

**CHITTAGONG  
WATER SUPPLY AND SEWERAGE  
AUTHORITY**

*Service Regulation,*

**1968**

**GOVERNMENT OF EAST PAKISTAN**  
**Basic Democracies & Local Government Deptt.**  
**Section--IX.**

Memo No. S-IX/1A-12/66/787(2)

Dated 4/12/68

From : Mr. H. Ahmed, E.P.C.S.,  
Section Officer to the Govt., East Pakistan,

- To : (1) The Chairman,  
Dacca Water supply and Sewerage Authority,  
156/157, Motijheel Commercial Area,  
Dacca.
- (2) The Chairman,  
Chittagong Water Supply and Sewerage Authority,  
67, Panchalaish Residential Area,  
Chittagong.

Subject : Chittagong Water Supply and Sewerage Authority (Service) Regulations, 1968.

The undersigned is directed to say that under the provisions of Section 53 of the East Pakistan WASA ordinance, 1963 (E.P. Ordinance XIX of 1963), the Government have been pleased to approve of the Draft Chittagong Water Supply and Sewerage Authority (Service) Regulations 1968, a copy of which is enclosed. Necessary action may now be taken for issue of the regulations by the WASA, Chittagong.

After issue, the regulations may be got printed by the WASA, Chittagong and 15 copies thereof sent to this Department for record.

Sd/- H. AHMED.  
4/12/68  
Section Officer,  
Government of East Pakistan.

# CHITTAGONG WATER SUPPLY AND SEWERAGE AUTHORITY.

## NOTIFICATION.

No. Admn. 4/691 Dated, the 31st March, 1969.

In exercise of the power conferred under section 53 of the East Pakistan Water Supply and Sewerage Authority Ordinance-1963 (East Pakistan Ordinance No. XIX of 1963) read with sub-section

- (1) of section 27 of the said Ordinance, the Chittagong Water Supply and Sewerage Authority with the approval of the provincial Government is pleased to make the following regulations, namely:-

The Chittagong Water Supply and Sewerage Authority (Service) Regulations 1968.

### CHAPTER- I.

#### 1. Short title, applicability and commencement :-

- (1) These Regulations may be called the Chittagong Water Supply and Sewerage Authority (Service) Regulations--1968.
- (2) They shall apply to all officers and servants appointed by the Authority.
- (3) They shall come into force **at once**

#### 2. DEFINITIONS :- Unless there is anything repugnant in the subject or context, the terms used in these regulations shall have the following meaning :-

- (1) "Apprentice" means a person, deputed for training in any Department under the Authority with a view to employment there under, who draws pay at monthly rates from the Authority during such training, but who is not employed in or against a regular vacancy in a cadre.
- (2) "Average pay" means the average monthly pay earned during the twelve complete months immediately preceding the month in which the event occurs, which necessitates the calculation of average pay.

- (3) "Authority" means the Chittagong Water Supply and Sewerage Authority.
- (4) "Basic Pay" means pay other than special pay, technical pay or personal pay which has been sanctioned for a post held by an employee substantively or in officiating capacity or to which he is entitled by virtue of his position in a cadre.
- (5) "Cadre" means the strength of service or a part of service sanctioned as a separate unit.
- (6) "Chairman" means the Chairman of the Authority.
- (7) "Competent Authority" means the Chairman, a member or an officer of the Authority to whom powers have been delegated by the Authority.
- (8) "Duty" includes -
  - (a) service as a probationer or apprentice, provided that such service is followed by confirmation,
  - (b) joining time,
  - (c) the period spent on a duly authorised course of instruction or training in and out side Pakistan including the time reasonably required for the journey to and from the place of instruction or training.
- (9) "Employee" means whole-time paid officer or servant of the Authority to whom these regulations apply.
- (10) "Government" means the Provincial Government of East Pakistan.
- (11) "Head of Department" means an officer whom the Authority may by order declare to be Head of Department.
- (12) "Heads of Office" The Heads of Department as declared under regulation 2 (11) of these Regulations; besides the following officers are declared Heads of offices :

1. The Superintending Engineer.
2. The Chief Assessment Officer.
3. All Officers in-charge of Engineering Divisions.

Provided that-The Chairman may declare any other Officer as Head of Office as and when circumstances warrant.

- (13) "Honorarium" means a recurring or non-recurring payment granted to an employee as remuneration for special work of an occasional or intermittent character.
- (14) "Lien" means the title of an employee to hold substantively either immediately or on the termination of a period or periods of absence a permanent post to which he has been appointed substantively.
- (15) "Officer" means an employee of the Authority holding either a temporary or a permanent post in Class-I or Class II in the service of the Authority.
- (16) "Officiate"-An employee is said to Officiate when he is appointed to perform the duties of a permanent post without the intention, for the time being to appoint him substantively to the post.
- (17) "Ordinance" means the East Pakistan Water Supply and Sewerage Authority Ordinance-1963 (E.P. Ordinance No. XIX of 1963).
- (18) "Pay" means the amount drawn monthly by an employee as pay, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and special pay, personal pay and any other emoluments classed as pay.
- (19) "Personal pay" means additional pay granted to an employee to save him from loss of substantive pay in respect of a permanent post due to revision of pay or due to reduction of such substantive pay otherwise than as a disciplinary measure.
- (20) "Permanent post" means a post carrying a definite rate of pay sanctioned without limit of time.

- (21) "Probationer" means an officer or servant employed on probation in or against a substantive vacancy in the cadre of a department.
- (22) "Public conveyance" means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.
- (23) "Regular" means not casual.
- (24) "Special pay" means an addition, of the nature of pay, to the emoluments of a post or of an employee granted in consideration of :-  
(a) the specially arduous nature of the duties; or  
(b) a specific addition to the work or responsibility; or  
(c) the unhealthiness of the locality in which the work is performed.
- (25) "Subsistence grant" means a monthly grant made to an employee who is not in receipt of pay or leave salary during the period of suspension.
- (26) "Substantive pay" means the pay other than special pay personal pay or emoluments classed as pay, to which an employee is entitled on account of a post to which he had been appointed substantively or by reasons of his substantive position in a cadre.
- (27) "Substantive appointment" means an appointment on a permanent basis whereby a person so appointed acquires a lien on that post.
- (28) "Temporary post" means post carrying a definite rate of pay sanctioned for a limited time.
- (29) "Time scale pay" means pay which rises by periodical increments from a minimum to a maximum.
- (30) "Technical pay" means an additional pay granted to an employee in consideration of his having a technical qualification such as a degree in Engineering or Medicine, which is a condition of entry into the service to which he belongs or of appointment which he holds.

3. **Interpretation:** In case of doubt regarding the interpretation of any of the provisions of these regulations, the decision of the Chairman shall be final and binding on all concerned. However an appeal would lie with the Authority.

## CHAPTER-II

### GENERAL CONDITION OF SERVICE

4. No person whose age falls below eighteen years and exceeds thirty years at the time of appointment shall be admitted into the service of the Authority. The competent authority may, however, relax the upper age limit in individual cases on the ground of special or technical qualification or experience.

5. A declaration of age supported by Matriculation or equivalent certificate made by an applicant at the time of, or for the purposes of, entry into the service of the Authority shall be deemed to be binding on the person who has made it and no revision of such declaration shall be allowed to be made by him at a later date for any purpose whatsoever.

6. (1) No one shall be appointed to a Class-I or Class-II or Class-III post under the Authority without a Medical certificate of fitness in the form prescribed by the Chairman that is,

(a) in the case of class I post by a Medical Board as defined in clause 47-A of these Regulations.

(b) in other cases by a Medical Officer of the Authority.

(2) In the case of appointment to class IV posts, production of such certificate will not be necessary except if the appointing Authority for special reasons considers it necessary and in that case it will be from Medical Officer of the Authority.

(3) A person already appointed substantively, whether on probation or otherwise, to a permanent post in the service of the Authority on the production of a Medical certificate of fitness, may be promoted or transferred to another post under the Authority without a further Medical certificate.

7. (1) A person selected for a permanent post shall normally be on probation for a period of one year when appointment is made by promotion and for a period of two years when it is made by direct recruitment.
- (2) On the expiry of the period of probation the appointing authority may, either, confirm the probationer or, when his services have been found unsatisfactory, may extend the period of his probation for a period not exceeding half of the original period of probation or dispense with his services or, in the case of promotion, revert him to his original post:

Provided that, in cases where the services are not considered satisfactory, the probationer shall be intimated of this before half the period of probation expires.

- Nature of Employment.**
8. (1) Unless, in any case, it be otherwise distinctly provided, the whole time of an employee is at the disposal of the Authority and they may be employed on the work of the Authority in any place without claim for additional remuneration

- (2) An employee cannot be appointed substantively to two or more permanent posts at the same time.
- (3) An employee cannot be appointed substantively to a post on which another employee holds a lien.

- Lien.**
9. (1) An employee holding substantively a permanent post retains a lien on that post.

- (a) while performing the duties of that post,
- (b) while holding a temporary post or officiating in another post,
- (c) during joining time of transfer to another post unless he is transferred substantively to a post on a lower pay or another permanent post, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post,
- (d) while on leave, or
- (e) while under suspension.

(2) The lien of an employee on a permanent post shall stand terminated automatically on his appointment substantively to another permanent post.

**Termination or service.** 10. In the event of the services of an employee appointed to a temporary post being terminated at the instance of either side, the party desiring termination shall have to give one month's notice, in writing, failing which it shall be liable to pay an amount equal to one month's salary to the other.

### CHAPTER-III.

#### NATURE AND CLASS OF POST.

**Nature of posts.** 11. (1) Posts under the Authority shall be of two categories; viz :

- (a) Regular and
- (b) Casual;

(2) Regular posts shall be of two types, namely;

- (a) Permanent and
- (b) Temporary.

(3) Casual posts shall be posts created for,-

- (a) the performance of duties of a casual (e.g. day to day) or intermittent character, or
- (b) the execution of a particular work.

**Classification of posts** 12. Employees of the Authority shall be classified as I, II, III and IV in accordance with the rules framed by Government under section 52 of the Ordinance read with sub-section (1) of Section 26 thereof.

### CHAPTER-IV

#### APPOINTMENT PROMOTION AND LEAVE.

13. (1) The power of making appointment and promotion to posts in the service of the Authority shall be exercised by the following Authorities, namely :—

Power of making appointment, promotion and granting leave.

(a) In the case of posts the maximum monthly salary including technical pay, if any which does not exceed Rs. 1000/- .....By the Chairman.

(b) In the case of posts the initial monthly salary of which including technical pay, if any, does not exceed Rs. 1200/- or the maximum salary of which including technical pay, if any does not exceed Rs. 2000/-..... By the Authority.

(c) In the case of posts which carries initial monthly salary including technical pay, if any, of Rs. 1200/- and above.. or. a. maximum. monthly salary of Rs. 2000/- and above .....By the Authority with the approval of Government.

(2) Creation of posts referred to in clause (i) (c) shall be subjected to the scrutiny by a Committee consisting of,-

- (i) Chief Secretary,
- (ii) Addl. Chief Secretary, S. & G. A. Department,
- (iii) Addl. Chief Secretary, Planning,
- (iv) Secretary, Finance Department.
- (v) Secretary of the administrative Department of the Autonomous Body concerned and
- (vi) Chairman of the Authority.

(3) For selection of candidates for appointment to posts (except in the work-charged establishment) there shall be two selection Boards, namely :-

(i) **Higher Selection Board :** For appointment to posts carrying initial salary of Rs. 1200/- and above per mensem including technical pay, if any, or maximum salary of Rs. 2000/- and above per mensem. One representative of Government not below the rank of Joint Secretary shall be included in this Board.

(ii) **Lower Selection Board :** For appointment to posts carrying a salary of below Rs. 1200/- per mensem

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including technical pay if any, excepting the posts of clerks, peons, etc.

Method of filling up vacancies in posts.

14. (1) Posts in the cadres of Chief Engineer and Superintending Engineers shall be treated as selection posts and shall be filled by promotion from the rank of Superintending Engineers and Executive Engineers respectively on the basis of merit-cum-seniority.

(2) After the creation of a post or when an existing post has fallen vacant, the Officer competent to make appointment to such post shall call for applications, by advertisement, in each case of direct recruitment to posts carrying a minimum basic pay of more than Rs. 50/-per month. The advertisement shall indicate the terms of appointment, qualification, age, domicile etc. of the candidates.

(3) Persons in employ under the Authority possessing requisite qualification will be equally eligible but they will have to apply through proper channel. In case of departmental candidates, the age limit may be relaxed.

Criteria for promotion.

15. (1) Promotions from a lower cadre to a higher cadre shall be based on the following criteria namely :—

(a) Selection Posts : For promotion to these posts, outstanding merit will be the sole criterion; seniority in the cadre being taken into consideration in the cases of indistinguishable merit only.

(b) Other Posts : For promotion to these posts, seniority-cum-fitness will be the criterion, namely, subject to fitness, promotion will be made according to the order of seniority in the lower grade.

(ii) Seniority of candidates, for the purpose of promotion will be determined by the position in the seniority list maintained in each branch and Division.

## CHAPTER-V

### FIXATION OF SENIORITY.

16. (a) Seniority on first appointment shall be regulated as under :—

(i) where appointment is made on the recommendation of the Selection Board on substantive basis the seniority shall be fixed in the order of preference given by the Selection Board on the merits of the candidates and the seniority thus fixed shall be taken to be the seniority in the cadre.

(ii) Where seniority has not been fixed by a Selection Board, interse seniority amongst any such candidates shall be determined according to the dates of their substantive appointment in the cadre. When more than one officer is appointed substantively on the same date in the cadre, their seniority interse may be determined on the basis of merit displayed in the recruitment test. When they are rated equal in merit seniority may be fixed for direct recruitment on the basis of age and of promotees on the basis of their seniority in the lower post.

(b) The first appointment referred in clause (i) shall mean appointment to a regular cadre and not in casual (work charged) establishment.

17. No claim for appointment/-promotion from an employee based on seniority according to these regulations shall be entertained in such a way as to affect adversely an appointment/promotion already made before the promulgation of these Regulations.

18. Seniority on promotion shall take effect from the date of taking over charge of the higher post;

Provided that when more than one promotion is made direct, the interse seniority shall be determined according to the seniority in the cadre from which the promotion has been made.

## CHAPTER-VI

### FIXATION OF PAY ON APPOINTMENT AND TRANSFER.

19. An employee while on duty shall draw the pay attached to his post as fixed from time to time, and while on leave shall draw leave salary as regulated under chapter IX of these Regulations.

20. (a) The initial pay of an employee on first appointment shall be the minimum of the time-scale of the post to which he is appointed.

(b) The initial pay of an employee, other than on first appointment, shall be regulated as follows, namely :

(i) When the appointment is to a higher post, he will draw, as initial pay, the stage of the time-scale which is next above his substantive pay in respect of the old post.

(ii) In other cases he will draw as initial pay, the stage of the time scale which is equal to his substantive pay in respect of the old post, or if there is no such stage, the next below that pay plus personal pay, equal to the difference, and in either case will continue to draw that pay until such time as he would have received an increment in the time scale of old post or for the period after which an increment is earned in the time scale of the new post, whichever is earlier, whereupon he will draw pay at the stage of the new time-scale next above that which he draws initially, and thenceforward he will lose personal pay granted under this regulation and all connection with the old time-scale. But if the minimum pay of the time-scale of the new post is higher than his substantive pay in respect of the old post, he will draw the minimum as initial pay.

Provided that if an employee has previously worked in the same post or a regular post on the same time-scale, the initial pay shall not be less than the basic pay which he drew on the last such occasion and he shall

count for increment the period during which he drew that pay on such last and any previous occasion.

21. The holder of a post, the pay of which is changed, shall be treated as if he were transferred to a new post on the new pay.

Provided that he may at his option retain the old pay until the date on which he has earned his next or any subsequent increment in the old scale. The option once exercise shall be final.

22. An increment shall be drawn as a matter of course unless it is withheld by the Competent Authority. If the increment is withheld, the withholding Authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increment, and if so for how long.

23. Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to an employee without the specific sanction of the authority empowered to withhold increments. Such sanction shall be based not on the mere absence of an unsatisfactory report but on the positive statement of the reporting officer that the service of the employee concerned has been such as to justify the passing of the bar.

24. Service is reckoned for increments under the following conditions namely :-

(a) Service on duty in a post on a time-scale counts for increments in the time-scale.

(b) Service on leave other than extra-ordinary leave counts for increments in the post on which the employee holds a lien, and if he holds on such lien, then in his temporary post if he returns to it.

(c) If an employee after officiating in a higher post is reverted to a lower post, the period of service in the higher post will count for increments in the lower post.

25. The Authority may,

(i) in the case of first appointment to the Authority's

service, in recognition of special qualifications or experience, and

- (ii) in other cases, in recognition of outstanding performance or merit grant to any employee one or more premature increments in a time-scale of pay.

26. When a competent authority orders the reduction of an employee to a lower post in a time-scale, or to a lower stage in the time-scale, such competent authority may allow him to draw any pay not exceeding the maximum pay of the latter post, which it may think proper.

27. When a competent authority withholds an increment or orders stoppage at an efficiency bar as a measure of penalty, such competent Authority while ordering the withholding of the increment or the stoppage at the efficiency bar, shall state the period for which such penalty shall remain operative.

## CHAPTER-VII

### COMBINATION OF APPOINTMENTS.

28. (1) The competent authority may as a temporary measure for a period normally not exceeding three months, appoint an employee to hold two or more independent posts at one time. In such cases he may be allowed to draw,-

(a) the highest pay to which he would be entitled if his appointment to one of the posts stood alone;

(b) For each other post, such reasonable pay, not exceeding 20% of the pay of the other post, as the competent authority may decide:

Provided that the total of such pays shall not exceed 30% of the pay referred to in sub-clause (a).

(2) This regulation does not apply to the case of an employee discharging the duties of more than one appointment in the same office or in the same establishment. An employee in the above circumstances will be entitled to the highest pay to which he

would be entitled if he held or officiated in any one of those appointments alone.

## CHAPTER VIII.

### JOINING TIME.

29. Joining time may be granted to an employee to enable him,

- (a) to join a new post to which he is appointed while on duty in his old post or
- (b) to join a new post on return from leave.

30. Joining time is regarded as duty, and during joining time under clause (a) of regulations 29, an employee is entitled to the pay which he would have drawn if he had not been transferred or the pay which he will draw on taking charge of his new post, whichever is less and during joining time under clause (b) of regulation 29, he is entitled to the leave salary which he drew immediately before transfer but no payment if transferred on return from extra-ordinary leave.

31. An employee who does not join his post within his joining time shall not be entitled to any pay or leave salary for the period between the expiry of his joining time and taking over the charge of his post.

32. The joining time admissible to an employee whose transfer does not involve a change of residence from one station to another, is one day only; a holiday counting as a day for this purpose.

33. In case in which a transfer involves a change of residence from one Station to another, joining time is allowed as follows, subject to a maximum of 30 days; 6 days is allowed for preparation and in addition a period to cover the actual jouraney calculated as under :—

(a) for the portion of the journey travelled.

- (i) By railway (250 miles)
  - (ii) By river or coastal steamer (80 miles)
- } One day for each or any longer time actually occupied in the journey.

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- (iii) By Air— actual time in transit.
- (iv) By Motor car or other conveyance plying for public hire— 80 miles.
- (v) In any other way— 15 miles.

(b) A day is allowed for any fractional portion of any distance prescribed in clause (a)

(c) Travel by road not exceeding 5 miles to or from Railway or from Steamer Station at the beginning or the end of the journey does not count for joining time.

(d) Sundays or holidays do not count as a day for the purpose of calculation under this regulation.

34. (a) The competent authority sanctioning the transfer may in the exigency of service curtail the period of joining time admissible under regulation 35.

(b) The competent authority may in any case extend the period of joining time admissible under regulation 35.

35. By whatever route an employee actually travels, his joining time shall, unless the Head of his Department for special reasons orders otherwise, be calculated with reference to the route which travellers commonly use.

36. If an employee takes leave in transit from one post to another the period which has elapsed since he handed over charge of his old post shall be included in his leave, unless the leave is taken on medical certificate. In the latter case, the period may be treated as joining time.

## CHAPTER I

### LEAVE

37. The following kinds of leave shall be admissible, namely :

(i) Leave on average pay.

(ii) Leave on half-average pay.

- (iii) Extra-Ordinary leave without pay.
- (iv) Special disability leave.
- (v) Quarantine leave.
- (vi) Maternity leave.
- (vii) Hospital leave.
- (viii) Study leave.

38. Leave admissible in these Regulations may be granted to an employee by the Authority indicated hereunder :-

1. **Leave on Average pay :**
    - (i) Class I employee :- Chairman.
    - ii) Class II & III employees :- Heads of Department
    - iii) Class IV employee :- Heads of Offices.
  2. Leave on half-average pay— as above
  3. Extraordinary leave without pay— as above
  4. Special disability leave— Chairman.
  5. Quarantine leave :- Heads of Department.
  6. Maternity leave :-
    - i) to class I employees-Chairman.
    - ii) to other class of employee Heads of Department.
  7. Hospital leave :- Class I employees-Chairman to employees other than class I-Heads of Department.
  8. Study leave :- Class I employees-Authority. Other-Chairman.
  9. Recreation leave :- Class I & II-Chairman. Others Head of Department.
39. **Leave on Average Pay :**

- (a) All regular employees other than class IV employees shall earn leave on average pay at the rate of 1/11th of the period spent on duty and the maximum that may be accumulated shall be four months. Any period earned in excess of four months shall be credited to a separate item in the leave account from which leave may be allowed on average pay on Medical Certificates or for the purpose of preparatory to retirement.

(b) The amount of leave on average pay that may be taken at one time shall not exceed four months. This limit may be raised to six months, when the leave is taken on medical certificate or for the purpose of preparatory to retirement.

Regular class IV employee shall earn leave at the rate of 1/22nd of the period spent on duty and the maximum that may be accumulated shall be two months. An period earned in excess of two months shall be credited to a separate item in the leave account from which leave may be allowed on average pay on medical certificate or for the purpose of preparatory to retirement.

(c) The amount of leave on average pay that may be taken at one time shall not exceed two months. This limit may be raised to six months when leave in excess of two months is taken on medical certificate, or for the purpose of preparatory to retirement.

(d) Casual employees on monthly pay basis (work charged) other than class IV employees shall earn leave on average pay at the rate of 1/22nd of the period spent on duty and the maximum that may be accumulated is 1½ months, which an employee may be allowed to enjoy at a time.

(e) Casual Class IV employees on monthly pay basis (work charged) shall earn leave on average pay at the rate of fifteen days for each completed year of service and the maximum that may be accumulated is thirty days.

**40. Leave on Half-Average Pay :**

(a) The regular employees other than class IV employees shall earn leave on half-average pay at rate the of 1/12th of the period spent on duty and accumulation will be without limit.

(b) The regular class IV employees shall earn leave on half-average pay at the rate of 1/22nd of the period spent on

duty and the accumulation of such leave will be without any limit.

(c) Casual employees on monthly pay basis (work-charged) other than class IV employees shall earn leave on half-average pay at the rate of fifteen days for each completed year of service, the limit of accumulation being 45 days.

(d) The casual Class IV employees shall earn leave on half-average pay at the rate of ten days for each completed year of service, the limit of accumulation being thirty days.

Provided that such casual employees (work charged) already in service on the date of promulgation of these Regulations shall continue to enjoy, for so long as they continue in such service, their existing leave privileges and shall not be governed by the provisions of clauses (d) & (e) of regulation 39 and clauses (c) and (d) of regulation 40

41. Leave on half average pay, may, on production of medical certificate, be converted to leave on average pay at the rate of one day of leave on average pay for two days of leave on half-average pay upto (a) a maximum of six months on average pay in case of class IV employees and (b) in case of other employees, upto a maximum of twelve months on average pay.

42. A casual employee on monthly rates of pay (work charged) on being appointed to a regular post shall be permitted to carry over any balance of his accumulated leave.

43. A Government servant re-employed after retirement shall for the purpose of leave be treated as a regular employee and his leave will be regulated in accordance with these Regulations.

44. Leave not due, :-

(a) Save in the case of leave preparatory to retirement leave not due may be granted to a regular employee on half-average pay upto a maximum of 12 months during the

whole service, if it is on medical certificate, or three months during the whole service if it is not on medical certificate.

- (b) When a regular employee returns from leave which was not due, no leave on half pay shall become due to him until the expiry of a fresh period spent on duty sufficient to earn a credit of leave either under rule 40 (2) (a) or (b), as the case may be, equal, to the period of leave which he took before it was due.

**45. Extra Ordinary Leave :**

- (a) Extra-ordinary leave for which no leave salary is admissible may be granted to an employee by the competent authority in special circumstances viz :—

- (i) When no other leave is admissible, or  
(ii) When other leave is admissible, but the employee concerned applies in writing for the grant of extraordinary leave.

- (b) Extra-Ordinary leave may be granted upto a maximum of one year to a regular employee and upto a maximum of six months to a casual employee on monthly rates of pay (work charged) on any one occasion. In case of illness, the production of a medical certificate or the recommendation of medical Board shall be necessary. The Authority may under special circumstances extend extra-Ordinary leave beyond the above mentioned limits.

**Note :—** No leave can be claimed as a matter of right. In the interest of the work of the Authority leave applied for may be refused.

**46. Special disability leave :**

- (a) Special disability leave may be granted by the Authority to an employee who is disabled by injury inflicted or caused in or in consequence of the due performance of his official position.

- (b) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice. Provided, that, if the Authority is satisfied as to the cause of the disability, such leave may be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.
- (c) The period of leave granted shall be such as is certified by a Medical Board to be necessary. It shall not be extended except on the certificate of a Medical Board and shall, in no case, exceed twenty four months.
- (d) Such leave may be combined with leave of any other kind.
- (e) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than twenty four months of such leave shall be granted in consequence of any one disability.
- (f) Such leave shall be counted as duty in calculating service for gratuity only, if admissible, and shall not be debited against the leave account.
- (g) Leave salary during such leave shall be equal :—
  - (i) for the first four months of any period of such leave including a period of such leave granted under sub-clause (e) of this regulation, to average pay, and
  - (ii) for the remaining period of any such leave to half average pay, or at the employee's option, for a period not exceeding the period of average pay which would otherwise be admissible to him, to average pay.

47. A medical board for the purposes of these Regulations shall be constituted as stated below.

- (a) **For Class I, II & III Employees :** "The Board shall comprise of 3 Medical Practitioners who shall have at least ten years

practice at credit. The Chairman of the Board shall be nominated from among the members of the Board by the Chairman of the Authority."

(b) "For Class IV employees the Medical officer of the Authority shall constitute a single member Board."

48. The applications of the provisions of regulation 46 may be extended to an employee who is disabled by injury accidentally incurred in or in consequences of the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attached to the post which he holds. The grant of this concession is subject to the following conditions namely :--

- (i) that the disability, if due to disease, must be certified by a Medical Board to be directly due to the performance of the particular duty ;
- (ii) that, if the employee has contracted such disability it must be in the opinion of the Authority, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave;
- (iii) that, the period of absence recommended by the Medical Board may be covered in part by leave under these Regulations and in part by other leave, and that the amount of special disability leave granted on average pay may be less than four months.

49. Leave under regulation 48 shall be granted by the Authority only.

50. **Quarantine Leave:** Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household of an employee. Such leave may be granted by the Head of the office, on the certificate of a Medical or Public Health officer for a period not exceeding 21 days or, in exceptional

circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted when necessary in continuation of other leave subject to the above maximum. No substitute shall be appointed in place of an employee absent on quarantine leave. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

**51. Maternity leave :**

(a) Maternity leave on full pay at the rate a female employee was drawing, at the time of taking leave, may be granted by the competent authority to a female employee. Such leave shall not be debited against the leave on average pay or on half average pay accrued to her under Regulations 39 and 40. Such leave may be granted for a period which may be granted for a period which may extend upto the end of three months from the date of its commencement, or to the end of six weeks from the date of confinement which-ever is earlier.

Provided that she has been in service under the Authority for at least nine month's immediately preceding the date of delivery.

(b) Leave of any other kind, including leave on average pay to the extent admissible under Regulation 39 may be granted in continuation of maternity leave if the request for its grant be supported by a medical certificate.

Provided that the female employee has been in service under the Authority for at least nine months immediately preceding the date of delivery.

**NOTE :** In the case of a female employee in temporary employment, maternity leave may be granted upto four weeks prior to, and four weeks after, the date of confinement.

**52. Hospital Leave :**

(a) Hospital leave means leave on account of ill health granted to specified class IV employees whose duties expose them to special risk of accident or illness.

(b) The authority competent to appoint a class -IV employees substantively, may grant hospital leave to the following classes of class IV employees while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties :—

(i) Employees engaged in handling of the Authority's machineries.

(ii) Peons and guards in permanent employment.

(c) (i) The Head of the office or the appointing authority may grant hospital leave to members of crews of mechanically propelled vessels for a period during which they are under treatment as indoor or outdoor patients of an authorised hospital, as the case may be.

Provided that the authorised medical attendant certifies that the illness or injury for which treatment is given is not directly due to intemperate or irregular habits.

(ii) Hospital leave may also be granted on similar conditions and by the same authorities to men who have been treated in hospitals other than authorised hospitals. Provided that the authority sanctioning the leave is satisfied, in each case, that treatment in such a hospital was, in the circumstances, desirable and that the patient and taken proper steps to secure the permission of his superior authority before obtaining treatment in or admission to such a hospital.

Provided further that such leave cannot be granted to men who receive treatment in a hospital in their native district or elsewhere while they are on leave.

(d) Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible provided that the total period of leave, after such combination, shall not exceed twenty eight months.

- (e) The amount of hospital leave which may be granted to any employee is limited to three months on average pay in any period of three years. Hospital leave on half average pay counts, for the purpose of this limit, as half the amount of leave on average pay.
- (f) Hospital leave may be granted on leave salary equal to either average or half average pay, as the authority granting it may consider necessary.

Provided that the leave salary shall be reduced by the amount of any benefits under clause (d) of subsection (i) of Section 4 of the Workman's Compensation Act 1923, (Act VIII of 1923) to which the employee may be entitled.

**NOTE :** The limit of six months prescribed in regulation 39 is not applicable when hospital leave is taken in combination with ordinary leave on average pay.

### 53 Study Leave :

- (a) Leave on half average pay may be granted to regular employes to enable them study scientific, technical or similar problems or to undergo special courses of instructions. Such leave is not debited against leave account.
- (b) The grant of study leave is not intended to meet the case of employees deputed to other countries at the instance of the Authority, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will be dealt with on their merits.
- (c) Study leave can be granted only by the Authority.
- (d) Study leave may be taken either in or outside Pakistan. It shall not ordinarily be granted to employees of less than five years' service or to employees within three years of the date on which they will attain the age of 50 years.

(e) The grant of study leave shall be made with due regard to the exigencies of the service. In no case shall the grant of this leave, in combination with leave other than extra ordinary leave on medical certificate, involve an absence of over twenty eight months from an employee's regular duties, or exceed two years in the whole period of an employee's service nor shall it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A period of twelve months at one time shall ordinarily be regarded as a suitable maximum and shall not be exceeded save for exceptional reasons.

**Note :** Extra ordinary leave may be taken in conjunction with study leave without regard to the maximum prescribed in this regulation.

(f) An employee whose study leave is combined with any other kind of leave shall be required to take his period of study leave at such a time as to retain at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

(g) When an employee has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period of any considerable extent, his absence from duty shall be reduced by the excess period of study leave unless he produces the assent of the sanctioning authority to his taking it as ordinary leave.

(h) All applications for study leave shall be submitted with the Audit officer's certificate to the Authority through proper channel, and the course or courses of study contemplated and any examination which the candidate proposes to undergo shall be clearly specified therein.

(i) Employees on leave, in foreign countries who wish to convert part of the leave into study leave or to undertake a course of study during leave, shall before commencing study and before incurring any expenses in connection

therewith submit a programme of their proposed course of study to the Authority. The programme shall be accompanied by an official syllabus of the course, and by any documentary evidence. In the absence of such evidence the programme may, if approved by the Authority, be proceeded with but no study leave allowance will be admissible until the concurrence of the Authority is received.

(j) A study allowance will be admissible upto fourteen days for any period of vacation. A period during which an employee interrupts his course for his own convenience cannot be considered as vacation. Study allowance may be given at the discretion of the Authority for any period upto fourteen days at one time during which the employee is prevented by sickness, duly certified by a medical practitioner, from pursuing the sanctioned course of study.

(k) Employees granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the Authority will be prepared to consider proposals that such fees shall be paid by the Authority.

**Note :** At the time of applying for study leave, employees must submit with their applications evidence of the amount of fees involved in the course of study proposed and state whether they are in a position to meet these costs.

(l) On completion of a course of study a certificate from the Institute concerned indicating the results of the course of study together with certificate of examination passed, if any, shall be forwarded to the Authority.

(m) Study leave will count as service for promotion but not for leave. It will not affect any leave which may already be due to an employee; it will count as extra leave on half average pay, and will not be taken into account in reckoning the aggregate amount of leave on half average pay, taken by the employee towards the maximum period normally admissible.

(n) During study leave an employee will draw half average pay subject in case of such leave outside Pakistan and India to a minimum of £ 20 (sterling) or equivalent in local currency.

(o) An employee may, subject to the approval of the Authority, under take or commence a course of study during leave on average pay, and subject to clause (j) draw study allowance in respect thereof :

Provided that study allowance is not drawn for an aggregate period exceeding two years during the whole of an employee's service.

**54. Leave Account:**

(a) The leave account of class 1 and 11 employees shall be maintained by the Accounts deptt. and the leave will be sanctioned by the competent Authority after obtaining a leave admissibility report from the Accounts Department.

(b) The leave account of class III and IV employees will be maintained by the Head of the Office.

(c) Application for leave shall be made in the form annexed as Appendix-I to these Regulation.

**55. Leave at the credit of an employee in his leave account shall lapse on the date of his retirement provided that if at least two months before the date of commencement of the leave he has.**

(a) formally applied for leave and been refused if

or

(b) ascertained in writing from the sanctioning authority that leave, if applied for, would not be granted, in either case the ground of refusal being the exigencies of Public service, then the employee may be granted with affect from the date of retirement the leave so refused and the leave he

has earned during the refused period, subject to a maximum of six months.

56.

**Leave Salary:**

- (a) During leave on average pay an employee shall draw leave salary on average pay calculated on the basis of average pay drawn during the twelve complete months preceding the month in which the leave is taken.
- (b) During leave on half average pay an employee shall draw leave salary at half the rate mentioned in clause (a).
- (c) Employees shall draw leave salary in Pakistani currency irrespective of the country where they spend their leave, unless otherwise ordered by the Authority. In cases where leave ex-Asia has been duly sanctioned and the Authority permits the drawal of leave salary in foreign currency such leave salary shall be subject to a maximum of Rs. 2,100/- per mensem, the balance, if any, being payable in rupees in Pakistan.

57. An employee on leave may be recalled to duty. All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory. If the return is optional, the employee will not be entitled to any concession. If it is compulsory and when not more than  $\frac{3}{4}$  of the sanctioned leave has expired, he will be treated as if on duty from the date on which he starts from the Station to which he is ordered, and will draw T.A. but will draw leave salary only until he joins his post.

**CHAPTER- X**

**RETIREMENT AND RELEASE FROM SERVICE.**

58. Retirement.

- (1) An employee of the Authority shall retire from service on completion of the fifty fifth year of his age.
- (2) Notwithstanding any thing contained in clause (i) the competent authority, may with the previous approval of the

Authority, extend the service of a person beyond the date of his retirement under the said clause for such period as it may deem fit and subject to physical fitness :

Provided that the extension of service of such person shall, in no case, be extended beyond the date on which he complete sixtieth year of/age.

59. **Resignation :**

- (1) Unless otherwise provided for in the terms of employment or of any bond executed by an employee, a permanent employee may resign from the Authority's service after giving three month's notice in writing of his intention to do so or refunding three month's pay in lieu thereof.
- (2) A temporary employee may resign from his service under the Authority, after giving one month's notice in writing of his intention to do so or refunding one month's pay in lieu thereof.
- (3) An employee who resign from service under clause. (1). or clause (2) shall continue to serve under the Authority till his resignation is accepted by the Authority.

**Sd/ A. Salam**

31-3-69

Chairman, Chittagong WASSA

**CHITTAGONG WATER SUPPLY AND SEWERAGE AUTHORITY**

**APPLICATION FOR LEAVE**

Name of the Applicant (in block letters) \_\_\_\_\_

Designation \_\_\_\_\_ Department/Section \_\_\_\_\_

Period of leave : From \_\_\_\_\_ to \_\_\_\_\_ Total number of days \_\_\_\_\_

Date of return from leave \_\_\_\_\_

Nature of leave \_\_\_\_\_

Reason for leave \_\_\_\_\_

Address where the Applicant can be contacted during his absence \_\_\_\_\_

Date \_\_\_\_\_ 19 \_\_\_\_\_

Signature of the Applicant.

**FOR OFFICE USE ONLY**

Leave Position Report : \_\_\_\_\_ Date \_\_\_\_\_

Leave at his credit :- Casual \_\_\_\_\_

Earned \_\_\_\_\_

Forwarded to the Accounts Dept./Office  
Superintendent for leave position report

Date of last leave availed :

Casual \_\_\_\_\_

Earned \_\_\_\_\_

Controlling Officer.

Forwarded to :

Remarks of Controlling Officer

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Approval of leave or otherwise

Signature of the sanctioning Authority

Date \_\_\_\_\_

Applicants' Signature  
(before proceeding for leave)

Entered in Leave Registered

Leave Accounts Clerk.