Authority. Member concerned shall appoint Project Directors of the rank of Chief Engineers and below depending upon the nature, size and complexity of the projects, for projects other than foreign funded.

- xi. that powers delegated to and exercisable by an officer shall be to the extent that they are consistent with the Public Procurement Rules-2004 and wherever there is any conflict, Public Procurement Rules will prevail.
- xii. that book shall be maintained and kept up to date in respect of all amendment/modifications made therein by the Authority from time to time. For this purpose, Heads of Division/Offices shall nominate one of their subordinate to perform this duty carefully so that correct application and exercise of powers contained in this book is be ensured.
- xiii. the financial powers stipulated in this Book for various tiers of management will be reviewed on an annual basis in the light of indices published in the latest edition of Economic Survey of Pakistan, and the office of Director General Finance (B&C) will issue revised financial limits for various tiers of management under various heads of accounts accordingly.

## DEFINITIONS

1. **ADMINISTRATIVE APPROVAL** This term denotes the formal acceptance by the competent authority of the proposal for incurring any expenditure or a work initiated by, or connected with the requirement of the Authority. It is, in effect, an order to execute specified works within a stated sum to meet the administrative needs of the Authority.
2. **ADVANCE PAYMENT** Means a payment on a running account to a contractor for works done by him but not measured.
3. **APPROPRIATION** It represents the allotment of a particular sum of money to meet expenditure on a specified subject, it is operative only for the financial year for which it is made.
4. **AUTHORITY** Means the Water and Power Development Authority established under Section 3 (1) of Wapda Act. 1958.
5. **BUDGET** Means the estimate of revenue receipts and expenditure for each financial year to be laid before the Authority for its examination and approval.
6. **BANK** Means the bank with which the Authority transacts its business and with which the officers concerned, of the Authority are authorized to deposit or receive money on behalf of the Authority.
7. **BID** Means a tender, or an offer, in response to an invitation, by a person, consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a price.
8. **BIDDER** Means a person, firm, company, joint venture of firms or an organization who submits a bid.
9. **COMPETENT AUTHORITY** Means the “Authority” or any other officer of the Authority (Including Chairman and Members of the Authority) to whom relevant powers may be delegated by the Authority by general or special order.
10. **CONTINGENT EXPENDITURE** As per CPW Code 4 (11): contingent expenditure comprises those charges which are incidental and of misc. character for the management of an office which can not appropriately be classified under any distinct sub head or sub work, yet pertain to the work as of whole. Those include the cost of stationery, postage, telegram, furniture, advertisement, office rent, books and periodicals, charges on account of hot and cold weather, contingent establishment, liveries, repairs to furniture, taxi hire on duty connected with the office and other similar petty charges.

11. DEPOSIT WORK  
This term is applied to works of construction or repair, the cost of which is met, not out of Authority's funds, but out of funds from non-Authority Sources, which may either be deposited in cash or otherwise placed at the other disposal of a competent authority. Works executed for municipalities and other public bodies fall under this category when the cost is chargeable either to cash deposits made for the purpose, or to their credits balances at banks. However the work of providing service connection on payment of cost thereof does not fall within the definition of "Deposit Works".  
  
It is also applied to Wapda works executed through other Govt. agencies like railways, etc. against payment.
12. EMERGENCY  
Means natural calamities, disasters, accidents, war and operational emergency which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person, property or the environment.
13. FINAL PAYMENT  
This term denotes the last payment on a running account made to a contractor on completion or termination of his contract and in full settlement of the account.
14. FINANCIAL YEAR  
This term denotes the period from 1st July to 30<sup>th</sup> June (both inclusive) for which budget is prepared and for which account is kept.
15. INTERMEDIATE PAYMENT  
This term is applied to a disbursement of any kind on a running account, not being the final payment. It includes an "Advance payment". A "Secured Advance" and "On Account payment" (other than final payment on a running account) or a combination of these.
16. MAJOR HEAD OF ACCOUNT  
This term means the main unit of classification of revenue and expenditure in Authority's account.
17. MINOR HEAD OF ACCOUNT  
This term denotes the division or sub-division into which a major head of account, for the purpose of financial control, is divided.
18. ON ACCOUNT PAYMENT /PAYMENT ON ACCOUNT  
This term denotes a payment made on a running account to a contractor in respect of works done or supplies made and duly measured. Such a payment may or may not be for the full value of work or supplies, if it is an intermediate payment; it is subject to final settlement of the running account on completion of the contract for the work or supplies.



## 19. ORIGINAL WORKS OR REPAIRS

Subject to any general or special orders issued by the Authority the following principles shall be observed in classifying the expenditure between “Original Works” and “Repairs”:-

- (a) “Original Works” comprise all new construction, whether of entirely new work or of additions and alternations to existing works, except as hereinafter provided, also all repairs to newly purchased or previously abandoned buildings required for bringing them into use.
- (b) “Repairs” include primarily operations undertaken to maintain in proper condition building and works in ordinary use and also new works in circumstances indicated in clause (c).
- (c) When a portion of an existing structure or other work, not being a road, bridge, causeway, embankment, ferry approach or protective training work in connection with a road, is to be replaced or remodeled (whether or not the change involves any dismantlement) and the cost of the change represents, a genuine increase in the value of the property, the work of replacement or remodeling may be classified as “original work” and the cost (which should be estimated if not known) of the portion replaced or remodeled being credited to the estimates for “original work” and debited to “repairs”. In all other cases the whole cost of the new works shall be debited to “repairs”.
- (d) When an existing portion of a road, bridge, causeway, embankment, ferry approach or protective training work in connection with a road, is to be replaced or remodeled (whether or not the change involves any dismantlement) and the change represents genuine increase in the value of the property, the whole cost of replacement or remodeling as the case may be, shall be classified as “new work” and the cost or value of the portion replaced or remodeled should not be debited to “repairs”.
- (e) In addition to all repairs and renewals in material similar to that pre-existing the following items of road work shall be classed as “repairs”.
  - (i) Ordinary repairs and maintenance including surface painting and the necessary addition of stone chips, gravel or sand, but not including asphaltic concrete, premix asphalt macadam, bitumen grout, bitumen semigrout, maxin-place, cement concrete, or cement macadam.

- (ii) Special repairs and periodical renewals; and
- (iii) Petty and miscellaneous items of work in any material which are classed ordinarily as “new works”, provided that the works in question do not in the opinion of the competent Authority form part of any comprehensive scheme or project covered by a work estimate.
20. PRIMARY UNIT OF APPROPRIATION For purposes of financial control the funds allotted to each major head of account is divided into primary unit of appropriation.
21. REPEAT ORDERS Means procurement of the same commodity from the same source without competition and includes enhancement of contracts.
22. RE-APPROPRIATION The transfer of funds from one unit of appropriation to another such unit.
23. REVENUE OF WAPDA This term is applied to sum received by the Authority in accordance with the provision of Wapda Act. 1958.
24. RUNNING ACCOUNT This term is applied to the account with contractor when payment for work or supplies is made to him at convenient intervals subject to final settlement of the account on the completion or determination of his contract.
25. SECONDARY UNIT OF APPROPRIATION This term is applied to division or sub-division into which a primary unit of appropriation is, for the purpose of financial control, divided.
26. SUB-HEAD In the accounts of works and in works estimates this term is used to describe the sub-division into which the total cost of a work (or its sub-works if it is a large work) is, for purpose of financial control and statistical convenience, divided. The several descriptions of work that have to be executed in the course of constructions or maintenance or a work or sub-work e.g. excavation, brick-work, concrete, wood-work, etc. are treated as the sub-heads of it.
27. SUB-MAJOR HEAD This term denotes an intermediate head of account introduced between a major head and the minor head under it, when the minor head are numerous and can conveniently be grouped together under such intermediate heads.
28. TECHNICAL SANCTION This name is given to the order of a competent authority sanctioning a properly detailed estimate of cost of a work of construction or purchase of goods, materials, instruments, T&P items and repair works carried out departmentally or otherwise. Such orders shall be passed by officers of the Authority to whom such powers are delegated by the Authority, may normally be done when expenditures are accurately known.

29. **UNIT OF APPROPRIATION** This means the lowest division or sub-division into which a sub-head of account is, for the purpose of financial control, divided.
30. **WORKS** This term when, by itself used in a comprehensive sense, applied not only to works of construction or repair, but also to other individual objects of expenditure connected with supply, repair and carriage of tools and plants, the supply or manufacture of other stores, or the operations of a workshop. Simply means the Permanent Works and the Temporary Works, or either of them as appropriate.

**SECTION-I**  
**POWERS OF THE AUTHORITY**

## SECTION- I

### POWERS OF THE AUTHORITY

#### A. Powers of the Authority:

The powers conferred upon the Authority under Pakistan Water and Power Development Authority Act, 1958 (amended) is expedient to provide for the unified and coordinated development of the water and power resources of Pakistan. The relevant Sections of this Act are reproduced below:

Section of WAPDA Act.	Description of Power
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#### 8. General powers and duties of the Authority and framing of schemes

- (1) The Authority shall prepare for the approval of the Government a comprehensive plan for the development and utilization of the water and power resources of Pakistan on a unified and multi-purpose basis.
- (2) The Authority may frame a scheme or schemes for the Province or any part there of providing for all or any of the following matters, namely:
  - (i) Irrigation water-supply and drainage and recreational use of water resources;
  - (ii) The generation, transmission and distribution of power and the construction, maintenance and operation of power houses and grids;
  - (iii) Flood control;
  - (iv) The prevention of water logging and reclamation of waterlogged and saline lands;
  - (v) Inland navigation;
  - (vi) The prevention of any ill-effects on public health resulting from the operations of the Authority; and
  - (vii) Privatize or otherwise restructure any operation of the Authority except the, Hydel generating power stations and the National Transmission Grid
- (3) Every scheme prepared by the Authority under sub-section (2) shall be submitted for approval to the Government with the following information:
  - (i) A description of the scheme and the manner of its execution;
  - (ii) An estimate of costs and benefits; the allocation of costs to the various purposes to be served by the scheme and the amounts to be repaid by the beneficiaries; and
  - (iii) A statement of the proposals by the Authority for the resettlement or re-housing of person likely to be displaced by the execution of the scheme.
- (4) The Government may sanction or refuse to sanction or may return for reconsideration any scheme submitted to it under this section or may call for such further detail or information about the scheme or may direct such further examination of the scheme as it may consider necessary.

Section of WAPDA Act.	Description of Power
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- (5) Where a scheme is sanctioned by the Government under sub-section (4), the Authority may:
- (a) Undertake any joint venture or work in association with the Provincial Government, an agency, corporation, company, authority or any person and may subscribe to the equities and acquire such other rights and obligations as may be necessary for such joint venture or association;
  - (b) Promote, form or sponsor any company or companies having objects of installation of Thermal and Hydel projects and development and utilization of any resources of energy for generation, transmission and distribution of power and for survey, investigation, exploitation and utilization of resources of energy for generation, transmission and distribution of power;
  - (c) Subscribe for, take or otherwise acquire, hold and dispose of shares, bonds debentures, commercial papers or other securities of any company promoted; formed or sponsored under clause (b) and receive dividends or other payments there from and transfer to it any of its land or any other property, moveable or immoveable, tangible or intangible, against cash shares, bonds, debentures, commercial papers or other securities as is desirable or necessary to enable it to privatize or otherwise restructure any operation of the Authority;
  - (d) Enter into any of the following arrangements, which may be consistent with its objects, namely:
    - (i) Provision of services and personnel:
    - (ii) Provision of goods, appliances, plants, machinery and other material; and
    - (iii) Purchasing of electrical capacity and energy from any company specified in clause (b); and
  - (e) Enter into any contract or agreement with any company or company specified in clause (b).
  - (f) Notwithstanding any terms of any contract entered into by the Authority for the supply of Electricity to any person, transfer such contract to any company or other entity promoted, formed or sponsored pursuant to a scheme framed under clause (vii) of sub section (2).

*Explanation:* - For the purpose of this section, the expression "privatize" means the transfer or disinvestments of any of, its assets, property, rights or liabilities, interest, power houses, grid operation of work or maintenance thereof, or generation or its distribution, by the Authority, with the prior approval of the Federal Government, for valuable consideration to any person, company or body on ownership basis or for management, control, operation or maintenance, either in joint venture or in association or otherwise and subject to such conditions as the Authority may impose.

Section of WAPDA Act.	Description of Power
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### **Schemes framed by other agencies**

- 9.** (1) Any scheme framed by an agency in Pakistan other than the Authority in respect of any the matters enumerated in sub-section (2) of Section 8, if its estimated cost exceeds the amount to be prescribed by the Government shall be submitted to the Government through the Authority and the Government may pass any of the orders contemplated by sub-section (4) of Section 8.
- (2) The Authority may with the approval of the Government undertake the execution of any scheme or exercise technical supervision and administrative and financial control over the execution of any scheme framed or sponsored by any agency in respect of the matters enumerated in sub-section (2) of Section 8.
- 9-A** Notwithstanding anything contained in this Act, the Authority may, with the previous approval of the Government, undertake the execution of any scheme framed or sponsored by a Provincial Government or any agency under the control of a Provincial Government, or exercise technical supervision and administrative and financial control over the execution thereof on such terms and conditions as may be agreed to by the Authority on the one hand and the Provincial Government or such agency in consultation with the Provincial Government on the other as the case may be.

### **Survey and Experiments**

- 10.** The Authority if it considered this necessary or expedient for carrying out the purposes of this Act, may:-
- (a) Cause studies surveys experiments or technical research to be made; or
  - (b) Contribute towards the cost of any such studies surveys experiments or technical research made by any other agency

### **Control over Waters, Power Houses and Grids**

- 11.** (1) Subject to the provision of any other law for the time being in force, the Authority:
- (i) shall have control over the:
    - (a) Underground water resources of any region in Pakistan.
    - (b) Operation of its power houses and grids including such ancillary may be considered necessary for their proper operations
  - (ii) may make recommendations to the Government for prescribing for the:
    - (a) Operation and maintenance of all irrigation works;
    - (b) Maintenance of power houses and grids
  - (iii) may make recommendations to the Government for promoting simplification of methods of charge for supplies of electricity and standardization of system of supply.

Section of WAPDA Act.	Description of Power
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- (2) Before the Authority exercises any control under clause (1) of sub-section (1), area over which and the extent to which control is intended to be exercised be agreed to and notified by the Government in the official Gazette.

#### **Authority to have Powers and Obligations of Licensee under Act IX of 1910**

12. The Authority shall for the purposes of the Electricity Act, 1910 be deemed to licensee and shall have all the powers and discharge all the obligations of licensee under the said Act.

Provided that nothing in Sections 3 to 11 Sub-Sections (2) and (3) of Section 21 Sections 22, 23 and 27 or in clauses I to XII of the Schedule to the said Act relating to the duties and obligations of a licensee shall apply to the Authority.

#### **Powers Regarding Certain Matters**

13. (1) The Authority may take such measures and exercise such powers as it necessary or expedient for the carrying out of the purposes of this Act.
- (2) Without prejudice to the generality of the power conferred by the preceding sections and the provisions of sub-section (1) of this section the Authority offer carrying out the purposes of this Act.
- (a) Undertake any works, incur any expenditure, procure plant machinery materials required for its use and enter into and perform all such contracts as it may consider necessary or expedient;
  - (b) Acquire by purchase, lease, exchange or otherwise and dispose of by lease, exchange or otherwise any land or any interest in land;
  - (c) Place wires, poles, wall brackets, stays, apparatus and appliances for transmission of electricity or for the transmission of telegraphic telephonic communications necessary for the proper execution of a scheme;
  - (d) Direct the owners of private lands to:
    - (i) Carry out measures for training of streams;
    - (ii) Undertake anti-erosion operations including conservation of forests and Reforestation;
  - (e) Restrict or prohibit by general or special order the clearing and breaking up of land in the catchments area of any river;
  - (f) Direct that any work which has been required to be done by any person under the two preceding clauses and which remains undone, shall, after due notice to such person and consideration of any objection raised by him, be executed by the Authority and specify the proportion in which the risk and expense of such work shall be borne by such person or by any other person who, after being given a reasonable notice and after such inquiry as the Authority considers necessary, is held by the Authority to be responsible for the execution of such work in whole or in part, and



Section of WAPDA Act.	Description of Power
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- (g) Seek and obtain advice and assistance in the preparation of execution of a scheme from any local body or agency of the Government and such local body or agency shall give the advice and assistance sought by the Authority to the best of its ability, knowledge and judgment.

Provided that the Authority shall pay the cost of such advice and assistance if the giving of such advice and assistance entails additional expenditure to the local body or the agency.

- (3) The acquisition of any land or any interest in land for the Authority under this section or for any scheme under this Act shall be deemed to be an acquisition for a public purpose within the meaning of the Land Acquisition Act-1894 and the provisions of the said Act shall apply to all such proceedings.

### Right of Entry

14. (1) The Chairman or any person authorized by him in writing may enter upon and survey any land, erect pillars for the determination of intended lines of works, make boring and excavations and do all other acts which may be necessary for the preparation of any scheme.
- (2) Provided that when the affected land does not vest in the Authority, the power conferred by this sub-section shall be exercised in such manner as to cause the least interference with and the least damage to the rights of the owner thereof.
- (3) When any person enters into or upon any land in pursuance of sub-section(1), he shall at the time of entering or as soon thereafter as may be practicable, pay or tender payment for all necessary damage to be done as aforesaid and in case of dispute as to the sufficiency of the amount so paid or tendered, the dispute shall be referred to the Deputy Commissioner of the district whose decision shall be final.

### Sanction of The Government

15. A scheme framed and sanctioned under this Act may be amended or modified by the Authority at any time, but if a material change is made in the scheme, previous sanction of the Government shall be obtained.

*Explanation* -An increase in the cost of the scheme by more than fifteen percentage of the sanctioned cost, or a change in the benefit and cost ratio which either makes the cost component in the ratio-exceed the benefits or reduces the benefits components by more than fifteen percent shall be deemed to be a material change for the purpose of this section

Section of WAPDA Act.	Description of Power
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### Arrangement with Local Body or other Agency

16. (1) As soon as any scheme has been carried out by the Authority, the Authority may arrange by a written agreement with a local body or other agency within whose jurisdiction any particular area covered by the scheme lies, to take over and maintain any of the works and services in that area. If the Authority fails to obtain the assent of such a local body or other agency, it may refer the matter to the Government and the Government may give such direction to the local body or other agency as it may deem fit.
- (2) The Government shall have the power to direct the Authority to hand over any scheme other than a power scheme or the power part of a multi-purpose scheme carried out by it to any agency of the Government or a local body. In such a case the Authority shall be entitled to receive credit to the extent of the audited expenditure incurred by it on that scheme.

### Employment of Officers and Servants

17. (1) The Authority may from time to time employ such officers and servants, or appoint such experts or consultants as it may consider necessary for the performance of its functions, on such terms and conditions as it may deem fit:

Provided that all persons serving in connection with the affairs of the Province in the Electricity and Irrigation Departments shall be liable to serve under the Authority, if required to do so by the Government, on such terms and conditions as the Government may in consultation with the Authority determine, but shall not be entitled to any deputation allowance:

Provided also, that the terms and conditions of service of any such person as aforesaid shall not be varied by the Authority to his disadvantage.

- 1-A Notwithstanding anything contained in sub-section (I) or any law, settlement or award for the time being in force, or any rules or regulations made under this act or any rules, regulations, orders or instructions issued by the Authority, or in the terms and conditions of service of any person employed by or serving under the Authority may, at any time;

- a) Retire from service any person without assigning any reason; or
- b) Remove from its service any person after informing him in writing of the grounds on which such action is proposed to be taken and giving him an opportunity of showing cause against the action within fourteen days

- 1-AB Where a person is retired from service under sub-section (IA), he shall, in addition to the retiring benefits admissible to him under the terms and conditions of his service, if any, be paid additional pay for three months.

**Explanation I.** For the purpose of this sub-section any person employed by, or serving under the Authority includes a person referred to in the provisos to sub-section (1).

Section of WAPDA Act.	Description of Power
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**Explanation II.** Any person referred to in the provisos to sub-section (1) who is removed or retired from service by the Authority under this sub-section shall stand reverted to which he is allocated under the province of West Pakistan (Dissolution) Order, 1970 (p.o no.1 of 1970); and

1-B Service under the Authority is hereby declared to be service of Pakistan and every person holding a post under the Authority, not being a person who is on deputation to the Authority, from any province, shall be deemed to be a civil servant for the purposes of the service Tribunals Act, 1973

1-C Any order of removal or termination of service passed by the Authority in exercise of the power conferred by sub-section (1-A), shall not be called in question in any proceedings taken under the industrial Relation Ordinance, 1969(XXIII of 1969), or the Essential services (Maintenance) Act, 1952 (LIII of 1952) or under any law for the time being in force, before any Court, Tribunal of Commission and any order passed by any Court, Tribunal or commission after the Thirtieth day of September 1975 and before the coming into force of the Pakistan Water and Power Development Authority (Amendment) Ordinance, 1979, setting aside or modifying or declaring any order of the Authority to be void and of no effect, shall stand vacated

1-D Nothing contained in the industrial Relations Ordinance, 1969(XXIII of 1969), shall apply to or on relation to any person employed as a member of the security staff of the authority for the protection of the installations and establishment of the Authority

(2) The Chairman in case of urgency, may appoint such officer and servants on such terms and conditions as may be necessary.

Provided that every appointment made under this sub-section shall be reported to the Authority unreasonable delay.

(3) *Notwithstanding anything contained in sub-section (1) or any rules, orders or any rules made, orders or instruction issued by the Authority or in the terms and condition of service of any person employed by, or serving under the Authority, the Authority may, at any time transfer, second or depute any such person to any company or other entity promoted, formed or sponsored pursuant to a scheme framed under clause (Vii) of sub-section (2) of section 8 on such terms and conditions as it may deem fit.*

### **Recruitment and Conditions of Service and Disciplinary Powers**

18. The Authority shall prescribe the procedure for appointment and. terms and conditions of service of its officers and servants and shall be competent to take disciplinary action against its officers and servants.

Section of WAPDA Act.	Description of Power
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**Delegation of Powers to Chairman, etc.**

- 20.** The Authority may by general or special order delegate to the Chairman, a Member or officer of the Authority, any of its powers, duties or function under this act, subject to such condition as it may think fit to impose.

**Authority Fund**

- 22.** (1) There shall be a fund to be known as the "Authority Fund" vested in the Authority, which shall be utilized by the Authority to meet charges in connection with its functions under this Act, including the payment of salaries and other remuneration's to the Chairman and Members of the Authority and to its officers and servants.
- (2) The Authority Fund shall consists of
- a) Grants made by the Government;
  - b) Loans obtained from the Government;
  - c) Grants made by the local bodies as required by the Government;
  - d) Sale proceeds of bonds, debentures, commercial papers or other securities issued by the Authority;
  - dd) All sums, dividends, shares, bonds, debentures, commercial papers, securities or any other payments received from a company or companies specified in clause (b) of Sub-Section (5) of Section 8;
  - e) Loans obtained by the Authority with the special or general sanction of the Government;
  - f) Foreign aid and loans obtained from the International Bank for Re-construction and Development or otherwise, with the sanction and under the guarantee of and on such terms and conditions as may be approved by the Government; and
  - g) All other sums received by the Authority.

**Authority to be deemed to be a Local Authority**

- 23.** (1) The Authority shall be deemed to be a Local Authority under the Local Authorities Loans Act, 1914 for the purpose of borrowing money under the said Act, and the making, execution of any scheme under this Act shall be deemed to be a work, which such Authority is legally authorized to carry out.
- (2) Any sum due to the Authority shall be recoverable as arrears of land revenues.

Section of WAPDA Act.	Description of Power
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### **Rates for Sale of Power**

- 25.** (1) The Authority shall ordinarily sell power in bulk.
- (2) The rates at which the Authority shall sell power shall be so fixed as to provide for meeting the operating costs, interest charges and depreciation of assets, the redemption at due time of loan other than those covered by depreciation, the payment of any taxes and a reasonable return on investment.

### **Maintenance of Accounts**

- 26.** The Authority shall maintain complete and accurate books of accounts in such form as may be prescribed by it.

Provided that separate accounts shall be maintained for all schemes and transactions relating to power.

### **Generation Licence Powers**

The Authority shall exercise the powers granted to it through Generation Licence issued by NEPRA in exercise of the Powers conferred upon the National Electric Power Regulatory Authority (NEPRA) under Section 15 of the Regulation of Generation, Transmission and Distribution of Electric Power Act, 1997 (XL of 1997), the Authority hereby grants a Generation Licence to Water and Power Development Authority for its Hydel Power Stations (Combined installed Capacity: 6463.16.MW) to engage in generation subject to and in accordance with the Articles of this Licence.

**SECTION-II**  
**POWERS OF MEMBERS OF THE AUTHORITY**

## SECTION- II

### POWERS OF MEMBERS OF THE AUTHORITY

1. All Powers vested in the Authority under Section 8 (1) of WAPDA Act, 1958 with the exception of cases relating to overall aspects of the operational plan and the fixation of targets which shall be dealt with by the Authority.
2. All powers vested in the Authority under Section 8 (2) of WAPDA Act, 1958, except sub-Para (vii) regarding privatize or otherwise restructure any operation of the Authority.
3. All powers vested in the Authority under Sections 9 (1) and 9 (2) of WAPDA Act, 1958, provided the execution of any schemes framed or sponsored by the Central Government shall continue to vest in the Authority.
4. All powers vested in the Authority under Sections 10 and 11 of WAPDA Act, 1958 provided that in respect of privately owned Power Houses the power conferred by Section 11 (1) (i) shall be exercised by the Authority.
5. All powers vested in the Authority under Section 13 WAPDA Act, 1958 provided that the following cases shall be referred to the Authority for final decision:
  - i. Perspective and five year plans for the utilization of Water and Power Resources;
  - ii. Processing of PSDP and arrangements for internal and external loans and cash foreign exchange;
  - iii. Annual Budget and Revised Estimates;
  - iv. Monitoring of Project Implementation;
  - v. Monitoring of Operational Plans;
  - vi. Cases involving departure from the approved Annual Development Program/Operational Budget;
  - vii. Cases relating to acceptance of bids for works, goods, material, tools & plants/stores and vehicles, where the lowest bid is accepted but the amount of such bid exceeds Rs. 250 million;
  - viii. Cases relating to approval of Variation/Change orders in original contract/work order, where value exceeds Rs. 250 million;
  - ix. Cases relating to grant of Extension of Time (EoT) beyond scheduled completion of contracts for more than 9 months, in cases where EoT does not involve any additional cost or more than 5% of the original contract price or Rs. 10 million, whichever is less, in cases where EoT involves additional cost;
  - x. Cases relating to approval of Contractor's other cost claims, exceeding 5% of the original contract price or Rs. 10 million, whichever is less;
  - xi. Cases relating to engagement of Foreign and Local Consultants exceeding estimated services cost of Rs. 50 million and Rs. 10 million respectively and for appointment of Panel of Experts/Individual consultant/Advisor, cost exceeding Rs. 5 million;

- xii. Cases relating to grant of Extension of Time (EoT) beyond scheduled completion of consulting services in cases involving additional cost for more than 25% and 50% of the original contract period, in case of Foreign and Local Consultants respectively;
  - xiii. Cases relating to approval of variation in consultancy cost exceeding 15% and 25% of the original contract cost, in case of Foreign and Local Consultants respectively;
  - xiv. Cases relating to approval of employment/replacement of employees of the Consultants, where cost exceeding 15% and 20% of the original contract cost, in case of Foreign and Local Consultants respectively.
  - xv. Creation of posts for any position/level;
  - xvi. Cases relating to disposal of property (temporary / un-serviceable /surplus buildings) where the value of such property exceeds Rs. 20 million;
  - xvii. Cases involving important policy decisions for departure from the established policy;
  - xviii. Cases involving sanction of Honoraria/Reward beyond ceiling amount fixed in Clause G (a) and G (b) of Section XV of this Book.
6. All power vested in the Authority under Section-16 (1) of WAPDA Act, 1958.
7. All powers vested in the Authority under Section-17 and 18 of WAPDA Act, 1958 in respect of the officers and staff of their respective wings (excluding Common Services) including powers to revert deputationists to their parent departments subject to the following:
- i. The appointment and removal of General Managers, Chief Engineers, officers of equivalent status and above, will done with the prior approval of the Authority (The retirement and removal of all officers and servants of the Authority under Section-17 (I-A) shall however require the approval of the Authority).
  - ii. Appeals against order; of removal/dismissal of officers of the rank of Superintending Engineer and above shall be heard and decided by the Authority. Appeals against promotion of such officers will lie with the Authority only where the rules and procedure have been violated.
  - iii. The laying down of the procedure for the recruitment of staff and the framing of their service rules will be considered as question of personnel policy and will require the approval of the Authority.
8. All powers vested in the Authority under Section- 26 of WAPDA Act, 1958.



**PART-A**  
**PROCUREMENT-DEVELOPMENT**  
**STAGE OF PROJECT**

## **SECTION-III**

### **POWERS FOR ACCORDING ADMINISTRATIVE APPROVAL AND TECHNICAL SANCTION TO WORKS, GOODS, SERVICES AND TOOLS & PLANTS/STORES**

**SECTION-III****POWERS FOR ACCORDING ADMINISTRATIVE APPROVAL AND TECHNICAL  
SANCTION TO WORKS, GOODS, SERVICES AND TOOLS & PLANTS/STORES**

Nature of Powers		Competent Authority		Monetary Limit
A.	Administrative approval of works, goods, services and any other item not covered elsewhere in this Section.	i	Members	Rs. 120 million
		ii	General Managers	Rs. 60 million
		iii	Chief Engineers and equivalent	Rs. 30 million
		iv	Superintending Engineers or equivalent	Rs. 10 million
B.	Technical sanction of works, goods, services and any other item not covered elsewhere in this Section.	i	General Managers	Full Powers
		ii	Chief Engineers	Full Powers
		iii	Superintending Engineers or equivalent	Rs. 25 million
		iv	Senior Engineers or equivalent	Rs. 2 million
Note:				
1.	No administrative approval will be required where PC-I/PC-II Proforma stands already approved with sufficient details of components of the work included in the project. However, in such cases formal approval of the General Manger concerned shall be obtained.			
2.	In case sufficient details of components of the work have not been given in the approved PC-I /PC-II Proforma, Administrative approval of the competent authority for specific components of work shall be obtained.			
3.	Administrative approval would be subject to approved PC-I/PC-II and that funds exist or provided.			
4.	If technical sanction involves excess of more than 15 percent over the amount for which a work has been administratively approved, prior revised administrative approval of the competent authority (as per specified monetary limit) shall be required.			
5.	If a work to be awarded or work already awarded under PC-I/PC-II, the cost of which is likely to be increased or increased by more than 15 percent of the approved PC-I/PC-II, the processes of Revised PC-I/PC-II shall be initiated immediately.			
C.	Administrative Approval of Deposit Work.	I	General Managers	Full Powers
		Ii	Chief Engineers	Full Powers
		Iii	Superintending Engineers or equivalent	Rs. 6 million
		Iv	Senior Engineers or equivalent	Rs. 1 million

Nature of Powers		Competent Authority		Monetary Limit
D.	Technical sanction of Deposit Works.	i	Chief Engineers	Full Powers
		ii	Superintending Engineers or equivalent	Rs. 10 million
		iii	Senior Engineers or equivalent	Rs. 2 million
Note:				
1. Deposit Works shall be under taken only after getting full amount of sanctioned estimated work with an undertaking from the depositor to meet with variation, if any occurs.				
2. Deposit works are to be executed within WAPDA or other Government/Semi-Government agencies may assign their works to WAPDA as deposit works.				
3. WAPDA works executed through some other Government/Semi-Government agencies shall also be treated as deposit work.				
E.	Administrative approval for purchase/supply from foreign manufacturer of Tools and Plants (excluding vehicles), for Power House.	i	Members	Full Powers
		ii	General Managers	Rs. 12 million
		iii	Chief Engineers	Rs. 4 million
		iv	Superintending Engineers or equivalent	Rs. 800,000
F.	Technical sanction to purchase /supply from foreign manufacturer of Tools and Plants (excluding vehicles) for Power House.	i	General Managers	Full Powers
		ii	Chief Engineers	Rs. 8 million
		iii	Superintending Engineers or equivalent	Rs. 1.5 million
		iv	Senior Engineers or equivalent	Rs. 80,000
G.	Administrative approval for purchase of vehicles including Cars, Trucks, Single/Twin Cab Pick-ups, Jeeps, Tractors and Trailers etc.	The Authority		Full Power
H.	Technical sanction to purchase of vehicles including cars, Trucks, Single/Twin Cab Pick-ups, Jeeps, Tractors and Trailers.	i	General Managers	Full Powers
		ii	Chief Engineers	Rs. 12 million
		iii	Superintending Engineers or equivalent	Rs. 4 million

Nature of Powers	Competent Authority	Monetary Limit
<b>I.</b> Administrative approval for hiring of vehicles for WAPDA formations / Consultants.	i The Authority ii Members	Full Powers  Up to Rs. 300,000 in each case subject to a maximum of Rs. 3.00 million per annum per contract.
<b>J.</b> Technical sanction to hiring of vehicles for WAPDA formations / Consultants.	i General Managers ii Chief Engineers	Full Powers  Full Powers
<b>Note:</b>		
Purchase of vehicles shall be regulated strictly in accordance with the following instructions subject to further instructions issued by the Authority from time to time:		
<ol style="list-style-type: none"> <li>Purchase of vehicles of all type shall be made on the basis of open competitive bidding;</li> <li>Quotations shall be invited directly from the Government controlled agencies where the price is fixed by the Government or any other authority, agency or body duly authorized by the Government or from local original manufacturers/assemblers or their authorized agents at manufacturer's price dealing with import and sale of vehicles.</li> <li>Advance payment for purchase of vehicles may be made against an Advance Bank Guarantee for the full amount of the Advance from a Scheduled Bank in Pakistan or from a Bank located outside Pakistan duly counter-guaranteed by a Scheduled Bank in Pakistan.</li> </ol>		
<b>K.</b> Administrative approval for repairs and/or overhauling of Tools and Plants, vehicles and light machinery and spare parts thereof.	i Members ii General Managers iii Chief Engineers iv Superintending Engineers or equivalent v Senior Engineers or equivalent	Full Powers Rs. 500,000 Rs. 250,000 Rs. 100,000  Rs. 20,000
<b>L.</b> Technical sanction for repairs and/or overhauling of Tools and Plants, vehicles, and light machinery and spare parts thereof.	i General Managers ii Chief Engineers iii Superintending Engineers or equivalent iv Senior Engineers or equivalent	Full Powers Rs. 500,000 Rs. 250,000  Rs. 100,000

Nature of Powers		Competent Authority	Monetary Limit	
<b>M.</b>	Administrative approval for purchase/supply from local manufactures or repairs of Power House machinery's parts and overhauling of Tools & Plants/stores.		<b>From Govt. and semi-Govt. organizations</b>	<b>From Private org. or firms on approved list</b>
		i Members	Full Powers	Full Powers
		ii General Managers (Hydel)	Full Powers	Rs. 1.5million in each case
		iii Chief Engineers (Hydel)/ Chief Engineers (Power Station)	Full Powers	Rs. 600,000 in each case
		iv Superintending Engineers or equivalent / Residential Engineers (Hydel)	Full Powers	Rs. 400,000 in each case
		v Residential Engineers (Hydel), status of Senior Engineers or equivalent	Full Powers	Rs. 50,000 in each case
<b>N.</b>	Technical sanction for purchase/supply from local manufacture or repairs of Power House machinery's parts and overhauling of Tools & Plants/stores.	i GM Hydel	Full Powers	Full Powers
		ii Chief Engineers (Hydel)/ Chief Engineers (Power Station)	Full Powers	Rs.1.2 million in each case
		iii Superintending Engineers or equivalent / Residential Engineers (Hydel)	Full Powers	Rs. 800,000 in each case
		iv Residential Engineers (Hydel), status of Senior Engineers or equivalent	Full Powers	Rs. 100,000 in each case

**Note:**

1. The repairs shall as far as possible be done in WAPDA's Regional Workshops/Central Workshops or at Workshops of Hydel Power Stations.
2. Work orders shall be placed only on such public/private organizations/firms/workshops/repair shops as are considered most reliable ones and qualify for executing the said work. The formality of calling open bids and quotations may be dispensed with only in case of unforeseeable damage to the T&P, vehicles or machinery or in urgency or where there is only one approved organization/firm/workshop/repair shop at a particular station or place and the competition of rates is neither possible nor considered necessary. The next higher authority shall authorise procurement of proprietary objects.

3. The cost of repairs/overhauling/spare parts of T&P, vehicles and machinery shall be governed by the general rule that it must not exceed 60% of their replacement value.
4. Repeat orders may not exceed three years in duration and/or fifteen per cent of the original scheduled completion time and/or original cost of procurement, respectively.
5. In case of manufacture/repair of machinery or parts, General Managers (Hydel), all Chief Engineers and Resident Engineers on the Generation side, shall in interest of the Authority so requires, be empowered to make advance payment of 50% of the total value of the order against a Bank Guarantee and the balance 50% only on receiving delivery of the manufactured, repaired machinery parts in accordance with the prescribed standardized/ specification and their testing. The advance payment for manufacture or repair orders on Government and Semi-Government Organizations may be 100 percent as aforesaid. Advance payment shall be regulated in accordance with the procedure approved by the Authority.
6. The conditions laid down in Section - IV (Powers for acceptance of tenders/quotations for local purchase of stores and tools and plants) and Section – V (Powers for engaging Consulting Engineers and Administration of Consulting Services) shall apply "*mutatis mutandis*" to powers delegated under above Clauses.

## **SECTION-IV**

**POWERS FOR ACCEPTANCE OF BIDS FOR WORKS, GOODS, MATERIALS,  
INSTRUMENTS, T&P/STORE ITEMS, REPAIR WORKS, VARIATION  
ORDERS, EXTENTION OF TIME & CONTRACTOR'S CLAIMS ETC**



**SECTION-IV****POWERS FOR ACCEPTANCE OF BIDS FOR WORKS, GOODS, MATERIALS,  
INSTRUMENTS, T&P/STORE ITEMS, REPAIR WORKS, VARIATION ORDERS,  
EXTENSION OF TIME & CONTRACTOR'S CLAIMS ETC.**

Nature of Powers	Competent Authority	Monetary Limit
<b>A.</b> Acceptance of bids for Construction, Supply of goods, Works, materials, instruments, T&P/store items, vehicles, repair works and for hiring of Heavy/Light Machinery.	i. Members	Rs. 250 million
	ii. General Managers	Rs. 125 million
	iii. Chief Engineers	Rs. 60 million
	iv. Superintending Engineers or equivalent	Rs. 15 million
	v. Senior Engineers or equivalent	Rs. 2 million

**Note:**

1. The above delegated powers are subject to vetting by Central Contract Cell (CCC) through processing of GM (C&M) Water/G.M(Hydel)Opr/Dev, if amount of bid exceeds Rs. 75 million.
2. The powers delegated to Members, General Managers and Chief Engineers as indicated above shall also include powers for entering into foreign contracts and procurement of Imported proprietary material within the limits of their respective foreign exchange allocation.
3. All purchase orders for materials, Tools and Plants articles, survey and drawing instruments etc. should contain the provision of inspection before acceptance by the purchasers.
4. Member concerned may waive off the condition of, inspection against the manufacturer's warranty and factory test reports for all the tests as per WAPDA specifications, in case inspection of material cannot be undertaken due to urgency.

<b>B.</b> Acceptance of bids for procurement contracts through open competitive bidding under foreign financing.	i. Members	Rs. 500 million
	ii. General Managers as Project Directors	Rs. 250 million
	iii. Chief Engineers as Project Directors	Rs. 125 million

**Note:**

- i. The above powers shall be applicable for foreign funded project, in accordance with PPRA Rule-5.
- ii. The Project Directors may acquire alternate methods of procurement and others financial and contractual powers as given under different Clauses of this book in line with exercising of financial powers of next higher authority. In such cases, the existing powers of the next higher authorities shall be increased by 100%.

SECTION-IV

Nature of Powers	Competent Authority	Monetary Limit
C. Award of contract/work orders for purchase of petty items, procurement of works, goods, materials, instruments, repair works, hiring of vehicles and T&P items without calling bids/quotations.	i. General Managers/Chief Engineers or other higher ranked officers.	Rs. 25,000 at a time.
	ii. Superintending Engineers or equivalent / Resident Engineers	Rs. 20,000 at a time.
	iii. Senior Engineers or equivalent / Resident Engineers	Rs. 10,000 at a time.
<b>Note:</b> Such procurement shall be exempted from the requirements of bidding or quotation of prices, subject to, it shall be ensured that the procurements are conducted in a fair and transparent manner, the object of procurement brings value for money to the Authority and the procurement process is efficient and economical.		
D. Award of contract/work orders for procurement of works, goods, materials, instruments, repair works, hiring of vehicles and T&P items against limited enquiry.	i. General Managers / Chief Engineers or other higher ranked officers.	Rs. 500,000/- at a time.
	ii. Superintending Engineers or equivalent / Resident Engineers	Rs. 300,000/- at a time.
<b>Note:</b> Procurement under limited enquiry shall be opted only if following conditions exist: <ul style="list-style-type: none"> <li>i) The object of the procurement has standard specifications;</li> <li>ii) Minimum of three quotations have been obtained; and</li> <li>iii) The object of the procurement is purchased from the supplier offering the lowest price.</li> </ul>		
E. Award of contract/work orders for procurement of works, goods, materials, instruments, repair works, T&P/store items including repairs and/or over-hauling of Tools and Plants, vehicles, hiring of mobile cranes & plants/ vehicles and light machinery without inviting tenders / quotations, under <b>Direct contracting</b> and <b>Negotiated Tendering</b> subject to the condition given in the following Note.	i. Members	Rs. 2.5 million in each case, up to Rs. 250 million.
	ii. General Managers	Rs. 1.0 million in each case, subject to a maximum of Rs. 25 million in a year on all cases.
	iii. Chief Engineers	Rs. 500,000 in each case, subject to a maximum of Rs. 15 million in a year on all cases.

SECTION-IV

Nature of Powers	Competent Authority	Monetary Limit
	iv. Superintending Engineers or equivalent	Rs. 100,000 in each case, subject to a maximum of Rs 10 million in a year on all cases.

**Notes:**

1 In all cases under Clause-E above, the event/situation of the emergency/urgency or reasons/justifications of procurement shall be declared by the next higher authority, except for the cases approved/to be approved by the Authority and Members; for such cases emergency/reasons/justifications of procurement shall be declared by Members.

**2 Direct contracting:**

- i) The procurement concerns the acquisition of spare parts or supplementary services from original manufacturer or supplier, provided that the same are not available from alternative sources;
- ii) Only one manufacturer or supplier exists for the required procurement which is justified as proprietary object after due diligence;
- iii) Where a change of supplier would oblige the procuring agency to acquire material having different technical specifications or characteristics and would result in incompatibility or disproportionate technical difficulties in operation and maintenance, provided that the contract or contracts do not exceed three years in duration;
- iv) Repeat orders shall not exceed fifteen percent of the original procurement;
- v) In case of an emergency;(for direct incorporation in the work)
- vi) When the price of goods, materials, instruments and T&P items is fixed by the government or any other authority, agency or body duly authorized by the Government, on its behalf, and
- vii) For purchase of motor vehicle from local original manufacturers or their authorized agents at manufacturer's price.

**3. Negotiated Tendering:**

- i) The supplies involved are manufactured purely for the purpose of supporting a specific piece of research or an experiment, a study or a particular development;
- ii) For technical or artistic reasons, or for reasons connected with protection of exclusive rights or intellectual property, the supplies may be manufactured or delivered only by a particular supplier;
- iii) For reasons of extreme urgency brought about by events unforeseeable by the procuring agency, the time limits laid down for open and limited bidding methods cannot be met. The circumstances invoked to justify extreme urgency must not be attributable to the procuring agency
- iv) Provided that any procuring agency desirous of using negotiated tendering as a method of procurement shall record its reasons and justifications in writing for resorting to negotiated tendering and shall place the same on record.

Nature of Powers	Competent Authority	Monetary Limit
<b>F.</b> Appropriation Request/ Variation /Change Orders in original contract / work order.	i Members	Up to maximum of 15% of the total amount of the original contract price or Rs. 250 million whichever is less for all variation orders.
	ii General Managers	Up to Rs. 10 million for one variation order and up to 10% of original contract price or Rs. 125 million whichever is less for all variation orders
	iii Chief Engineers	Up to Rs 5 million for one variation order and up to 5% of the total amount of original contract or Rs. 60 million whichever is less for all variation orders.

**Note:**

1. Accumulative amount of all variation orders approved shall include the amount approved by all competent authorities and variations issued by the Engineer of the Project, if employed and authorized to issue variation orders.
2. The appropriation request(s)/variation order(s) in contracts/work orders shall be approved/issued strictly in accordance with the procedure prescribed by the Authority.

**G.**

Grant of Extension of Time (EoT) beyond scheduled completion of contracts and EoT associated cost:

a) EoT; if EoT does not involve any additional cost except liquidated damages.	I. The officer who awarded the contract works.	Full Powers
	II. For the works awarded by the Authority;	
	i. Members	Upto nine (9) months or one 4 <sup>th</sup> of contractually stipulated completion period whichever is less.
	ii. General Managers	Upto four (4) months or one 6 <sup>th</sup> of contractually stipulated completion period whichever is less.
	iii. Chief Engineers	Upto two (2) months or one 10 <sup>th</sup> of contractually stipulated completion period whichever is less.

**SECTION-IV**

Nature of Powers	Competent Authority	Monetary Limit
b) EoT; if EoT involves additional cost.	i. Members	Upto nine (9) months or one 4 <sup>th</sup> of contractually stipulated completion period whichever is less.
	ii. General Managers	Upto four (4) months or one 6 <sup>th</sup> of contractually stipulated completion period whichever is less.
c) Cost; if EoT involves additional cost, approval of EoT associated costs against above approved delayed period.	i. Members	Upto 5% of the original contract price or Rs. 10.0 million, whichever is less.
	ii. General Managers	Upto 2% of the original contract price or Rs. 3.0 million, whichever is less.
<b>H.</b> Acceptance of Contractor's others cost claims.	i. Members	Upto 5% of the original contract price or Rs. 10.0 million, whichever is less.
	ii. General Managers	Upto 2% of the original contract price or Rs. 3.0 million, whichever is less.

**Note:**

The EoT and Contractor's other claims attributing to costs, shall be determined contractually and diligently by the project authorities, and clearance thereof shall be obtained from CCC, through GM (C&M)/Water/GM(Hydel)/Opr/Dev, before making payments, except for EoT which does not involve any additional costs.

<b>I.</b> Imposition of Liquidated Damages/Delay Damages, where works awarded by the Authority.	i. Member	Full Power
	ii. General Managers	Rs. 10 million

**Conditions:**

In order to ensure transparency in procurement procedure for construction, maintenance, repair works, supply of goods, materials, instruments, vehicles, hiring of vehicles and T&P/store items, spare parts and other items of proprietary nature, following guidelines/measures/steps shall be taken:

- The Procuring Agencies may engage in open competitive bidding if the cost of the object to be procured would be more than the financial limit of Rs. 500,000 under normal conditions. (This financial limit is subject to amendment by the Federal Government/PPRA from time to time).
- The following procedures shall be permissible for open competitive bidding, namely;
  - Single stage – one envelope procedure
  - Single stage – two envelope procedure

SECTION-IV

- (c) Two stage bidding procedure
- (d) Two stage – two envelope bidding procedure
- 3. The Pre-qualification of bidders for civil works, shall be mandatory for estimated work costing over Rs. 500 million in accordance with WAPDA Procurement& Contract Manual 2014.
- 4. All prequalification/qualification requirements shall be evaluated in accordance with the evaluation criteria and other terms and conditions prescribed in the invitation to prequalification/bids and prequalification/bidding documents and shall be approved by the officers competent to accept bids/contracts in accordance with WAPDA Procurement& Contract Manual 2014.
- 5. Prequalification/Bids shall be called by officers competent to accept Bids/Contracts or by their authorized officers and shall be in accordance with Public Procurement Regulatory Authority Rules-2004.
- 6. Evaluation of lowest responsive bidders may not be made on the basis of post qualification for construction work contracts, instead, Single stage – two envelope procedure be used.
- 7. A post qualification criteria may be laid down and advised to the manufacturers / suppliers / vendors for procurement of goods, materials, instruments and T&P/store items.
- 8. The bidders shall be invited to submit their applications for prequalification or bids within adequate time. The response time shall not be less than fifteen (15) working days for national competitive bidding and thirty (30) working days for international competitive bidding from the date of publication of advertisement or notice of invitation.
- 9. The lowest responsive bid shall be accepted, subject to the condition that the bid does not exceed the administrative approval by more than 15 percent.
- 10. Prior approval of the next higher authority shall be necessary before accepting the lowest responsive bid, where the bid received exceeds by more than 15 percent of the approved cost of the Work/Engineer's Estimate.
- 11. There shall be no limit on number of tenders/bids received. The single bid may be considered if it meets the evaluation criteria expressed in the tender notice and bidding documents and the bid received is within the approved/sanctioned budget.
- 12. There shall be no negotiations with the bidder having submitted the lowest evaluated responsive bid or with any other bidder. Provided that the extent of negotiation permissible shall be subject to the regulations issued by the PPRA.
- 13. The authorities next to officers competent to accept bids/award contracts in accordance with this delegation are authorised for annulment of bids or termination of contracts. For bids to be accepted or contracts awarded by the Authority, annulment/termination thereto also lies with the Authority.
- 14. The authorities competent to accept bids/award contracts in accordance with this delegation may also take decisions in connection therewith securities, insurances, retention money, suspension of work, bonus & liquidated damages, maintenance & completion certificates, special risks and frustration. The execution of the contract shall be on behalf of the Authority.
- 15. The Procuring agencies shall use standard bidding/procurement documents as and when notified by regulation by the Public Procurement Regulatory Authority, where, however, standard forms of contract are not available, Procuring agencies shall develop precise and unambiguous bidding

SECTION-IV

documents with concurrence/vetting of the CCC, WAPDA.

16. All tenders and purchase orders for procurement of goods, materials and T&P/store items shall include detailed instructions, precise and unambiguous bidding documents/purchase orders, in accordance with WAPDA Procurement & Contract Manual 2014, prescribed by General Managers or CE/DG (P&D) in consultation with CCC, WAPDA. In case of purchase of materials of proprietary nature such as spares for Power House machinery and equipment, air conditioning plant etc, all General Managers and all Chief Engineers shall, if interest of the Authority so require, may amend or delete such standard clauses of the purchase order form as are unacceptable to the suppliers of such materials with prior concurrence of the CCC, WAPDA.
17. Repeat orders other than construction works contracts may be placed by the competent authority on the basis of already accepted rates on the same firm with whom purchased order already been placed provided;
  - a) The value of repeat order shall not be more than 15 percent of the value of original order.
  - b) The repeat order is placed within six months of the original purchase order.
  - c) The trend of price is not down ward.
18. All procurements are subject to availability of necessary funds, approved PC-I/PC-II and administrative approval of the competent authority.
19. All goods, materials and T&P/store items to be purchased shall be subject to inspection by a Committee constituted by the Project Director or General Manager concerned or in accordance with the procedures laid down by the Authority from time to time.
20. The powers of Senior Engineers and officers of equivalent status to accept tenders for constructions and for supply of cement, steel, bricks, sand and bajri will be subject to the following conditions;
  - i) Administrative approval of the competent authority must be obtained before calling tenders for construction and maintenance work or supply of materials etc.,
  - ii) Tenders will be issued after obtaining approval of the next higher authority,
  - iii) Tender documents to be issued, must contain the qualification and evaluation criteria, if pre-qualification has not been done.
21. All procurements exceeding the prescribed limit i.e. Rs. 10 million, shall be subject to an integrity pact, as specified by regulation of Public Procurement Regulatory Authority with the approval of the Federal Government, between the procuring agency and the suppliers or contractors. The present limit is subject to change from time to time as notified by PPRA.

## **SECTION-V**

### **POWERS FOR ENGAGING CONSULTING ENGINEERS AND ADMINISTRATION OF CONSULTING SERVICES**



**SECTION-V****POWERS FOR ENGAGING CONSULTING ENGINEERS AND ADMINISTRATION OF  
CONSULTING SERVICES**

Nature of Powers	Competent Authority	Monetary Limit
<b>1. Foreign Consultants;</b> (In association with local consultants)		
A. Short-listing of consultants.	Members	Rs. 200 million
B. Acceptance / approval of cost of consultancy services.	Members	Rs. 50 million (subject to the clearance by the CCC).
C. Extension of time in consultancy services.		
a) where no additional cost is involved.	i. Members	Full powers
	ii. General Managers	Up to 25% of the original contract period but not exceeding six (6) months
b) where additional cost is involved.	Members	Up to 25% of the original contract period but not exceeding one year.
D. Variation of consultancy cost Estimates;		
a) Within scheduled time	i. Members	Up to 15%
	ii. General Managers	Up to 10%
	iii. Chief Engineers	Up to 5%
b) For extended period	Members	Full powers
E. Approval to employ / replace employees of the consultants.		
i) Within rates prescribed in the consultancy agreement.	General Managers	Full Powers
ii) At rates in excess of those prescribed in the consultancy agreement.	Members	Up to 15% of the originally agreed cost.
F. Inter-adjustment in:	General Managers	
a) Man-months between various disciplines.		Full Powers (Provided such inter-adjustment shall not cause any increase in man-month cost/direct cost already agreed/approved.)
b) Direct cost at site office and home office.		
G. Utilization of approved contingency provisions provided in the consultancy agreement.	General Managers	Full Powers

Nature of Powers	Competent Authority	Monetary Limit
<b>2. Local Consultants;</b>		
A. Short-listing of consultants.	i. Member	Rs. 100 million
	ii. General Managers	Rs. 50 million
B. Acceptance / approval of cost of consultancy services.	i. Members	Rs. 10 million
	ii. General Managers	Rs. 2.5 million
C. Extension of time in consultancy services:		
a) where no additional cost is involved.	i. Members	Full powers
	ii. General Managers	Up to 50% of the original contract period but not exceeding six (6) months.
b) where additional cost is involved.	i. Members	Up to 50% of the original contract period but not exceeding one year.
	ii. General Managers	Up to 25% of the original contract period but not exceeding 3 months.
D. Variation of consultancy cost Estimates;		
a) Within scheduled time	i. Members	Up to 25%
	ii. General Managers	Up to 15%
		} of the originally agreed cost
b) For extended period	i. Members	Full powers
	ii. General Managers	Full powers
E. Approval to employ / replace employees of the consultants.		
i) Within rates prescribed in the consultancy agreement.	General Managers	Full Powers
ii) At rates in excess of those prescribed in the consultancy agreement.	Members	Up to 20% of the originally agreed cost.
F. Inter-adjustment in:	General Managers	Full Powers (Provided such inter-adjustment shall not cause any increase in man-month cost/direct cost already agreed /approved.
a) Man-months between various disciplines.		
b) Direct cost at site office and home office.		
H. Utilization of approved contingency provisions provided in the consultancy agreement.	General Managers	Full Powers

Nature of Powers	Competent Authority	Monetary Limit
3. Special consultants/Panel of Experts /Individual consultant (Foreign/Local) etc.	Members	Upto Rs. 10.0 million
4. Provisional payments to consultants, in anticipation of approval of extension in services/continued services.	Members	Upto maximum six months without involving additional cost

**Condition:**

1. The engagement of consultants on any assignment shall be decided by the officers competent to accept/approve consultancy cost as per powers delegated above.
2. For establishing the ranking of foreign and local consultants under Quality Base Selection (QBS) and Quality Cost Base Selection (QCBS) methods are subject to approval by officers competent to accept/approve consultancy cost as per powers delegated above, and option under Least Cost (LC), Single Source (SS), Direct Selection (DS) and Fixed Budget (FB) methods of selection shall be decided by the Authority, for estimated cost more than Rs. 5 million.
3. The response time shall not be less than fifteen (15) working days for national competitive bidding and thirty (30) working days for international competitive bidding from the date of publication of advertisement or as amended by the PPRA from time to time for inviting EOI and RFPs or notice of invitation.
4. The Evaluation Committee for evaluation of Proposals shall be constituted as per WAPDA Procurement and Contract Manual-2014 and in accordance with the instructions\guidelines issued by the Authority.
5. The Evaluation Committee for evaluation of expression of interest/prequalification of consultants shall be constituted as per WAPDA Procurement and Contract Manual-2014.
6. Members shall have powers for reasons to be recorded to select and engage consultants without undertaking normal selection procedure, subject to any or in combination of the following conditions and within the financial limit of Rs. 5.0 million;
  - a) For tasks which are natural continuation of previous assignment and continuity of technical services are unavoidable,
  - b) In case of emergency, and
  - c) Where only one consultant is qualified or has experience of exceptional worth.
7. The procuring agency shall not hire a consultant for an assignment in which there is possibility of conflict of interest such as;
  - i) If a consultant has been engaged to provide goods or works for a project, it shall be disqualified from providing consulting services for the same project,
  - ii) A consultant shall not be hired for any assignment which by its nature, may be in conflict with another assignment of that consultant, or,
  - iii) A key Person of a consultant exists in more than one assignment at the same time.
8. The bidder whose Technical and Financial Proposal is most advantageous shall be ranked highest and his bid accepted, provided;
  - i) Prior negotiation shall be carried out with the highest ranked bidder regarding methodology, work plan, staffing and special conditions of the contract,

- ii) Negotiations with reference to TOR i.e, adjustments in man days of various level of professionals etc. may be done, as per requirement if deemed necessary, without any rate negotiations,
  - iii) The consultants shall not be permitted for substitution of key staff, unless both parties agree that undue delay in selection process makes such substitution unavoidable.
  - iv) In case of failure of negotiations with the highest ranked bidder, the next ranked bidder shall be invited for such negotiations or discussions,
  - v) Negotiations by a single person committee shall never be allowed.
9. Extension of time/variation of consultancy cost once approved shall be subsequently approved by competent authority, accumulating time period and cost already approved.
10. The procuring agency may demand insurance on the part of consultant to cover its liability for consequence of errors or omissions, and necessary costs shall be borne by the consultant which shall be reimbursed by the procuring agency as out of pocket expenses by the consultant in accordance with the contract agreement.
11. The consultant shall be held liable for all losses for damages suffered by the procuring agency on account of any misconduct and/or unsatisfactory performance by the consultant in performing the consultancy services. This liability shall be incorporated within the conditions of contract.

**PART-B**  
**PROCUREMENT - O & M STAGE OF**  
**PROJECTS**

## **SECTION-VI**

**POWERS FOR ACCORDING ADMINISTRATIVE APPROVAL AND  
TECHNICAL SANCTION TO WORKS, GOODS, SERVICES AND TOOLS &  
PLANTS/STORES**

**SECTION-VI****POWERS FOR ACCORDING ADMINISTRATIVE APPROVAL AND TECHNICAL  
SANCTION TO WORKS, GOODS, SERVICES AND TOOLS & PLANTS/STORES**

Nature of Powers	Competent Authority	Monetary Limit
<b>A.</b> Administrative approval of works, goods, services and any other item not covered elsewhere in this Section.	i. Members ii. General Managers iii. Chief Engineers and equivalent iv. Superintending Engineers or equivalent	Rs. 120 million  Rs. 60 million Rs. 30 million Rs. 10 million
<b>B.</b> Technical sanction of works, goods, services and any other item not covered elsewhere in this Section.	i. General Managers ii. Chief Engineers iii. Superintending Engineers or equivalent iv. Senior Engineers or equivalent	Full Powers Full Powers Rs. 25 million Rs. 2 million

**Note:**

- No administrative approval will be required where work under Annual/Operational Budget stands already approved with sufficient details of components of work. However, in such cases formal approval of the General Manager concerned shall be obtained.
- In case sufficient details of components of the work have not been given in the approved Annual/Operational Budget, Administrative approval of the competent authority for specific components of work shall be obtained.
- Administrative approval would be subject to availability of funds or are provided in the sanctioned budget of the Authority.
- The financial limits conferred upon the above competent authorities, shall be considered half of it in respect of administrative approval for construction of residential buildings.
- The residential colony and its' auxiliary works like boundary wall, internal road, water supply & sanitation system etc. fall under the terms of residential buildings.
- Where residential accommodation stands standardized, the scale of accommodation shall not be exceeded without prior approval of the Authority. The standard design of the residential building may be modified by General Manager concerned in consultation with CDO, WAPDA, to suit local conditions where considered necessary.
- Administrative approval for construction of a non-standardized residential building shall be accorded by the next higher authority.
- If technical sanction involves excess of more than 15 percent over the amount for which a work has been administratively approved, prior revised administrative approval of the competent authority shall be required.

Nature of Powers	Competent Authority	Monetary Limit
<b>C.</b> Administrative Approval of Deposit Works.	i. General Managers	Full Powers
	ii. Chief Engineers	Full Powers
	iii. Superintending Engineers or equivalent	Rs. 6 million
	iv. Senior Engineers or equivalent	Rs. 1 million
<b>D.</b> Technical sanction of Deposit Works.	i. Chief Engineers	Full Powers
	ii. Superintending Engineers or equivalent	Rs. 10 million
	iii. Senior Engineers or equivalent	Rs. 2 million

**Note:**

1. Deposit Works shall be undertaken only after getting full amount of sanctioned estimated work with an undertaking from the depositor to meet with variation, if any occurs.
2. Deposit works are to be executed within WAPDA or other Government/Semi-Government agencies may assign their works to WAPDA as deposit works.
3. WAPDA works executed through some other Government/Semi-Government agencies shall also be treated as deposit work.

			Ordinary	Special
<b>E.</b> Administrative approval of works of repair to Non-Residential Buildings.	i.	Members	Full Powers	Full Powers
	ii.	General Managers	Full Powers	Rs. 2 million
	iii.	Chief Engineers	Full Powers	Rs. 1 million
	iv.	Superintending Engineers or equivalent	Full Powers	Rs. 500,000
	v.	Senior Engineers or equivalent	Rs. 40, 000	Rs. 20,000
			Ordinary	Special
<b>F.</b> Technical sanction of works of repair to Non-Residential Buildings.	i.	Chief Engineers	Full Powers	Rs. 2 million
	ii.	Superintending Engineers or equivalent	Full Powers	Rs. 1 million
	iii.	Senior Engineers or equivalent	Rs. 150,000	Rs. 50,000



Nature of Powers	Competent Authority	Monetary Limit	
		Ordinary	Special
<b>G.</b> Administrative approval of works of repair to Residential Buildings.	i. Members	Full Powers	Full Powers
	ii. General Managers	Full Powers	Rs. 400,000
	iii. Chief Engineers	Full Powers	Rs. 200,000
	iv. S.E. or equivalent	Full Powers	Rs. 120,000
	v. Sr. Engineers or equivalent	Rs. 40, 000	Rs. 20,000
<b>H.</b> Technical sanction of works of repair to Residential Buildings.	i. Chief Engineers ii. S.E. or equivalent iii. Sr. Engineers or equivalent	Ordinary	Special
		Full Powers	Full Powers
		Full Powers	Rs. 300,000
		Rs. 100,000	Rs. 40,000

**Note:**

- The above powers are not to exceed the following percentages of capital cost as assessed on account of ordinary repairs to both Permanent and Temporary Buildings, whether Non-Residential or Residential:

<u>Type of Building</u>	<u>Permanent Buildings</u>	<u>Temporary Buildings</u>
i) Non-Residential	1.5% in a year	3% in a year
ii) Residential	2.0% in a year	4% in a year

The above percentage may be increased by:

- 1200% in the case of buildings more than 50 years old.
  - 900% in the case of buildings 40-50 years old.
  - 500% in the case of buildings 30-40 years old.
  - 300% in the case of buildings 20-30 years old.
  - 150% in the case of buildings 15-20 years old.
  - 100% in the case of buildings 10-15 years old.
  - 50% in the case of buildings 5-10 years old.
  - 25% in the case of buildings 3-5 years old.
- Where Special Repair is required to be carried out to a Residential Building which is in occupation of competent authority approval of next higher authority shall be necessary.
  - The above powers shall not be exercised in case of hired buildings.
  - The term "Special Repairs" means such occasional repairs as become necessary from time to time and which may have been carried out between times of periodical repairs like renewals of roofs, renewals of damaged floors, doors and windows.
  - The above powers are meant for the single building and not for all buildings in the whole colony.

Nature of Powers	Competent Authority	Monetary Limit
<b>I.</b> Administrative approval for purchase/supply from foreign manufacturer of Tools and Plants (excluding vehicles), for Power House.	i. Members ii. General Managers iii. Chief Engineers iv. Superintending Engineers or equivalent	Full Powers Rs. 12 million Rs. 4 million Rs. 800,000
<b>J.</b> Technical sanction to purchase /supply from foreign manufacturer of Tools and Plants (excluding vehicles) for Power House.	i. General Managers ii. Chief Engineers iii. Superintending Engineers or equivalent iv. Senior Engineers or equivalent	Full Powers Rs. 8 million Rs. 1.5 million Rs. 80,000
<b>K.</b> Administrative approval for purchase of vehicles including Cars, Trucks, Single/Twin Cab Pick-ups, Jeeps, Tractors and Trailers etc.	The Authority	Full Power
<b>L.</b> Technical sanction to purchase of vehicles including cars, Trucks, Single/Twin Cab Pick-ups, Jeeps, Tractors and Trailers.	i. General Managers ii. Chief Engineers iii. Superintending Engineers or equivalent	Full Powers Rs. 12 million Rs. 4 million
<b>M.</b> Administrative approval for hiring of vehicles for WAPDA formations/Consultants	i. The Authority ii. Members	Full Powers Up to Rs. 300,000 in each case subject to a maximum of Rs. 3.00 million per annum per contract.
<b>N.</b> Technical sanction to hiring of vehicles for WAPDA formations/Consultants.	i. General Managers ii. Chief Engineers	Full Powers Full Powers

**Note:**

Purchase of vehicles shall be regulated strictly in accordance with the following instructions subject to further instructions issued by the Authority from time to time:

1. Purchase of vehicles of all type shall be made on the basis of open competitive bidding;
2. Quotations shall be invited directly from the Government controlled agencies where the price is fixed by the Government or any other authority, agency or body duly authorized by the Government or from local original manufacturers/assemblers or their authorized agents at manufacturer's price dealing with import and sale of vehicles.
3. Advance payment for purchase of vehicles may be made against an Advance Bank Guarantee for the full amount of the Advance from a Scheduled Bank in Pakistan or from a Bank located outside Pakistan duly counter-guaranteed by a Scheduled Bank in Pakistan.

Nature of Powers		Competent Authority	Monetary Limit	
<b>O.</b>	Administrative approval for repairs and/or overhauling of Tools and Plants, vehicles and light machinery and spare parts thereof.	i. Members	Full Powers	
		ii. General Managers	Rs. 500,000	
		iii. Chief Engineers	Rs. 250,000	
		iv. Superintending Engineers or equivalent	Rs. 100,000	
		v. Senior Engineers or equivalent	Rs. 20,000	
<b>P.</b>	Technical sanction for repairs and/or overhauling of Tools and Plants, vehicles, and light machinery and spare parts thereof.	i. General Managers	Full Powers	
		ii. Chief Engineers	Rs. 500,000	
		iii. Superintending Engineers or equivalent	Rs. 250,000	
		iv. Senior Engineers or equivalent	Rs. 100,000	
<b>Q.</b>	Administrative approval for purchase/supply from local manufactures or repairs of Power House machinery's parts and overhauling of Tools & Plants/stores.		<b>From Govt. and semi-Govt. organizations</b>	<b>From Private org. or firms on approved list</b>
		i. Members	Full Powers	Full Powers
		ii. General Managers (Hydel)	Full Powers	Rs1.5million in each case
		iii. Chief Engineers (Hydel)/ Chief Engineers (Power Station)	Full Powers	Rs 600,000 in each case
		iv. Superintending Engineers or equivalent / Residential Engineers (Hydel)	Full Powers	Rs 400,000 in each case
		v. Residential Engineers (Hydel), status of Senior Engineers or equivalent	Full Powers	Rs50,000 in each case

Nature of Powers	Competent Authority	Monetary Limit	
		From Govt. and semi-Govt. organizations	From Private org. or firms on approved list
<b>R.</b> Technical sanction for purchase/supply from local manufacture or repairs of Power House machinery's parts and overhauling of Tools & Plants/stores.	i. GM Hydel	Full Powers	Full Powers
	ii. Chief Engineers (Hydel)/ Chief Engineers (Power Station)	Full Powers	Rs. 1.2 million in each case
	iii. Superintending Engineers or equivalent / Residential Engineers (Hydel)	Full Powers	Rs. 800,000 in each case
	iv. Residential Engineers (Hydel), status of Senior Engineers or equivalent	Full Powers	Rs. 100,000 in each case

**Note:**

1. The repairs shall as far as possible be done in WAPDA's Regional Workshops/Central Workshops or at Workshops of Hydel Power Stations.
2. Work orders shall be placed only on such public/private organizations/firms/workshops/repair shops as are considered most reliable ones and qualify for executing the said work. The formality of calling open bids and quotations may be dispensed with only in case of unforeseeable damage to the T&P, vehicles or machinery or in urgency or where there is only one approved organization/firm/workshop/repair shop at a particular station or place and the competition of rates is neither possible nor considered necessary. The next higher authority shall authorise procurement of proprietary objects.
3. The cost of repairs/overhauling/spare parts of T&P, vehicles and machinery shall be governed by the general rule that it must not exceed 60% of their replacement value.
4. Repeat orders may not exceed three years in duration and/or fifteen per cent of the original scheduled completion time and/or original cost of procurement, respectively.
5. In case of manufacture/repair of machinery or parts, General Managers (Hydel), all Chief Engineers and Resident Engineers on the Generation side, shall in interest of the Authority so requires, be empowered to make advance payment of 50% of the total value of the order against a Bank Guarantee and the balance 50% only on receiving delivery of the manufactured, repaired machinery parts in accordance with the prescribed standardized/ specification and their testing. The advance payment for manufacture or repair orders on Government and Semi-Government Organizations may be 100 percent as aforesaid. Advance payment shall be regulated in accordance with the procedure approved by the Authority.
6. The conditions laid down in Section - VII (Powers for acceptance of tenders/quotations for local purchase of stores and tools and plants) and Section – VIII (Powers for engaging Consulting Engineers and Administration of Consulting Services) shall apply "*mutatis mutandis*" to powers delegated under above Clauses.

## **SECTION-VII**

**POWERS FOR ACCEPTANCE OF BIDS FOR WORKS, GOODS, MATERIALS,  
INSTRUMENTS, T&P/STORE ITEMS, REPAIR WORKS, VARIATION  
ORDERS, EXTENTION OF TIME & CONTRACTOR'S CLAIMS ETC.**

**SECTION-VII****POWERS FOR ACCEPTANCE OF BIDS FOR WORKS, GOODS, MATERIALS, INSTRUMENTS, T&P/STORE ITEMS, REPAIR WORKS, VARIATION ORDERS, EXTENSION OF TIME & CONTRACTOR'S CLAIMS ETC.**

Nature of Powers	Competent Authority	Monetary Limit
<b>A.</b> Acceptance of bids for Construction, Supply of goods, Works, materials, instruments, T&P/store items, vehicles, repair work sand for hiring of Heavy/Light Machinery.	i. Members ii. General Managers iii. Chief Engineers iv. Superintending Engineers or equivalent v. Senior Engineers or equivalent	Rs. 250 million Rs. 125 million Rs. 60 million Rs. 15 million Rs. 2 million
<b>B.</b> Acceptance of bids for purchase of common use materials listed in Annexure: VII-A to this section.	i. Members ii. General Managers (Coord. Power) iii. Chief Engineer/DG (P&D) iv. Director (Purchase & Verification)	Rs. 250 million Rs. 100 million Rs. 50 million Rs. 10 million

**Note:**

- The above delegated powers are subject to vetting by Central Contract Cell (CCC) through processing of GM (C&M) Water/GM(Hydel)Opr/Dev, if amount of bid exceeds Rs. 75 million.
- The powers delegated to Members, General Managers and Chief Engineers as indicated above shall also include powers for entering into foreign contracts and procurement of Imported proprietary material within the limits of their respective foreign exchange allocation.
- Purchase of said common use materials listed in Annexure: VII-A shall be carried out generally through CE/DG (P&D).The purchase may be done by the Officers of equivalent status mentioned in Clause-B above, up to 5% of the delegated financial limit.
- Purchase of common use material listed in Annexure:VII-A, may be carried out by General Managers (as per specified monetary limit) of any formations through a Committee comprising minimum of three members including one of its members from Account Section in following situations:-
  - Where no rate contract has been issued by CE/DG (P&D) for the item(s) to be purchased,
  - If a rate contract has been placed by CE/DG (P&D) but the supplier cannot supply the material within the period specified in the purchase order.
- All purchase orders for materials, Tools and Plants articles, survey and drawing instruments etc. should contain the provision of inspection before acceptance by the purchasers.
- Member concerned may waive off the condition of, inspection against the manufacturer's warranty and factory test reports for all the tests as per WAPDA specifications, in case inspection of material cannot be undertaken due to urgency.

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Nature of Powers	Competent Authority	Monetary Limit
<b>C.</b> Award of contract/work orders for purchase of petty items, procurement of works, goods, materials, instruments, repair works, hiring of vehicles and T&P items without calling bids/ quotations.	i. General Managers/ Chief Engineers or other higher ranked officers.	Rs. 25,000 at a time.
	ii. Superintending Engineers or equivalent / Resident Engineers	Rs. 20,000 at a time.
	iii. Senior Engineers or equivalent / Resident Engineers	Rs. 10,000 at a time.

**Note:**

Such procurement shall be exempted from the requirements of bidding or quotation of prices, subject to, it shall be ensured that the procurements are conducted in a fair and transparent manner, the object of procurement brings value for money to the Authority and the procurement process is efficient and economical.

<b>D.</b> Award of contract/work orders for procurement of works, goods, materials, instruments, repair works, hiring of vehicles and T&P items against limited enquiry.	i. General Managers / Chief Engineers or other higher ranked officers.	Rs. 500,000/- at a time.
	ii. Superintending Engineers or equivalent / Resident Engineers	Rs. 300,000/- at a time.

**Note:**

Procurement under limited enquiry shall be opted only if following conditions exist:

- The object of the procurement has standard specifications;
- Minimum of three quotations have been obtained; and
- The object of the procurement is purchased from the supplier offering the lowest price.

<b>E.</b> Award of contract/work orders for procurement of works, goods, materials, instruments, repair works, T&P/store items including repairs and/or over-hauling of Tools and Plants, vehicles, hiring of mobile cranes & plants/ vehicles and light machinery without inviting tenders / quotations, under <b>Direct contracting</b> and <b>Negotiated Tendering</b> subject to the condition given in the following Note.	i. Members	Rs. 2.5 million in each case, up to Rs. 250 million.
	ii. General Managers	Rs. 1.0 million in each case, subject to maximum of Rs. 25 million in a year on all cases.
	iii. Chief Engineers	Rs. 500,000 in each case, subject to maximum of Rs. 15 million in a year on all cases.
	iv. Superintending Engineers or equivalent	Rs. 100,000 in each case, subject to a maximum of Rs. 10 million in a year on all cases.

Nature of Powers	Competent Authority	Monetary Limit
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**Notes:**

- 1** In all cases under Clause-E above, the event/situation of the emergency/urgency or reasons/justifications of procurement shall be declared by the next higher authority, except for the cases approved/to be approved by the Authority and Members; for such cases emergency/reasons/justifications of procurement shall be declared by Members.

**2 Direct contracting:**

- i) The procurement concerns the acquisition of spare parts or supplementary services from original manufacturer or supplier, provided that the same are not available from alternative sources;
- ii) Only one manufacturer or supplier exists for the required procurement which is justified as proprietary object after due diligence;
- iii) Where a change of supplier would oblige the procuring agency to acquire material having different technical specifications or characteristics and would result in incompatibility or disproportionate technical difficulties in operation and maintenance, provided that the contract or contracts do not exceed three years in duration;
- iv) Repeat orders shall not exceed fifteen percent of the original procurement;
- v) In case of an emergency;(for direct incorporation in the work)
- vi) When the price of goods, materials, instruments and T&P items is fixed by the government or any other authority, agency or body duly authorized by the Government, on its behalf, and
- vii) For purchase of motor vehicle from local original manufacturers or their authorized agents at manufacturer's price.

**3. Negotiated Tendering:**

- i) The supplies involved are manufactured purely for the purpose of supporting a specific piece of research or an experiment, a study or a particular development;
- ii) For technical or artistic reasons, or for reasons connected with protection of exclusive rights or intellectual property, the supplies may be manufactured or delivered only by a particular supplier;
- iii) For reasons of extreme urgency brought about by events unforeseeable by the procuring agency, the time limits laid down for open and limited bidding methods cannot be met. The circumstances invoked to justify extreme urgency must not be attributable to the procuring agency
- iv) Provided that any procuring agency desirous of using negotiated tendering as a method of procurement shall record its reasons and justifications in writing for resorting to negotiated tendering and shall place the same on record.

<b>F.</b>	Appropriation Request/ Variation /Change orders in original contract / work order.	i. Members	Up to maximum of 15% of the total amount of the original contract price or Rs. 250 million whichever is less for all variation orders.
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Nature of Powers	Competent Authority	Monetary Limit
	ii. General Managers	Up to Rs. 10 million for one variation order and up to 10% of original contract price or Rs. 125 million whichever is less for all variation orders
	iii. Chief Engineers	Up to Rs. 5 million for one variation order and up to 5% of the total amount of original contract or Rs. 60 million whichever is less for all variation orders.

**Note:**

- Cumulative amount of all variation orders approved shall include the amount approved by all competent authorities and variations issued by the Engineer of the Project, if employed and authorized to issue variation orders.
- The appropriation request(s)/variation order(s) in contracts/work orders shall be approved/issued strictly in accordance with the procedure prescribed by the Authority.

**G. Grant of Extension of Time (EoT) beyond scheduled completion of contracts and EoT associated cost:**

a) EoT; if EoT does not involve any additional cost except liquidated damages.	I. The officer who awarded the contract works.	Full Powers
	II. For the works awarded by the Authority;	
	i. Members	Upto nine (9) months or one 4 <sup>th</sup> of contractually stipulated completion period whichever is less.
	ii. General Managers	Upto four (4) months or one 6 <sup>th</sup> of contractually stipulated completion period whichever is less.
	iii. Chief Engineers	Upto two (2) months or one 10 <sup>th</sup> of contractually stipulated completion period whichever is less.
b) EoT; if EoT involves additional cost.	i. Members	Upto nine (9) months or one 4 <sup>th</sup> of contractually stipulated completion period whichever is less.
	ii. General Managers	Upto four (4) months or one 6 <sup>th</sup> of contractually stipulated completion period whichever is less.

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Nature of Powers	Competent Authority	Monetary Limit
c) Cost; if EoT involves additional cost, approval of EoT associated costs against above approved delayed period.	i. Members	Upto 5% of the original contract price or Rs. 10 million, whichever is less.
	ii. General Managers	Upto 2% of the original contract price or Rs. 3 million, whichever is less.
H. Acceptance of Contractor's others cost claims.	i. Members	Upto 5% of the original contract price or Rs. 10 million, whichever is less.
	ii. General Managers	Upto 2% of the original contract price or Rs. 3 million, whichever is less.

**Note:**

The EoT and Contractor's other claims attributing to costs, shall be determined contractually and diligently by the project authorities, and clearance thereof shall be obtained from CCC, through GM (C&M)/Water/GM(Hydel)Opr/Dev, before making payments, except for EoT which does not involve any additional costs.

I. Imposition of Liquidated Damages / Delay Damages, where works awarded by the Authority.	i. Member	Full Power
	ii. General Managers	Rs. 10 million

**Conditions:**

In order to ensure transparency in procurement procedure for construction, maintenance, repair works, supply of goods, materials, instruments, vehicles, hiring of vehicles and T&P/store items, spare parts and other items of proprietary nature, following guidelines/measures/steps shall be taken:

- The Procuring Agencies shall engage in open competitive bidding if the cost of the object to be procured would be more than the financial limit of Rs. 500,000 under normal conditions. (This financial limit is subject to amendment by the Federal Government/PPRA from time to time).
- The following procedures shall be permissible for open competitive bidding, namely;
  - Single stage – one envelope procedure
  - Single stage – two envelope procedure
  - Two stage bidding procedure
  - Two stage – two envelope bidding procedure
- The Pre-qualification of bidders for civil works, shall be mandatory for estimated work costing over Rs. 500 million in accordance with SOP/PQ-I of WAPDA Procurement Manual 2014.
- All prequalification/qualification requirements shall be evaluated in accordance with the evaluation criteria and other terms and conditions prescribed in the invitation to prequalification/bids and prequalification/bidding documents and shall be approved by the officers competent to accept bids/contracts in accordance with WAPDA Procurement Manual 2014.

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5. Prequalification/Bids shall be called by officers competent to accept Bids/Contracts or by their authorized officers and shall be in accordance with Public Procurement Regulatory Authority Rules-2004.
6. Evaluation of lowest responsive bidders may not be made on the basis of post qualification for construction work contracts, instead Single stage – two envelope procedure be used.
7. A post qualification criteria may be laid down and advised to the manufacturers / suppliers / venders for procurement of goods, materials, instruments and T&P/store items.
8. The bidders shall be invited to submit their applications for prequalification or bids within adequate time. The response time shall not be less than fifteen (15) working days for national competitive bidding and thirty (30) working days for international competitive bidding from the date of publication of advertisement or notice of invitation.
9. The lowest responsive bid shall be accepted, subject to the condition that the bid does not exceed the administrative approval by more than 15 percent.
10. Prior approval of the next higher authority shall be necessary before accepting the lowest responsive bid, where the bid received exceeds by more than 15 percent of the approved cost of the Work/Engineer's Estimate.
11. There shall be no limit on number of tenders/bids received. The single bid may be considered if it meets the evaluation criteria expressed in the tender notice and bidding documents and the bid received is within the approved/sanctioned budget.
12. There shall be no negotiations with the bidder having submitted the lowest evaluated responsive bid or with any other bidder. Provided that the extent of negotiation permissible shall be subject to the regulations issued by the PPRA.
13. The authorities next to officers competent to accept bids/award contracts in accordance with this delegation are authorised for annulment of bids or termination of contracts. For bids to be accepted or contracts awarded by the Authority, annulment/termination thereto also lies with the Authority.
14. The authorities competent to accept bids/award contracts in accordance with this delegation may also take decisions in connection therewith securities, insurances, retention money, suspension of work, bonus & liquidated damages, maintenance & completion certificates, special risks and frustration. The execution of the contract shall be on behalf of the Authority.
15. The Procuring agencies shall use standard bidding/procurement documents as and when notified by regulation by the Public Procurement Regulatory Authority, where, however, standard forms of contract are not available, Procuring agencies shall develop precise and unambiguous bidding documents with concurrence/vetting of the CCC, WAPDA.
16. All tenders and purchase orders for procurement of goods, materials and T&P/store items shall include detailed instructions, precise and unambiguous bidding documents/purchase orders, in accordance with Procurement and Contract Manual-2004, prescribed by General Managers or CE/DG (P&D) in consultation with CCC, WAPDA. In case of purchase of materials of proprietary nature such as spares for Power House machinery and equipment, air conditioning plant etc, all General Managers and all Chief Engineers shall, if interest of the Authority so require, may amend or delete such standard clauses of the purchase order form as are unacceptable to the suppliers of such materials with prior concurrence of the CCC, WAPDA.

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17. Repeat order other than construction works contracts may be placed by the competent authority on the basis of already accepted rates on the same firm with whom purchased order already been placed provided;
  - a) The value of repeat order shall not be more than 15 percent of the value of original order.
  - b) The repeat order is placed within six months of the original purchase order.
  - c) The trend of price is not down ward.
18. All procurements are subject to availability of necessary funds and administrative approval of the competent authority.
19. All goods, materials and T&P/store items to be purchased shall be subject to inspection by a Committee constituted by the General Manager concerned, or CE/DG (P&D), or in accordance with the procedures laid down by the Authority from time to time.
20. Each competent authority shall maintain a register recording therein the details of the sanctions issued against various items under Clause 'C', 'D', and 'E' so as to ensure that the annual ceilings of maximum amounts are not exceeded.
21. Rate contract may be executed by General Managers concerned/CE/DG (P&D) on annual basis for common use items as far as possible.
23. The powers of Senior Engineers and officers of equivalent status to accept tenders for constructions, maintenance and repair work and also for supply of cement, steel, bricks, sand and bajri will be subject to the following conditions;
  - i) Administrative approval of the competent authority must be obtained before calling tenders for construction and maintenance work or supply of materials etc.,
  - ii) Tenders will be issued after obtaining approval of the next higher authority,
  - iii) Tender documents to be issued, must contain the qualification and evaluation criteria, if pre-qualification has not been done.
  - iv) Each Chief Engineer will collect a monthly Return from his sub-ordinate O&M offices and render to General Manager by the 5th of the month following that to which it pertains, showing full particular of all the contracts awarded by them during the month under report. The monthly return shall be in the form appended as Annexure VII-B.
24. All procurements exceeding the prescribed limit i.e. Rs. 10 million, shall be subject to an integrity pact, as specified by regulation of Public Procurement Regulatory Authority with the approval of the Federal Government, between the procuring agency and the suppliers or contractors. The present limit is subject to change from time to time as notified by PPRA.

## ANNEXURE:VII-A

**COMMON USED CENTRALIZED MATERIALS**

**List of store materials (common use Items) which are to be procured by CE / DG (P&D)**

**Building Materials**

1. Paints, varnishes, enamels, oils, spirits, wood preservatives

**II. Office Equipment**

1. Photocopies Machines

**III. Oil & Lubricants**

1. Lubricants, greases mineral oil products & its by products.

**IV. Workshop Equipment and Store**

1. Electrodes
2. Tyres and Tubes
3. Automotive Batteries

**V. Papers Stationery Items**

1. Plain paper Copier (A4 + Legal Size)
2. File Cover
3. File Board
4. Register (Dairy & Dispatch etc)
5. Material for Printing Press

**VI. Miscellaneous**

1. Electric Bulbs
2. Fans, Fluorescent Tubes and accessories
3. Cotton Rags
4. Uniform of Security & Technical Staff
5. Fire Fighting equipment

## ANNEXURE:VII-B

MONTHLY RETURN OF O&M CONTRACTS AWARDED												
By _____ for the month _____												
Sr. No.	Name of work	Cost of work	Amount of administrative approval with date	Administrative sanction with date by CE or one up	Amount of Technical sanction.	Date of Tender opening with amount of lowest tender	Acceptance of tender with date and percentage allowed on sanctioned estimate	For items rate contracts give percentages of tendered rate above/below the current schedule or rates separately	Name successful contractor and with whom enlisted with Region No.	Total No. of tenders issued	Total No. of tenders received	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

## **SECTION-VIII**

### **POWERS FOR ENGAGING CONSULTING ENGINEERS AND ADMINISTRATION OF CONSULTING SERVICES**

**SECTION-VIII****POWERS FOR ENGAGING CONSULTING ENGINEERS AND ADMINISTRATION OF  
CONSULTING SERVICES**

Nature of Powers	Competent Authority	Monetary Limit
<b>1. Foreign Consultants;</b> (In association with local consultants)		
A. Short-listing of consultants.	Members	Rs. 200 million
B. Acceptance / approval of cost of consultancy services.	Members	Rs. 50 million (subject to the clearance by the CCC).
C. Extension of time in consultancy services.		
a) where no additional cost is involved.	i. Members	Full powers
	ii. General Managers	Up to 25% of the original contract period but not exceeding six (6) months
b) where additional cost is involved.	Members	Up to 25% of the original contract period but not exceeding one year.
D. Variation of consultancy cost Estimates;		
a) Within scheduled time	i. Members	Up to 15%
	ii. General Managers	Up to 10%
	iii. Chief Engineers	Up to 5%
b) For extended period	Members	Full powers
E. Approval to employ / replace employees of the consultants.		
i) Within rates prescribed in the consultancy agreement.	General Managers	Full Powers
ii) At rates in excess of those prescribed in the consultancy agreement.	Members	Up to 15% of the originally agreed cost.
F. Inter-adjustment in:	General Managers	Full Powers (Provided such inter-adjustment shall not cause any increase in man-month cost/direct cost already agreed/approved.)
a) Man-months between various disciplines.		
b) Direct cost at site office and home office.		
G. Utilization of approved contingency provisions provided in the consultancy agreement.	General Managers	Full Powers



Nature of Powers	Competent Authority	Monetary Limit
<b>2. Local Consultants;</b>		
A. Short listing of consultants.	i. Member	Rs. 100 million
	ii. General Managers	Rs. 50 million
B. Acceptance/approval of cost of consultancy services.	i. Members	Rs. 10 million
	ii. General Managers	Rs. 2.5 million
C. Extension of time in consultancy services:		
a) where no additional cost is involved.	i. Members	Full powers
	ii. General Managers	Up to 50% of the original contract period but not exceeding six (6) months.
b) where additional cost is involved.	i. Members	Up to 50% of the original contract period but not exceeding one year.
	ii. General Managers	Up to 25% of the original contract period but not exceeding 3 months.
D. Variation of consultancy cost Estimates;		
a) Within scheduled time	i. Members	Up to 25%
	ii. General Managers	Up to 15%
b) For extended period	i. Members	Full powers
	ii. General Managers	Full powers
E. Approval to employ/replace employees of the consultants.		
i) Within rates prescribed in the consultancy agreement.	General Managers	Full Powers
ii) At rates in excess of those prescribed in the consultancy agreement.	Members	Up to 20% of the originally agreed cost.
F. Inter adjustment in:	General Managers	Full Powers (Provided such inter-adjustment shall not cause any increase in man-month cost/direct cost already agreed /approved.
a) Man-months between various disciplines.		
b) Direct cost at site office and home office.		
G. Utilization of approved contingency provisions provided in the consultancy agreement.	General Managers	Full Powers

Nature of Powers	Competent Authority	Monetary Limit
<b>H.</b> Special consultants/Panel of Experts /Individual consultant/Advisor (Foreign/Local) etc.	Members	Upto Rs. 10.0 million
<b>I.</b> Provisional payments to consultants, in anticipation of approval of extension in services/continued services.	Member concerned	Upto maximum six months without involving additional cost

**Condition:**

1. The engagement of consultants on any assignment shall be decided by the officers competent to accept/approve consultancy cost as per powers delegated above.
2. For establishing the ranking of foreign and local consultants under Quality Base Selection (QBS) and Quality Cost Base Selection (QCBS) methods are subject to approval by officers competent to accept/approve consultancy cost as per powers delegated above, and option under Least Cost (LC), Single Source (SS), Direct Selection (DS) and Fixed Budget (FB) methods of selection shall be decided by the Authority, for estimated cost more than Rs. 5 million.
3. The response time shall not be less than fifteen (15) working days for national competitive bidding and thirty (30) working days for international competitive bidding from the date of publication of advertisement or as amended by the PPRA from time to time for inviting EOI and RFPs or notice of invitation.
4. The Evaluation Committee for evaluation of Proposals shall be constituted as per WAPDA Procurement Manual-2014, and in accordance with the instructions\guidelines issued by the Authority.
5. The Evaluation Committee for evaluation of expression of interest/pre qualification of consultants shall be constituted as per WAPDA Procurement Manual-2014.
6. Members shall have powers for reasons to be recorded to select and engage consultants without undertaking normal selection procedure, subject to any or in combination of the following conditions and within the financial limit of Rs. 5.0 million;
  - a) For tasks which are natural continuation of previous assignment and continuity of technical services are unavoidable,
  - b) In case of emergency, and
  - c) Where only one consultant is qualified or has experience of exceptional worth.
7. The procuring agency shall not hire a consultant for an assignment in which there is possibility of conflict of interest such as;
  - i) If a consultant has been engaged to provide goods or works for a project, it shall be disqualified from providing consulting services for the same project,
  - ii) A consultant shall not be hired for any assignment which by its nature, may be in conflict with another assignment of that consultant, or,
  - iii) A key Person of a consultant exists in more than one assignment at the same time.
8. The bidder whose Technical and Financial Proposal is most advantageous shall be ranked highest and his bid accepted, provided;
  - i) Prior negotiation shall be carried out with the highest ranked bidder regarding methodology, work plan, staffing and special conditions of the contract,

- ii) Negotiations with reference to TOR i.e, adjustments in man days of various level of professionals etc. may be done, as per requirement if deemed necessary, without any rate negotiations,
  - iii) The consultants shall not be permitted for substitution of key staff, unless both parties agree that undue delay in selection process makes such substitution unavoidable.
  - iv) In case of failure of negotiations with the highest ranked bidder, the next ranked bidder shall be invited for such negotiations or discussions,
  - v) Negotiations by a single person committee shall never be allowed.
9. Extension of time/variation of consultancy cost once approved shall be subsequently approved by next higher authority, accumulating time period and cost already approved.
10. The procuring agency may demand insurance on the part of consultant to cover its liability for consequence of errors or omissions, and necessary costs shall be borne by the consultant which shall be reimbursed by the procuring agency as out of pocket expenses by the consultant in accordance with the contract agreement.
11. The consultant shall be held liable for all losses for damages suffered by the procuring agency on account of any misconduct and/or unsatisfactory performance by the consultant in performing the consultancy services. This liability shall be incorporated within the conditions of contract.

**PART-C**  
**ESTABLISHMENT/MISCELLANEOUS**  
**ASSIGNMENTS**

**SECTION-IX**  
**POWERS FOR FIXATION OF RESERVE STOCK LIMIT**

**SECTION-IX****POWERS FOR FIXATION OF RESERVE STOCK LIMIT**

Nature of Powers	Competent Authority	Monetary Limit
A. Fixation of reserve stock limit.	i General Managers ii Chief Engineers	} Full Powers

**Note:**

Allocation of fixed reserve stock limit for Chief Engineers and Superintending Engineers shall be made by the concerned General Managers and Chief Engineers respectively. The stock limit within their respective charges shall be fixed with due regard to the requirements of the work involved. Chief Engineers and Superintending Engineers will, however, ensure that the total does not exceed the overall limit fixed by the General Managers and Chief Engineers concerned respectively.

## **SECTION-X**

### **POWERS FOR RE-APROPRIATION OF FUNDS WITHIN THE APPROVED BUDGET ALLOCATION OF A SCHEME OR PROJECT**

**SECTION-X****POWERS FOR SANCTION OF BUDGET/RE-APPROPRIATION OF FUNDS WITHIN  
THE APPROVED BUDGET ALLOCATION OF A SCHEME OR PROJECT**

Nature of Powers	Competent Authority	Monetary Limit
<b>A.</b> Re-appropriation of funds for Capital Works in the sanctioned budget.	i. Members ii. General Managers iii. Chief Engineers iv. Superintending Engineers or equivalent	Full Powers, for re-appropriation of funds between various units of appropriation, sub-heads, minor heads and sub-major heads.
<b>B.</b> Re-appropriation of funds relating to other expenditure.	i. Members ii. General Managers iii. Chief Engineers or equivalent. iv. Superintending Engineers or equivalent	Full powers of re-appropriation of funds under all head of accounts, except that employee related funds can only be re-appropriated within that major head of account, while funds in all other heads of accounts (major/minor) can be re-appropriated inter se.

**Note:**

1. The exercise of powers under this Section is subject to the following conditions:
  - a) The amount for which re-appropriation is required does not exceed the monetary limit for which a competent authority is otherwise empowered to accord administrative approval.
  - b) Re-appropriation is not required to create new item for which funds were specifically refused by the Authority.
  - c) Re-appropriation does not entail any recurring liability for the Authority.
  - d) Re-appropriation, if sanctioned is immediately reported to the next higher administrative authority and the Accounts Officer concerned.
2. Restriction imposed by the Authority for re-appropriation of funds from one project to another shall continue to be enforced.

<b>C.</b> Sanction of the budget of Supervisory Formations/Self Financing Units;		
i) Where fundings are to be from sources of related Wing.	Member concerned	Full Power
ii) Where fundings are to be shared from sources under financial control of other Wings	Authority	Full Power



**SECTION-XI**  
**POWERS FOR CREATION AND ABOLITION OF POSTS**

## SECTION-XI

## POWERS FOR CREATION AND ABOLITION OF POSTS

Nature of Powers	Competent Authority	Monetary Limit
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- |           |                                                                                                                                |               |             |
|-----------|--------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
| <b>A.</b> | Creation of a new post/office/formation with requisite establishment (officers and subordinates, Technical and non-Technical). | The Authority | Full Powers |
|-----------|--------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|

**Note:**

1. For the purpose of obtaining sanction of the Authority to the creation of posts/charges, the General Manager concerned shall submit to the respective Member/Managing Director(Admn) the following documents/information to justify the creation of posts/charges:
  - i) Proposition statement on the prescribed form;
  - ii) Nature and importance of work for which posts/charges are to be created;
  - iii) Job description/duty list of each post;
  - iv) Annual financial impact;
  - v) Certificate to the effect that the charges/posts to be created are in accordance with the yardstick if any approved by the Authority.
2. After obtaining concurrence of the Member/Managing Director, these cases shall be submitted to the Authority for consideration and approval subject to clearance of O&M Scrutiny committee.

- |           |                                                                                        |                  |             |
|-----------|----------------------------------------------------------------------------------------|------------------|-------------|
| <b>B.</b> | Re-designation of posts upto BPS-19 within the sanctioned strength of respective wing. | Member concerned | Full Powers |
|-----------|----------------------------------------------------------------------------------------|------------------|-------------|

**Note:**

1. Re-designation of posts shall be got approved, where original posts under sanctioned strength are no longer required. However, re-designation will be subject to condition that no post of professional cadre will be re-designated into those of General Services cadre or vice versa. The re-designation will be made as per recommendation of the Scrutiny Committee, except in the case of manpower reflected on approved PC-I/PC-II of development projects/schemes.
2. There shall be no change of grade/scale or status on re-designation of the post.

- |           |                                    |                  |             |
|-----------|------------------------------------|------------------|-------------|
| <b>C.</b> | i) Engagement of daily wages staff | Member concerned | Full Powers |
|           | ii) Extension of daily wages staff | Authority        | Full Powers |

**Note:**

1. Pay of daily wages establishment shall not normally exceed to that admissible to regular establishment of the same category, qualification and experience, on initial appointment. Where, however, it is considered necessary to grant higher pay to daily wages establishment, approval of the next higher administrative authority shall be obtained giving full justification, thereof.

Nature of Powers	Competent Authority	Monetary Limit
<p>2. The total expenditure on daily wage posts specifically provided for in the sanctioned work estimates/deposit work shall not exceed 25 percent of the total estimated expenditure on work.</p> <p>3. Copies of orders sanctioning the creation of posts shall be required to be endorsed to the next higher administrative authority, the General Manager Finance/Director General Finance, Senior Budget and Accounts Officer/Budget and Accounts Officer concerned.</p> <p>4. Ordinarily, daily wages establishment shall not be engaged for normal maintenance and repair work for which regular establishment already exists, except against vacant post where availability of regular posting is expected to take considerable time and for works of emergency nature to be specified and reported to the next higher/authority.</p>		
<b>D.</b> Abolition of posts no longer required with respect to posts sanctioned for indefinite period.	Member concerned	Full Powers
<b>E.</b> Abolition of posts after completion of work or responsibility for which the same were originally created with respect to daily wages establishment.	Member concerned	Full Powers
<b>F.</b> Activation/de-activation of posts as reflected on approved PC-I & PC-II.	Member concerned	Full Powers
<b>G.</b> Down-gradation of posts	Member concerned	Full Powers
<b>H.</b> (I) Transfer of posts upto BPS-19 amongst formations within Wing (except projects) in respective Financial Year.	Member concerned	Full Powers
(II) Freezing/defreezing of posts upto BPS-19, sanctioned for supervisory offices and those other than covered under PC-I & PC-II.	Member concerned	Full Powers
<b>Note:</b> Such posts may be got frozen for a specific period and/or defrozen for incumbency when needed.		
<b>I.</b> Continued retention of posts.	Member concerned	Full Powers

**SECTION-XII**  
**POWERS FOR CONTINGENT EXPENDITURE**

## SECTION-XII

## POWERS FOR CONTINGENT EXPENDITURE

Contingent expenditure comprises those charges which are incidental to the management of an office "as an office" and includes the cost of stationery, postage, telegram, furniture, advertisement, office rent, books and periodicals charges on account of hot and cold weather, contingent establishment, liveries, repairs to furniture, taxi hire on duty connected with the office and other similar petty charges.

Nature of Powers	Competent Authority	Monetary Limit
<b>A.</b> Purchase of Stationery articles.	i. Members	Full Powers
	ii. General Managers/ DG(Services)	Rs. 60,000 at a time
	iii. Chief Engineers/DGs	Rs. 40,000 at a time
	iv. Superintending Engineers or equivalent / Director Budget and Accounts / Sr.B&AO posted with Chief Engineers and Director (Legal) WAPDA	Rs. 20,000 at a time
	v. Senior Engineers or equivalent /B&AO posted with Superintending Engineers or equivalent	Rs. 3,000 at a time

**Note:**

In case of purchase from market the above powers shall be exercised only after a certificate has been obtained from the Central Stationery Stores to the effect that the desired type and quality of stationery in question cannot be supplied from the stock in the desired time. No such certificate shall, however, be required in cases involving expenditure of an amount not exceeding Rs.10,000 at a time in the case of officers mentioned at items (i) and (ii) above and Rs. 5,000 at a time in case of officers items (iii) and (iv) above and Rs. 1,000 at a time in the case of officers mentioned in items (v).

<b>B.</b> Purchase / repairs of drawing and surveying instruments, furniture and fixture, office equipment and Room heaters, Refrigerator, Freezer, A/C, Water Dispenser, Room Coolers/ Water coolers.	i. General Managers	Rs. 400,000 at a time
	ii. Chief Engineers/DGs	Rs. 150,000 at a time
	iii. Superintending Engineers or equivalent/Director Budget and Accounts/Sr.B&AO posted with Chief Engineers.	Rs. 60,000 at a time
	iv. Senior Engineers or equivalent /B&AO posted with Superintending Engineers or equivalent	Rs. 20,000 at a time

Nature of Powers	Competent Authority	Monetary Limit
<b>C.</b> 1. Hiring of office furniture.	i. General Managers	Rs. 60,000 per annum per office.
	ii. Chief Engineers/DGs	Rs. 40,000 per annum per office.
	iii. Superintending Engineers or equivalent/Director Budget and Accounts / Sr.B&AO posted with Chief Engineers.	Rs. 20,000 per annum per office
	iv. Senior Engineers or equivalent /B&AO posted with Superintending Engineers or equivalent .	Rs. 8,000 per annum per office
2. Hiring of special tools & plants.	i. General Managers	Rs. 250,000 per annum per office.
	ii. Chief Engineers/DGs	Rs 150,000 per annum per office.
	iii. Superintending Engineers or equivalent/Director Budget and Accounts/Sr.B&AO posted with Chief Engineers.	Rs 30,000 per annum per office

**Note:**

Hiring of office furniture and special tools and plants shall ordinarily be avoided and the period of hire shall be restricted to six months within which office furniture/special tools and plants shall be purchased if required for longer period and the hired articles returned. Where however, the period of hire exceeds six months but not twelve months, approval of the next higher authority shall be obtained.

<b>D.</b> Expenditure on carriage of official record and other including hiring of transport in emergent case when WAPDA transport is not available.	i. General Managers ii. Chief Engineers/DGs iii. Superintending Engineers or equivalent /Director Budget and Accounts/Sr.B&AO posted with Chief Engineers. iv. Senior Engineers or equivalent / B&AO posted with Superintending Engineers or equivalent.	Full Powers as per actual expenditure.
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Nature of Powers		Competent Authority	Monetary Limit
<b>E.</b>	1. Hiring of non residential buildings/lands.	i. General Managers	Rs. 50,000 per month
		ii. Chief Engineers/DGs	Rs. 30,000 per month
		iii. Superintending Engineers or equivalent/Director Budget and Accounts /Sr.B&AO posted with Chief Engineers.	Rs. 20,000 per month
		iv. Senior Engineers or equivalent /B&AO posted with Superintending Engineers or equivalent.	Rs. 10,000 per month
	2. Hiring of residential buildings for Officers and subordinates working under them.	i. General Managers ii. Chief Engineers/DGs/ Dir(Services & Estates) O/o MD(Admn)	Full Powers

**Note:**

The above powers are subject to ceiling, scale and standard as laid down by the Authority for the particular category/class of officers subordinates and subject to assessment of rent by the RAB or by any other committee constituted for the purpose with the approval of the Authority.

<b>F.</b>	Hiring of services (other than consultancy) such as cleaning/Canteen/Tuck-shop, etc.	i. General Managers	Full Powers
		ii. D.G.(Services)	
<b>G.</b>	Appointment of contingent staff chargeable to contingencies.	Member concerned	Full Powers

**Note:**

The above powers are subject to the condition that the pay allowed does not exceed that sanctioned for regular establishment of the same category and that budget allocation in lump sum or otherwise exists thereof under the sub-head 'contingencies'.

<b>H.</b>	Electricity, water charges, duties and taxes.	i. General Managers	Full Powers
		ii. Chief Engineers/DGs	
		iii. Superintending Engineers or equivalent/Director Budget and Accounts /Sr.B&AO posted with Chief Engineers.	
		iv. Senior Engineers or equivalent/B&AO posted with Superintending Engineers or equivalent.	

Nature of Powers		Competent Authority	Monetary Limit
<b>I.</b>	1. Postage/Mail Carrier/Courier Services/Bandwidth & WAN reoccurring charges/Internet charges/Telephone/Mobile Phone charges, TV Cable Charges, Satellite Cable Charges.	i. General Managers	Full Powers.
		ii. Chief Engineers/DGs	Rs. 10,000
		iii. Superintending Engineers or equivalent/Director Budget and Accounts/Sr.B&AO posted with Chief Engineers.	Rs. 5,000
		iv. Senior Engineers or equivalent/B&AO posted with Superintending Engineers or equivalent.	Rs. 2,000
	2. Sanction of Satellite connectivity / Telecommunication link / Backbone connectivity / WAN connectivity / Internet connection acquiring Web hosting services for official purpose.	Member concerned	Full Powers
	3. Sanction of telephone connections (Land Lines & Wireless)/Mobile phone/ CLI/LAN connectivity/ Internet connection (DSL, Wireless internet devices, ISDN, Wimax, EVDO and IS Networking) and related equipment.	General Managers	Full Powers

**Note:**

Landline Telephone/Mobile Connection to BPS-19 & above shall be allowed through notification by head of office as per policy on the subject whereas these facilities for BPS-18 and below shall require the clearance of Scrutiny Committee.

<b>J.</b>	Purchase of service postage stamps.	i. General Managers	Full Powers
		ii. Chief Engineers/DGs	
		iii. Superintending Engineers or equivalent/Director Budget and Accounts/Sr.B&AO posted with Chief Engineers.	Rs. 8,000 at a time
		iv. Senior Engineers or equivalent/B&AO posted with Superintending Engineers or equivalent.	Rs. 4,000 at a time



Nature of Powers		Competent Authority		Monetary Limit	
K.	Hot and cold weather charges	i.	General Managers	Full powers as per instructions issued by the Authority from time to time.	
		ii.	Chief Engineers/DGs		
		iii.	Superintending Engineers or equivalent/Director Budget and Accounts/Sr.B&AO posted with Chief Engineers.		
		iv.	Senior Engineers or equivalent/B&AO posted with Superintending Engineers or equivalent.		
L.	1.	Purchase of computer, laptop, printer/plotter, and computer related equipment with/without softwares.	i.	General Manager & equivalent	Full Powers
			ii.	Chief Engineers or equivalent	Rs. 150,000
	2.	Purchase of softwares with license/renewal of license .	i.	Members	Full Powers
			ii.	General Managers	Rs. 100,000
			iii.	CE/equivalent	Rs. 50,000
			iv.	Dir (Services& Estates) O/O MD(Admn)	Rs. 25,000
M.	Repair/maintenance of computers and related equipment.Execution/renewal of annual maintenance agreement.	i	Members/Managing Directors	Full Powers	
		ii	General Managers/ D.G.(Services)	Rs. 200,000 in each case	
		iii	Chief Engineers / Chief Auditor / Director Generals/Director (S&E)	Rs.50,000 in each case.	
Note:					
	1.	The maintenance contract/agreement shall be made for maximum a period of one year subject to the cost not exceeding 10% of the cost of equipment.			
N.	1.	Purchase/repair of Photocopy machine, Fax machine,scanner,Mobile Phone, Telephone Sets, Digital Camera, Calculators, Printer cartridges, Toners and Bicycles for office use.	i.	General Manager	Full Powers
			ii.	Chief Engineers/officers of equivalent status	Full Powers
			iii.	S.E./R.E. and officers of equivalent status	Full Powers
	2.	Television Set, VCD/DVD, CCTV, Video Camera, Multimedia projector, Smoke and Fire detector.	Members		Full Powers

Nature of Powers	Competent Authority	Monetary Limit
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**Note:**

1. Purchase/repair of articles and its rate contracts if required, shall be carried out through a Committee constituted by General Manager concerned.
2. The above articles, shall not be hired.
3. Purchase of photocopier, mobile phone and digital camera will require concurrence of next higher authority, maximum from General Manager concerned.

<b>O.</b>	Purchase of Liveries	i. General Managers	Full Powers subject to the standard and scale laid down by the Authority.
		ii. Chief Engineers/DGs	
		iii. Superintending Engineers/ Director Budget and Accounts /Sr.B&AO posted with Chief Engineers.	
		iv. Senior Engineers/B&AO posted with Superintending Engineers or equivalent.	
<b>P.</b>	Printing charges.	i. General Managers	Full Powers
		ii. Chief Engineers/DGs	Rs. 60,000 in each case.
		iii. Superintending Engineers or equivalent/Director Budget and Accounts/Sr.B&AO posted with Chief Engineers.	Rs. 20,000 in each case.

**Note:**

The above powers shall be exercised when the WAPDA Printing Press has expressed its inability in writing to do the printing work within the desired period and quality.

<b>Q.</b>	Photo Copying and Translations charges payable on documents obtained from other offices.	i. General Managers	Full Powers
		ii. Chief Engineers/DGs	Rs.30000/-in a year
		iii. Superintending Engineers or equivalent/Director Budget and Accounts/Sr.B&AO posted with Chief Engineers.	Rs.20000/-in a year
		iv. Senior Engineers or equivalent /B&AO posted with Superintending Engineers.	Rs.5000/- in a year

Nature of Powers	Competent Authority	Monetary Limit
<b>R.</b> Purchase of Daily newspapers and Tech. Periodicals for official use.	i. General Managers	Full powers for their staff officers, two daily Newspapers one English and one Urdu or any other language and six Tech. Journals for their own office.
	ii. Chief Engineers/Director Generals/Superintending Engineers or equivalent and Director (Legal)	One daily newspaper in English and one in any other language and one Tech. Journal.
	iii. Director Public Relations	Two sets each of National Daily Newspapers/Magazines and four foreign Daily Newspapers/Magazines
	iv. Senior Engineers or equivalent	One daily Newspaper in English and one in any other language.
	v. Director Accounts/Sr.B&AO /B& AOs	One daily Newspaper of any language.

**Note:**

1. The Technical Journals to be purchased will be approved by the G.M. concerned.
2. The powers to sanction the purchase of newspapers and determining their number would not be delegated to anyone by G.M.
3. In order to determine the official necessity for purchasing of a newspaper for any office will be scrutinized/recommended by the Scrutiny Committee constituted for the purpose by respective G.M.

<b>S.</b>	a) Purchase of Tech. publications, Reports, Specification and Maps, Technical Books, and such other books to facilitate office business.	i. General Managers	Full Powers
		ii. Chief Engineers	Rs.10000 in each case subjected to maximum Rs.50000/-
		iii. Superintending Engineers & Director (Legal) or equivalent	Rs. 1500 in each case and up to a maximum of Rs. 10000 per annum.
b)	Purchase of Technical/non technical publications / books/periodical journals / magazines and other printed literature for WAPDA Central Library, WAPDA House.	Secretary WAPDA	Full Powers

Nature of Powers	Competent Authority	Monetary Limit
<b>Note:</b>		
The books, periodical purchased shall be brought on the Register of Library Books and maintained properly by the Librarian Incharge of the Central WAPDA Library.		
<b>T.</b> Expenditure on binding work	i. General Managers ii. Chief Engineers iii. Superintending Engineers or equivalent/Director Budget and Accounts/Sr.B&AO posted with Chief Engineers. iv. Senior Engineers or equivalent /B&AO posted with Superintending Engineers or equivalent.	Full Powers Full Powers Rs. 8,000 per annum Rs. 2,000 per annum
<b>U.</b> Charges for remittance of pay and allowances of establishment by money order and online transfer etc.	i. General Managers ii. Chief Engineers iii. Superintending Engineers or equivalent/Director Budget and Accounts/Sr.B&AO posted with Chief Engineers. iv. Senior Engineers or equivalent /B&AO posted with Superintending Engineers or equivalent.	Full Powers Full Powers Full Powers Full Powers
<b>V.</b> Purchase of Ferro chemicals Ammonia Liquor Ammonia Paper and reproduction supplies	i. General Managers ii. Chief Engineers iii. Superintending Engineers or equivalent iv. Senior Engineers or equivalent	Full Powers
<b>W.</b> Advertisement charges.	i. GM (Finance) concerned/ DGF(B&C) ii. General Managers iii. Chief Engineers or equivalent	Full Powers Rs. 50,000 in each case Rs. 30,000 in each case

Nature of Powers	Competent Authority	Monetary Limit
<b>X.</b> Other Contingent expenditure not covered by specific item (Non recurring).	iv. Superintending Engineers or equivalent/Director (Litigation) Director Budget and Accounts /Sr.B&AO posted with Chief Engineers.	Rs. 15,000 in each case
	v. Senior Engineers or equivalent / B&AO posted with Superintending Engineers or equivalent.	Rs. 3,000 in each case
	i. Member/Managing Directors	Rs. 100,000 in each case
	ii. General Managers	Rs. 50,000 in each case
	iii. Chief Engineers or equivalent	Rs. 30,000 in each case
	iv. Superintending Engineers or equivalent/Director (Legal)/ Director Budget and Accounts /Sr.B&AO posted with Chief Engineers.	Rs. 10,000 in each case
	v. Senior Engineers or equivalent /B&AO posted with Superintending Engineers or equivalent.	Rs. 2,000 in each case

**Note:**

The purchase of Diaries from contingent expenditure is not allowed by the Authority.

**SECTION-XIII**  
**POWERS FOR DISPOSAL OF WAPDA PROPERTY**

## SECTION-XIII

## POWERS FOR DISPOSAL OF WAPDA PROPERTY

Nature of Powers	Competent Authority	Monetary Limit
<b>A.</b> To dismantle and sell temporary / un-serviceable buildings.	i. Members	Rs. 20 million
	ii. General Managers	Rs.10 Million

**Note:**

1. The above powers shall be exercised only after a building has been declared unserviceable by a committee constituted by the Member concerned, which shall include at least one Chief Engineer; provided that the dismantling of temporary building takes place only after other departments of Government have been consulted with respect to any use they may have for the building proposed to be dismantled.
2. Amounts indicated above refer to reserve value/price of the building.

<b>B.</b> To sell surplus buildings.	i. Members	Rs. 20 million
	ii. General Managers	Rs.10 Million

**Note:**

1. The above powers shall be exercised only after a building has been declared surplus by a committee constituted by the Member concerned, which shall include atleast one Chief Engineer; provided that the sale of the building takes place only after other departments of Government have been consulted with respect to any use they may have for the building proposed to be sold.
2. Amounts indicated above refer to reserve value/price of the building.

<b>C.</b> Lease of land, buildings and portion thereof belonging to WAPDA.	i. Members	Full Powers
	ii. General Managers	Rs 500,000/- in each case
	iii. C.E. and equivalent	Rs30000/-in each case

**Note:**

The lease of land, buildings and portion thereof shall be subject to lease being openly auctioned and granted up to two years at a time.

<b>D.</b> Approval of Survey Reports for declaring store materials/Instruments/Tools & PlantsEquipment and vehicles including spare parts as surplus/unserviceable or scrap.	i. Members	Full Powers
	ii. General Managers	Rs. 5 million
	iii. Chief Engineers	Rs. 3 million
	iv. Superintending Engineers or equivalent/Director (Transport) for vehicles only.	Rs. 1.5 million

Nature of Powers	Competent Authority	Monetary Limit
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**Note:**

- The declaration of store materials, instruments, tools and plants, equipments and vehicles including spare parts as surplus, unserviceable or scrap shall be made subject to the recommendation of a Committee constituted for the purpose by the General Manager concerned which shall include a representative of Finance/Accounts not below the rank of a Grade-17 Officer. For vehicles the Convener of the Condemnation Board shall be Director (Transport).
- Amounts indicated above refer to the reserve price.

<b>E.</b>	Acceptance of Bids for disposal of Surveyed off store material through Chief Engineer/ DG(P&D) including instruments, tools & plants, Equipment and vehicles declared as Unserviceable or scrap (Annex-XIII-A)	i. G.M. (Coord) Power	Full Powers
		ii. Chief Engineer / DG(P&D) WAPDA	<ol style="list-style-type: none"> <li>Rs. 15 million if bid price is equal to or more than the reserve price.</li> <li>Rs. 5 million if bid price is 75% of the reserve price or more.</li> </ol>
		iii. Director (Disposal)	Rs. 2 million if bid price is equal to or more than the reserve price.

**Note:**

- Amounts indicated above refer to the reserve price.
- The amounts indicated above refer to the reserve price of each lot when stores are sold in lots, and to the reserve price of each item when sold item-wise.

<b>F.</b>	Acceptance of Bids for Disposal of Surveyed Off store material mentioned at Annexure (XIII-B and XIII-C) through concerned field formations.	i. General Managers	Full Powers
		ii. Chief Engineers	<ol style="list-style-type: none"> <li>Rs. 15 million if bid price is equal to or more than the reserve price.</li> <li>Rs. 5 million if bid price is 75% of the reserve price or more.</li> </ol>
		iii. Superintending Engineers / Equivalent	Rs. 2 Million if bid price is equal to or more than the reserve price.

**Note:**

- Amounts indicated above refer to the reserve price.
- The amounts indicated above refer to the reserve price of each lot when stores are sold in lots, and to the reserve price of each item when sold item-wise.



Nature of Powers	Competent Authority	Monetary Limit
<b>G.</b> To sell Standing Trees, agricultural produce on WAPDA land	i. General Managers ii. Chief Engineers iii. Superintending Engineers or Equivalent	Full Powers Rs. 5 Million Rs. 2 Million
<b>H.</b> To allow selling of fallen trees causing obstruction through auctions.	i. General Managers ii. Chief Engineers iii. Superintending Engineers / Equivalent	Full Powers Rs. 5 Million Rs. 2 Million

**Note:**

Disposal in case of items (F) and (G) shall be through auction only.

## DISPOSAL OF UN SERVICEABLE MATERIAL

### i. Through CE / DG (P&D) WAPDA (ANNEXURE XIII-A)

S.No	Nomenclature of Material
1	Iron scrap i.e. Dismantled Machinery / Equipment of Power Houses, all types of gates, Pipes, Cylinders and other unserviceable items of Iron Materials.
2	Cooper Scrap i.e. Damaged Winding, Cables, Conductors and other unserviceable of Copper.
3	Aluminum Scrap i.e. Damaged Winding, Cables, Conductors and other unserviceable of Copper.
4	Transformers of all types / Capacity
5	Old Vehicles & its Spare Parts

### ii. By the Formations themselves (ANNEXURE XIII-B)

S.No	Nomenclature of Material
1	Medical Equipment / Scrap etc of all nature.
2	Civil Instruments (Drawing / Survey etc).
3	Wood Scrap.
4	Plastic Scrap
5	Office / Rest Houses Furniture and appliance including Air Conditioner Refrigerator etc
6	Electrical / Electronic appliances such as Fan, Electric Water Cooler etc.
7	Miscellaneous Scrap i.e Trees, Waste Oils, Building Material Arms and ammunition office record etc. Carbon Scrap, Rubber Scrap
8	Standing or fallen trees

### iii. Disposal of Used Transformer Oil and Other Waste Oils(ANNEXUREXIII-C)

The Ministry of Petroleum and Natural Resources Government of Pakistan has imposed a ban on the sale of used transformer oil and other waste oils in the open market. In this regard, list of approved firms is issued by the Ministry of Petroleum and Natural Resources time to time. Field formations may process disposal of used/waste oil to the approved firms only.

## **SECTION-XIV**

**POWERS FOR PAYMENTS UNDER COURT ORDERS, WAIVER OF  
INTERNAL AUDIT OBJECTIONS AND WRITE-OFF OF IRRECOVERABLE  
AMOUNTS ETC.**

**SECTION-XIV****POWERS FOR PAYMENTS UNDER COURT ORDERS, WAIVER OF INTERNAL AUDIT  
OBJECTIONS AND WRITE-OFF OF IRRECOVERABLE AMOUNTS ETC.**

Nature of Powers	Competent Authority	Monetary Limit
<b>A.</b> Payment under Court Order.	i. Members	Full Powers
	ii. General Managers	Rs. 1 million
	iii. Chief Engineers	Rs. 300,000
	iv. Superintending Engineers or equivalent/Director Budget and Accounts / Sr.B&AO	Rs. 100,000
	v. Senior Engineers or equivalent	Rs. 50,000

**Note:**

The proportion of going in appeal against each court order shall be examined in consultation with the Legal Adviser/Director (Legal), WAPDA and necessary action taken within the limitation period. All cases involving payment beyond Rs. 300,000 shall be reported by the competent authority i.e. the Disbursing officer to Legal Adviser/Director (Legal), WAPDA for information of Authority.

<b>B.</b> Waiver of internal audit objections and write off of irrecoverable amount.	i. General Manager Finance	Rs. 15,000 in each case
	ii. General Managers/Chief Auditor.	
	iii. Director General Finance	

**Note:**

These powers are to be exercised in respect of items placed under objection not because the whole or any part of the expenditure is unjustifiable in itself, but because it is not exactly covered by relevant rules of the Authority for the same is insufficient, or full proof that the expenditure has been incurred, has not been produced. The following conditions shall also be fulfilled:

- i) The expenditure must not be of a recurring nature. Where the objection is based on insufficiency of sanction, General Manager Finance must be satisfied that the Authority empowered to sanction the expenditure would accord sanction if requested to do so.
- ii) Where the objection is based on insufficient of sanction or proof of payment/expenditure the General Managers Finance must be satisfied that undue trouble would be caused by insistence on submission of full proof and that there are no reasons to doubt that the charge has actually been paid.

**SECTION–XV**  
**POWER FOR WRITE OFF OF LOSSES**

## **SECTION–XV**

### **POWER FOR WRITE OFF OF LOSSES**

#### **I. GENERAL CONDITIONS TO BE OBSERVED FOR WRITE OFF**

1. All losses, whether of public money or of stores, shall be subject to preliminary investigation by the officer in whose charge they were to fix the cause of the loss and the amount involved.
2. When an investigation into a case of loss due to theft, fraud or neglect discloses a defect of system and when irrecoverable loss is due to that cause, report shall be made to the Authority through the usual channels and the General Manager Finance with a recommendation for rectifying the defect.
3. When the preliminary investigation shows that the loss is not due to theft, fraud or neglect, it will be written-off by the competent authority in consultation with the General Manager Finance or his local representative. If preliminary investigation shows that the loss is due to theft, fraud or neglect the case will be immediately submitted to the next higher authority. This authority shall arrange, within one week of the receipt of case, constitution of an Inquiry Committee to investigate the reported loss unless the loss involved is of Rs. 15,000 or less in which case the constitution of Inquiry Committee may at its discretion, be dispensed with. The Inquiry Committee shall submit within 30 days its report to the competent authority who shall in consultation with the General Manager Finance or his representative of appropriate status take action according to the circumstances of the case.

#### **A. IF THE PERSONS RESPONSIBLE ARE NOT WAPDA EMPLOYEES**

- i) The competent authority may write-off the entire loss for reasons to be recorded in writing.
- ii) The competent authority may allow but cannot compel, the individual or individuals concerned to make good the loss in whole or in part. If the loss is made good in part, he may sanction the write-off of the balance for reasons to be recorded in writing.
- iii) The competent authority may lodge a report in writing at the nearest police station in cases of serious nature involving loss of large amounts of public money or of valuable property with a copy to the Superintendent of police concerned for prompt investigation and prosecution of the accused. He may also with the sanction of the Authority, file a recovery suit against the person responsible for the loss in a court of law.
- iv) Anyone or more of the above courses of action may, at the discretion of the competent authority, be taken against the persons responsible.

#### **B. IF THE PERSONS RESPONSIBLE ARE WAPDA EMPLOYEES**

- i) He may write-off the entire loss for reasons to be recorded in writing.
- ii) He may allow but cannot compel, the individual or individuals concerned to make good the loss in whole or in part, If the loss is made good in part, he may sanction the write-off of the balance for reasons to be recorded in writing.
- iii) He may take departmental action against the individuals responsible or in cases where such action require the orders of a higher authority submit the case, for, orders together with his recommendation.

- iv) He may lodge a report in writing at the nearest police station in cases of serious nature involving of large amounts of public money or of valuable property, with a copy to Superintendent of police concerned, for prompt investigation and prosecution of the accused. He may also with the sanction of the Authority file a recovery suit against the person responsible for the loss in a court of law.
- v) Anyone or more of the above course of action may, at the discretion of the competent authority be taken against the persons responsible.

**Note:**

- 1) Where the reported loss is less than Rs. 250,000, the matter will be reported directly by the Superintending Engineer concerned to chief Engineer, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:
 

i) A Grade 18 officer	Convener
ii) A Grade 17 officer from Audit (outside the project).	Member
iii) A Grade 17 officer from Directorate of investigation.	Member
- 2) Where the reported loss amounts to more Rs. 250,000 and less than Rs. 1,500,000 the matter will be reported by the chief Engineer concerned to General Manager concerned, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:
 

i) A Grade 19 officer	Convener
ii) A Grade 18 officer from Audit (outside the project).	Member
iii) A Grade 18 officer from Directorate of investigation.	Member
- 3) Where the reported loss amounts to more than Rs. 1,500,000 and less than Rs. 3,000,000 the matter will be reported by the Chief Engineer concerned to the Member/Managing Director concerned through General Manager concerned, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:
 

i) A Grade 20 officer	Convener
ii) A Grade 19 officer from Audit (outside the project).	Member
iii) A Grade 18 officer from Directorate of investigation.	Member
- 4) Where the reported loss amounts to Rs. 3,000,000 and above the matter will be reported by the Chief Engineer concerned to the Authority through General Manager (M&S) under intimation to Member/Managing Director concerned. The Authority shall decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:
 

i) A Grade 20 officer	Convener
ii) A Grade 19 officer from Audit (outside the project).	Member
iii) A Grade 19 officer from Directorate of investigation.	Member
iv) A Grade 19 officer from Finance Division.	Member

- 5) The enquiry officer, if ordered, shall be at least one grade higher than the officer, being enquired or the enquiry committee so constituted shall have a convener who will always be, at least one grade higher than the one being enquired into.
- 6) In case of enquiry against a grade 20/21 officer, an officer in the same grade senior to the officer being enquired into may be appointed as Convener of enquiry committee.

## II. POWER TO WRITE-OFF OF LOSSES OF PUBLIC MONEY

Competent authority	Losses not due to theft, fraud or neglect	Losses due to theft, fraud or neglect
i. Members	Full Powers	Rs. 300,000
ii. General Managers	Rs. 500,000	Rs. 300,000
iii. Chief Engineers	Rs. 300,000	Rs. 100,000
iv. Superintending Engineers or equivalent	Rs. 100,000	Rs. 25,000

## III. POWER TO WRITE-OFF OF LOSSES OF STORES

Nature of Powers	Competent Authority	Monetary Limit
<b>A.</b> To write-off of losses on stock due to depreciation or variation in prices on receipt of debit advice i.e. book losses only as opposed to actual losses.	i. Members	Full Powers
	ii. General Managers	Full Powers
	iii. Chief Engineers	Rs. 200,000
	iv. Superintending Engineers or equivalent	Rs. 100,000
<b>B.</b> To write off books other than measurement books, and accounts books, lost or rendered unserviceable in their own and subordinate offices.	i. General Managers	Full Powers in accordance with relevant rules.
	ii. Chief Engineers	
	iii. Superintending Engineers or equivalent	
<b>C.</b> To write off losses due to demurrage and wharfage charges on the recommendation of Demurrage Committee.	i. Members	Full Powers
	ii. General Managers	Rs. 75,000
	iii. Chief Engineers	Rs. 50,000
	iv. Superintending Engineers or equivalent	Rs. 25,000

### Note:

1. All cases of write-off of losses shall be processed in accordance with the relevant rules shall be subject to post-audit by the Chief Auditor WAPDA.
2. The Demurrage Committee shall be constituted by the Authority.



Nature of Powers	Competent Authority	Monetary Limit
<b>D.</b> Powers to remit over payment of pay and allowances made to WAPDA employees due to oversight or misinterpretation of rules.	i. Member concerned in consultation with Member Finance.	Rs. 20,000 in each case.
	ii. Members/Managing Directors	Rs. 50,000 in each case.

**Condition:**

- i. The above financial powers will be exercised after conducting thorough investigation of each case, in order to fix responsibility for over payments, upon the concerned officers/officials due to whose negligence, the overpayment was made.
- ii. Suitable disciplinary action under the relevant E&D Rules will be taken against the officers/officials responsible for overpayment.
- iii. Such cases should be properly examined by the General Manager Finance concerned with recommendations on merits of each case to the Member concerned for decision.

**SECTION-XVI**  
**POWERS FOR ADVANCES TO EMPLOYEES**

## SECTION - XVI

### POWERS FOR ADVANCES TO EMPLOYEES

Nature of Powers	Competent Authority	Monetary Limit
<b>A.</b> Advance for the construction/purchase of a house or a plot of land for construction of a house.	i. Members ii. General Managers iii. Chief Engineers iv. DG Finance or equivalent v. Superintending Engineers or equivalent	Full Powers in accordance with relevant rules in case of officer on whom they are competent to impose major penalty under the relevant E&D Rules.
<b>B.</b> Advance for the purchase of a Car, Motor Cycle/Scooter.	i. Members ii. General Managers iii. Chief Engineers iv. DG Finance or equivalent	Full Powers in accordance with relevant rules in case of officer on whom they are competent to impose major penalty under the relevant E&D Rules.
<b>Note:</b>		
Member/Managing Directors concerned shall exercise the full powers in respect of General Managers/Chief Engineers and equivalent also.		
<b>C.</b> Advance for the purchase of a Cycle.	i. Members ii. General Managers iii. Chief Engineers iv. DG Finance or equivalent	Full Powers in accordance with relevant rules in case of officer on whom they are competent to impose major penalty under the relevant E&D Rules.
<b>D.</b> Traveling allowance and salary on transfer.	i. Members ii. General Managers iii. Chief Engineers iv. DG Finance or equivalent v. Superintending Engineers or equivalent, Director B&A/Sr. B&AO & B&AO. vi. Senior Engineers or equivalent	Full Powers up to the limit fixed in the Traveling Allowance Rules, plus salary of one month only.

**Note:**

Same powers as above in respect of members of the establishment for whom they act as controlling officers vide Appendix 'A' of WAPDA Traveling Allowance Rules.

**SECTION-XVII**  
**PURCHASES FOR WAPDA HOSPITALS/DISPENSARIES**

## SECTION XVII

## POWERS FOR PURCHASE FOR WAPDA HOSPITALS AND DISPENSARIES

Nature of Powers	Competent Authority	Monetary Limit
A. Purchase of Medicines Drugs/ Dressing for Hospital/ Dispensaries	i. Director General(MS) ii. Incharge Wapda Health Units (BPS 20) iii. Incharge Wapda Health Units (BPS 19) iv. Incharge Wapda Health Units (BPS 18) v. Incharge Wapda Health Units (BPS 17)	Full Powers Rs. 450,000/- per quarter Rs. 200,000/- per quarter Rs. 150000/- per quarter Rs. 75,000/- per quarter
<b>Note:</b> The above powers shall be exercised only for purchase of medicines through Tender/Quotation/Rate Contract as per procurement procedure under intimation to D.G(MS). However, Incharge of Wapda Health units are allowed to exercise full powers for local purchase of medicines from approved Wapda chemist through Green Slips within the permissible limit fixed by the Authority from time to time and approved budget allocation for Drugs and Dressings for the year.		
B. Purchase of Medical, X-Rays, Dental, Hospital equipments/ Surgical instruments, Lab Chemical/equipment	Director General(MS) i. Incharge Wapda Health Units (BPS 20) ii. Incharge Wapda Health Units (BPS 19) iii. Incharge Wapda Health Units (BPS 18) iv. Incharge Wapda Health Units (BPS 17)	Full Powers Rs. 200,000/- per transaction Rs. 150,000/- per transaction Rs. 75,000/- per transaction Rs. 5000/- per transaction
<b>Note:</b> The above powers shall be exercised only for purchase of Medical X-Rays, Dental hospital equipments, surgical instruments, Lab: Chemical/equipment through Tender/Quotation/Rate Contract as per procurement procedure under intimation to D.G(MS).		
C. Expenditure on diet provided to hospitalized patients	All Medical Superintended/Deputy Medical Superintendent	Full Powers (Subject to yard stick approved by the authority)
D. Payment of washing charges in hospital	i. Director General(MS)/Incharge Wapda Health Unit (BPS-20) ii. Incharge Wapda Health Units (BPS 19) iii. Incharge Wapda Health Units (BPS 18)	Full Powers Rs. 15,000/- per month Rs. 5000/- per month
E. Purchase of blood for hospitalized patients in emergency cases	Incharge Wapda Health Units	Full Powers as per Govt: Blood Bank Rates in each case.

Nature of Powers	Competent Authority	Monetary Limit
F. To dispose of X-Ray Waste Water	i. Director General(MS) ii. Incharge Wapda Health Units	Full Powers Full Powers
G. Purchase of consurveyancy items for hospitals/ dispensaries	Director General(MS)` Incharge Wapda Health Units (BPS 20) Incharge Wapda Health Units (BPS 19) Incharge Wapda Health Units (BPS 18) Incharge Wapda Health Units (BPS 17)	Full Powers Rs. 45,000/- per quarter Rs. 30,000/- per quarter Rs. 15000/- per quarter Rs. 9000/- per quarter
H.. Purchase of mattresses/pillows/covers	Director General(MS) Incharge Wapda Health Units (BPS 20) Incharge Wapda Health Units (BPS 19) Incharge Wapda Health Units BPS 18)	Full Powers Rs. 30,000/- per quarter Rs. 22,000/- per quarter Rs. 9000/- per quarter
I.. Purchase of medical gases	Director General(MS) Incharge Wapda Health Units (BPS 20) Incharge Wapda Health Units (BPS 19) Incharge Wapda Health Units (BPS 18) Incharge Wapda Health Units (BPS 17)	Full Powers Rs. 10,000/- per transaction Rs. 5,000/- per transaction Rs. 4000/- per transaction Rs. 1000/- per transaction
J. Purchase of Hospital / Dispensary linen / blankets etc:	Director General(MS) Incharge Wapda Health Units (BPS 20) Incharge Wapda Health Units (BPS 19) Incharge Wapda Health Units (BPS 18)	Full Powers Rs. 45,000/- per transaction Rs. 40,000/- per transaction Rs. 15000/- per transaction
K. Repair maintenance of medical/Surgical/ Laboratory/X-ray/Dental equipments of hospitals/ Dispensaries etc:	Director General(MS) Incharge Wapda Health Units (BPS 20) Incharge Wapda Health Units (BPS 19) Incharge Wapda Health Units (BPS 18)	Full Powers Rs. 25,000/- per transaction Rs. 15,000/- per transaction Rs. 5000/- per transaction
L. Purchase of films/Chemical and Laboratory/ X-ray/ Dental equipments of hospitals/Dispensaries etc:	Director General(MS) Incharge Wapda Health Units (BPS 20) Incharge Wapda Health Units (BPS 19) Incharge Wapda Health Units (BPS 18)	Full Powers Rs. 50,000/- per transaction Rs. 40,000/- per transaction Rs. 15,000/- per transaction

**SECTION-XVIII**  
**MISCELLANEOUS POWERS**

## SECTION XVIII

## MISCELLANEOUS POWERS

Nature of Powers	Competent Authority	Monetary Limit
A. Sanction of Law charges.	i. General Managers ii. Chief Engineers iii. Superintending Engineers or equivalent/Director Accounts/ Director Budget & Accounts/ Senior Budget & Accounts Officers and Senior Engineers or equivalent , duly authorized by officers a (i) or (ii) above. iv. Director(Legal) WAPDA	Full Powers

**Note:**

- The above powers shall be exercised in accordance with the schedule of fees approved by the Authority.
- In cases when fees are in excess of those shown in the Schedule of fees, approval of Member (Finance) in consultation with the Legal Advisor/Director(Legal) WAPDA, shall be obtained, in each individual case.

B. a.	Expenditure on formal ceremonial functions.	i. Members	Rs. 2,50,000/- in each case
		ii. General Mangers	Rs. 50,000 in each case
b.	Serving meals to dignitaries /VIPs invited to attend formal ceremonial functions.	i. Members	Rs. 1,50,000/- in each case
		ii. General Mangers	Rs. 30,000 in each case
c.	Serving light refreshment to participants of formal ceremonial functions.	i. Members	Rs. 75,000/- in each case
		ii. General Mangers	Rs. 15,000 in each case
d.	Expenditure on occasions other than ceremonial functions.	i. Members	Rs. 50,000/- in each case
		ii. General Mangers	Rs. 15,000 in each case
e.	Serving meals to dignitaries /VIPs invited on occasions other than ceremonial functions.	i. General Manger	Rs. 10,000 in each case
		ii. Chief Engineers / Project Director	Rs. 5,000 in each case
		iii. Superintending Engineers or equivalent /Resident Engineers (Power Houses)	Rs. 4,000 in each case



Nature of Powers	Competent Authority	Monetary Limit
vi) Serving light refreshments on occasions other than ceremonial functions.	i. General Managers	Rs. 10,000 in each case
	ii. Chief Engineers/Project Director/DG(Services)	Rs. 5,000 in each case
	iii. Superintending Engineers or equivalent/Resident Engineers (Power Houses)	Rs. 3,000 in each case
vii) Distribution of sweets on religious and national functions to patients in WAPDA Hospital, children and other participants of religious functions.	i. Managing Director (Admn)/ GM(Admn)/Secretary WAPDA	Rs. 10,000 in each case
	ii. General Managers	Rs. 7,000 in each case
	iii. Chief Engineers/DG (Services)	Rs. 4,000 in each case
viii) Expenditures on account of Authority canteen/Lunch room serving/refreshment/tea to Authority's offices i.e. Chairman & Members of the Authority.	i. Managing Director (Admn.)	Full Powers
	ii. Director General (Services)	Rs. 50,000/- in each case
	iii. Director (S & E)	Rs. 20,000/- in each case

The term "ceremonial functions" shall be deemed to include the following only:

- a) Formal foundation laying or formal opening of any project after its completion.
- b) Illuminations etc: arranged at the instance of Government on special occasions such as 'Independence Day', 'Pakistan Day' and 'Defense of Pakistan Day' etc.

**Note:**

1. The officers competent to sanction the expenditure up to the amount specified must have proper estimates of expenditure.
2. In case not covered by this delegation and where it is necessary to entertain or present gifts to foreign personnel teams, Pakistani VIPs and other VIPs arriving in the country, the General Manager's, Chief Engineers and General Manager Finance should initiate proposal for such entertainments or presentation of gift and submit the same to next higher authority for sanction 'inter alia' giving the following information:
  - a. The name & number of individuals, team or party, whom it is proposed to entertain or present gifts.
  - b. Type of: entertainment (e.g.) dinner or lunch etc.
  - c. In the case of presentation of gift (s) the number and value of the gifts.

C. Serving of light refreshment to participants of official meetings.	General Managers / Chief Engineers	Rs 45 per head (subject to Rs.1000 per meeting)
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Nature of Powers	Competent Authority	Monetary Limit
<b>D. i.</b> Arrangements of lodging / boarding for Official Guests and VIPs such as Aid Giving Agencies, Ambassadors, Delegation from Foreign Countries and Federal and Provincial Governments/ Parliamentarians by PR Directorate.	i. Member Concerned ii. DG (Finance) B&C iii. Director (PR)	Full Powers Rs. 100,000/- Rs. 40, 000/-

**Note:**

- The Lodging and Boarding for guests will be arranged on instructions of Chairman/Concerned Member only where boarding and lodging expenditure is to be borne by WAPDA
- Where the expenditure is to be borne by the Sponsoring Ministry, the Director Public Relations, WAPDA will forward the vouchers etc. to the Director General Finance (B&C) who will then settle the account with the Ministry concerned by claiming reimbursement.

<b>ii.</b> Arrangements of refreshments/ Hi-Tea/Lunches for visitors from the Governments/ Private Institutions by PR Directorate.	i. Member Concerned ii. DG (Finance) B&C iii. Director (PR)	Full Powers Rs. 100,000/- Rs. 40, 000/-
<b>iii.</b> Entertainments for local or foreign media representatives, writers, film producers etc. by PR Directorate.	i. Member Concerned ii. DG (Finance) B&C iii. Director (PR)	Full Powers Rs. 50,000/- Rs. 5, 000/-
<b>iv.</b> Study tours for media representatives to WAPDA projects by PR Directorate.	i. Member Concerned ii. DG (Finance) B&C iii. Director (PR)	Full Powers Rs. 100,000/- Rs. 40, 000/-

**Note:**

Travelling, boarding/lodging and entertainment will be provided at Authority's expenses. Study tour programme will be chalked out along with an estimate of expenditure by the Deputy Director (Press) and submitted to Director Public Relations, WAPDA for approval of programme.

<b>v.</b> Official Meetings, Welcome & Farewell Programmes arranged by PR Directorate.	i. Member Concerned ii. DG (Finance) B&C iii. Director (PR)	Full Powers Rs. 100,000/- Rs. 40, 000/-
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**Note:**

All arrangements to provide refreshments in Authority meetings and other official meetings at offices of Chairman, Authority Members, MD(Admn) & Secretary WAPDA or on their behalf, Press Conference, or arrangements of lunches/dinners for Authority's guests, participants of meetings, or on the directives of Chairman/concerned Member for welcome & farewells of senior officers will be made by the Public Relations Division.

Nature of Powers	Competent Authority	Monetary Limit
vi. a. Arrangements of Souvenirs, gift items, medals, cash prize arranged by PR Directorate on behalf of Authority.	i. Member Concerned ii. DG (Finance) B&C iii. Director (PR)	Full Powers Rs. 100,000/- Rs. 10, 000/-
b. Celebrations of National and Religious Days or any other international day arranged by PR Directorate.	i. Member Concerned ii. DG (Finance) B&C iii. Director (PR)	Full Powers Rs. 100,000/- Rs. 40, 000/-

**Note:**

The other expenditures which are not covered in the clause D will be submitted to Member (Finance) for approval.

E. Serving meals to departmental labour (skilled, semi-skilled and unskilled) camped at site of work when called upon to work on un-foreseeable emergency or break-down of serious nature.	i. Chief Engineer or equivalent ii. Superintending Engineer or equivalent	Rs. 150 per head per day subject to maximum Rs. 20,000/- per case Rs. 150 per head per day subject to maximum Rs. 10,000/- per case
F. a) Compensation to workmen/under the Workmen Compensation Act/ Ex-Gratia grant.	i. General Managers ii. Chief Engineers iii. Superintending Engineers or equivalent	Full Powers

**Note:**

- The above powers shall be exercised when compensation does not exceed the scale laid down in the workmen compensation Act.
- To expedite settlement of compensation claims, payments may be post-audited. However cases in which there is a doubt as to the applicability of the Workmen Compensation Act, shall be referred to the Legal Adviser/Director (Legal), WAPDA for legal advice.

b) Compensation to an individual under a specific law-rules or judgment of court.	General Managers	Full Powers
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**Note:**

The above powers shall be exercised subject to the advice of Legal Adviser/Director (Legal), WAPDA, who will bring to notice of the Authority cases involving expenditure exceeding Rs. 200,000/-.

Nature of Powers	Competent Authority	Monetary Limit
<b>G.</b> a. Honoraria to employees in Basis Pay Scale No. 15 and below.	i. General Managers ii. Chief Engineers	Up to a maximum of Rs. 4,000 in each case.
<b>Note:</b> <ol style="list-style-type: none"> <li>1. Honoraria will be admissible to WAPDA employees for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward. In the case of personal staff the case will be referred to the next higher authority.</li> <li>2. Employee in BPS 16 and above will not be entitled to the grant of Honoraria in cash but only certificate of merit will be issued, a copy of which may be placed in their ACR dossiers.</li> </ol>		
b. Reward.	i. General Managers	Upto maximum Rs. 10,000 per person subject to availability of approved budget.
	ii. Chief Engineers	Maximum of Rs. 4,000 per person subject to availability of approved budget

**Note:**

It is payable to both employees for exceptionally good work done and to non-employees for assistance or service rendered on emergencies to the Authority.

**H. Fee**

i. Arbitrator/Umpire/Dispute Board /Adjudicator Fee.	i. Member	Up to a maximum of Rs. 600,000 in each case subject to a maximum of Rs. 10 million in a financial year in all cases.
ii. Other Fee.	ii. General Managers	Up to a maximum of Rs. 100,000 in each case subject to a maximum of Rs. 5 million in a financial year in all cases.

**Notes:**

1. Arbitrator/Umpire/Dispute Board fee will be admissible with the concurrence of Director (Legal) and Central Contract Cell WAPDA, taking into consideration the nature of each case.
2. The powers delegated for grant of fee shall be exercised after the amount has been settled in advance.
3. Fee is generally to be paid to non-employee of the Authority but the competent authority may allow 'Fee' to a WAPDA employee if it is satisfied that this can be done without detriment to public or private body or person.
4. Wherever the fee is to be paid beyond the powers of Members, the case will be decided by the Member concerned in consultation with Member (Finance) prior to approval of the Authority.

Nature of Powers	Competent Authority	Monetary Limit
<b>I.</b> Reimbursement of medical expenses to employees.	i. Members	Full Powers
	ii. General Managers /Chief Auditor	
	iii. Chief Engineers or equivalent	Rs. 300,000 in each case of hospitalization and Rs. 60,000 in each case of other cases.
	iv. Superintending Engineers or equivalent/Director Budget & Accounts/Senior Budget & Accounts Officers.	
		Rs. 40,000 in each case of hospitalization and Rs. 10,000 in each case of other cases.

**Note:**

General Managers/Chief Auditor concerned are also authorized to sanction reimbursement of medical expenses upto Rs 400,000 in emergent cases duly processed and approved by Wapda central medical board, Lahore.

<b>J.</b> Purchase of petrol motor oil and lubricant.	i. General Managers	Full powers subject to the following conditions and prior sanction of estimate by the competent authority.
	ii. Chief Engineers	
	iii. Superintending Engineers or equivalent/Director Transport	
	iv. Senior Engineers or equivalent	

**Note:**

- POL shall not be purchased from private petrol pumps at stations/places where WAPDA /Foundation's petrol pumps operate, except with prior approval of Member concerned or when WAPDA Petrol Pumps is closed or the incharge of WAPDA Petrol Pumps certifies in writing, that the required quantity of POL cannot be supplied from the WAPDA petrol Pump.
- At station/places where WAPDA petrol pumps do not operate POL shall be purchased from only those private petrol pumps which stand approved by the Director Transport/Project Director/ Superintending Engineers concerned.
- The above notes shall not apply in case of Option-I car/staff car.

<b>K.</b> Powers to sanction investigation of time barred claims of WAPDA employees to arrears of pay/ allowance.	i. General Managers	Full Powers in respect of claims less than three years old.
	ii. Chief Engineers	

Nature of Powers	Competent Authority	Monetary Limit
<b>L.</b> Inter-adjustment between shortages and surpluses of same item of stores.	i. Members	Rs. 100,000
	ii. General Managers	Rs. 60,000
	iii. Chief Engineers	Rs. 40,000

**Note:**

1. Before exercising the above powers, proper inquiry shall be held to determine the causes of shortages/surpluses in stores and responsibility fixed thereof on the officials at fault.
2. The above powers shall be exercised only in cases where shortages/surpluses are not due to any misappropriation, but only due to some error or omission through oversight.
3. Inter-adjustment shall be allowed only between shortages and surpluses in the consecutive and nearby sizes/capacities of same item of stores and not between two separate and distinct items of stores.

<b>M.</b> Compensation for land acquisition under the Land Acquisition Act 1894.	i. G.M./Chief Engineers	Full Powers
	ii. Superintending Engineers or equivalent	Rs. 3 million

**Note:**

1. Assessment of compensation shall be based on the estimates provided by the Deputy Commissioner/Commissioner/ Board of Revenue as per existing law.
2. Copies of orders sanctioning payment of compensation shall be endorsed to the next higher authority and the Audit Officer concerned giving full details of the land acquired.

Nature of Powers	Authority competent to make assessment	Authority competent to approve assessment	Authority competent to make payment	Monetary Limit
<b>N</b> Compensation for damages to crops, trees and other properties in the course of execution of projects/works including roads, installation of tube wells, drainage, irrigation and investigation works under Section 14(2) of WAPDA Act, 1958.	Land Acquisition Officers/ Tehsildar	Chief Engineer concerned	Superintending Engineer jointly with LAO/Tehsildar	Rs. 500,000
	Tehsildar/ Assistant Land Acquisition Officer	Chief Engineer concerned	XEN concerned jointly with LAO/Tehsildar	Rs. 75,000 up to Rs. 500,000
	Tehsildar/ Assistant Land Acquisition Officer	Superintending Engineer concerned	Executive Engineer concerned jointly with Tehsildar/ALAO	Up to Rs. 75,000

Nature of Powers	Competent Authority	Monetary Limit
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**Note:**

1. The abbreviations "ALO" and "ALAO" used above denote "Land Acquisition Officer" and "Assistant Land Acquisition Officer" respectively.
2. Assessment of compensation shall not be made at rates exceeding those fixed by the Deputy Commissioner/Collector of the District except with the prior approval of the Authority.
3. Copies of orders sanctioning payment of compensation for damages shall be endorsed to the next higher authority and the Branch Audit Officer concerned giving full details of damages.

**O.** To rent out heavy Machinery like Gantry Crane and Tower Crane etc. to contractors for the construction of WAPDA Projects . General Managers Full Powers

**P.** To sanction advance payment for expenditure on medical treatment in an approved Hospital/ Institute in Pakistan to entitled employees in emergent cases duly processed by the Central Medical Board WAPDA Lahore.

i. Members	Full Powers
ii. General Managers	Rs. 500,000

**Q.** Training expenses Local/Foreign General Managers Full Powers

**Note:**

1. Foreign training is subject to availability of budget in the relevant head, except provided in the contract agreement where expenses are not to be borne by WAPDA with the concurrence of respective Member/Managing Directors.
2. In the case of computer related training, Local or Foreign, prior vetting shall be carried out by Director Computer (Admn.).

**R.** Scholarship to brilliant student (children of WAPDA employee). General Managers / Chief Engineers Full power subject to condition laid down by the Authority.

**S.** Purchase/Repair of weapons, ammunitions and related accessories/security equipment such as walk through gate, metal detectors etc.

i. Managing Director (Admn.)/ GM(Admn)	Rs. 200,000 at a time and Rs. 500,000 during one financial year.
ii. Director (Security)	Rs. 25,000 at a time and Rs. 125,000 during one financial year.

**Note:**

1. Purchase of arms/ammunitions is strictly to be made in accordance with procurement procedure mentioned under different Clauses of this Book.
2. Arms and ammunitions shall be purchased from registered/authorized dealers.

## **SECTION–XIX**

**POWERS FOR VARIOUS MATTERS CONTAINED IN THIS BOOK AND  
POWERS NOT CONTAINED IN THIS BOOK BUT SPECIFICALLY  
DELEGATED BY GENERAL OR SPECIAL ORDER OF THE AUTHORITY**



## SECTION – XIX

### **POWERS FOR VARIOUS MATTERS CONTAINED IN THIS BOOK AND POWERS NOT CONTAINED IN THIS BOOK BUT SPECIFICALLY DELEGATED BY GENERAL OR SPECIAL ORDER OF THE AUTHORITY.**

All financial powers to be exercised by competent authorities/authorised officers have been incorporated in this revised WAPDA Book of Financial Powers. Any order/instruction issued with the approval of or by the Authority or by any other competent authority other than those mentioned in this book may be deemed to have been inoperative henceforth. No exception to this effect is available. If any specific case arises soliciting approval of the competent authority under such order in the exigency of work that will be routed through in consultation with Member (Finance).

Further, any power exclusively delegated to an officer through an individual order/instruction and not covered under this revised book may be reported to DG Finance (B&C) for incorporating the same in the amended version of the WBOFP.