

BENEVOLENT FUND

***[THE PUNJAB] GOVERNMENT SERVANTS
BENEVOLENT FUND ORDINANCE, 1960**

(W.P Ordinance XIV of 1960)
23rd April, 1960

Preamble --

An Ordinance to constitute a Benevolent Fund for relief of government servants and their families.

Whereas, it is expedient to constitute a Benevolent Fund for relief of government servants and their families in the manner hereinafter appearing;

Now, therefore, in pursuance of the Presidential Proclamation of the seventh day of October, 1958 and in exercise of all powers enabling him in this behalf, the Governor of *[the Punjab] is pleased to make and promulgate the following Ordinance:-

Short title, extent and commencement --

1. (1) This Ordinance may be called the *[Punjab] Government Servants Benevolent Fund Ordinance, 1960.
- (2) It shall apply to all government servants, as hereinafter defined; provided that government may, by notification, exempt @(any class) of government servants from the operation of this Ordinance.
- (3) It shall come into force on such date as government may, by notification appoint.

Definitions --

2. In this Ordinance, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

- (a) "family" in relation to a government servant means his or her --
 - i) Wife or wives or husband, as the case may be;
 - ii) Legitimate children and step children less than twelve years old;
 - ii) Legitimate children and step children not less than twelve years old, if residing with and wholly dependent upon him or her;
 - iv) Parents, sisters and minor bothers, if residing with and wholly dependent upon him or her;
- (b) "Fund" means the fund constituted under this Ordinance;

*Substituted for the words "West Pakistan" vide Punjab Laws (Adaptation) Order, 1974.

@Government servants in Police Department and such Government servants of Anti-corruption Department as are contributing towards the Police Welfare fund, all officers and men of West Pakistan Rangers, Advocate General and Addl. Advocate General of West Pakistan, Public Prosecutors and Addl. and Assistant Public Prosecutor exempted from the provision of the Ordinance, see "Gazette of West Pakistan, 1961, Punjab 1 pp. 386, 499, 645 and 646".

- (c) "Gazetted government servant" means a government servant holding a post declared to be a gazetted post by government or any authority empowered by government in this behalf;
- (d) "Government" means the *[Provincial Government of the Punjab];
- @[(e) "Government servant" means:-
 - (i) a person who is a member of a civil service of the province; or
 - (ii) a person who holds any civil post in connection with the affairs of the province, including a member of the Civil Service of Pakistan who has opted for the fund, but excluding any other servant of Pakistan;]
- (f) "Non-Gazetted Government servant" means a Government servant other than a gazetted Government servant;
- (g) "Prescribed" means prescribed by rules made under this Ordinance.

Fund --

3. (1) As soon as may be, government shall constitute a fund to be known as the *(Punjab) Government Servants Benevolent Fund.
 - (2) The Fund shall be divided into two parts; Part I for gazetted government servants and Part II for non-gazetted government servants.
 - (3) Each part of the Fund shall consist of --
 - (a) **[compulsory contributions recovered from] the government servants at such rates as government may, from time to time, prescribe;
 - (b) Such grants as may, from time to time, be made by government;
 - (c) Other contributions and donations;
 - (d) income from investments made under this Ordinance
 - (4) The money credited to the Fund shall be held in such custody as may be prescribed.

Utilization of the Fund --

4. The Fund shall be utilized for --
 - (a) the relief of government servants and their families by --
 - i) giving financial assistance to the families of deceased government servants;
 - ii) giving financial assistance to government servants invalidated out of service;

*Substituted for the words "Government of West Pakistan" vide Punjab Laws (Adaptation) Order, 1974.

@Substituted by West Pakistan Ordinance XIII of 1962.

*Substituted for the words "West Pakistan" vide Punjab Laws (Adaptation) Order, 1974.

**Substituted by West Pakistan Ordinance XIII of 1962 for the words "contribution made by".

- iii) making special grants to government servants in exceptional cases;
- (b) defraying expenditure incurred in respect of management of the Fund.

Explanation-- The benefit admissible under this section will be in addition to the pensions, family pension or gratuities awarded under the rules regulating the conditions of service of government servants.

Accounts and Fund --

5. (1) All contribution *[recovered] under clause (a) of sub-section (3) of Section 3 shall be deducted at the source from the salaries of the government servants concerned.

(2) The Accountant General, *(Punjab) @shall be responsible for keeping the accounts of the Fund, Audit of the assets of and expenditure from the fund will be conducted by such authority as may be prescribed.

Constitution and powers of the Boards of Management --

6. (1) As soon as may be, government shall in such manner as may be prescribed, constitute the following Boards of Management, namely:--

- (a) the Provincial Board of Management (Gazetted);
- (b) the Provincial Board of Management (Non Gazetted); * (~~and~~)
- (c) ■ District Board of Management for each ■ District ##[; and]
- @(d) the Secretariat Board of Management.

(2) Subject to such directions as may be issued by government and such rules as may be made in this behalf --

- (a) the Provincial Board of Management (Gazetted) shall be responsible for management of Part I of the Fund and shall have the powers to invest money credited to that part of the Fund and to incur expenditure there from;
- (b) the Provincial Board of Management (Non-Gazetted) shall be responsible for management of Part II of the Fund and shall have the powers to invest money credited to that part of the Fund and to make allocations there from to ■ District Boards of Management; * (~~and~~)
- (c) a ■ District Board of Management shall subject to such directions as may be issued by the Provincial Board of Management (Non-Gazetted) deal with all matters connected with Part II of the Fund [except in so far as it concerns non-gazetted

*Substituted for the words "made" by W.P. Ordinance XIII of 1962.

**Substituted for the words "West Pakistan" vide Punjab Laws (Adaptation) Order, 1974.

@The words "and the Comptroller, Northern and Southern Areas" deleted by Punjab Laws (Adaptation) Order, 1974.

*Deleted by W.P. Ord. XXIII of 1969.

■ The word 'Division' substituted with the word 'District' vide Notification No. Legis:13-47/2001 dated 2.10.2001.

##Substituted for the full-stop at the end of this clause.

@Added vide West Pakistan Government Servants Benevolent Fund (Amendment) Ordinance, 1969.

*Deleted vide WP. Ord. XXIII of 1969.

servants serving or employed in the @@ (Punjab Secretariat)], and in particular shall have the power to sanction expenditure from the allocations made to it by that Board # [; and]

- (d) the Secretariat Board of Management shall, subject to such directions as may be issued by the Provincial Board of Management (Non-Gazetted), deal with Part II of the Fund in so far as it concerns the non-gazetted Government servants serving or employed in the ** (Punjab Secretariat) and in particular shall have the power to sanction expenditure from the allocations made to it by that Board.)

##[6-A. Power to recover rents and lease-moneys as **arrears** of land revenue -- Any sum due as rent or lease money in respect of property acquired or constructed by a Board of Management constituted under section 6 and the Management whereof vests in any such Board, if not paid within thirty days of its having become due, may notwithstanding anything contained in any law, decree or order of any court, agreement, deed or instrument, be recovered as arrears of land revenue.]

##[6-B. Protection of action taken under this **ordinance**-- No suit, prosecution or other legal proceedings shall be instituted against a Board of Management constituted under section 6 or against any officer or servant of such Board for anything which is in good faith done or intended to be done under this Ordinance, or the rules made thereunder.]

7. Power to make rules -- Government may make rules for bringing into effect the provisions of this Ordinance.

@@ Substituted for the words "West Pakistan Secretariat" vide Punjab Laws (Adaptation) Ordinance, 1974.

The full-stop appearing at the end was replaced by "; and" vide W.P. Ordinance XXIII of 1969.

• Added vide W.P. Ordinance XXIII of 1969.

Inserted vide West Pakistan Government Servants Benevolent Fund (Amendment) Ordinance, 1965.

**GOVERNMENT OF THE PUNJAB
LAW & PARLIAMENTARY AFFAIRS DEPARTMENT**

NOTIFICATION

2nd October 2001

No. Legis: 13-47/2001. The Following Ordinance promulgated by the Governor of the Punjab is hereby published for general information:

**THE PUNJAB GOVERNMENT SERVANTS BENEVOLENT FUND (AMENDMENT)
ORDINANCE, 2001**

PUNJAB ORDINANCE NO. XXI OF 2001

**An
Ordinance**

Further to amend the Punjab Government Servants Benevolent Fund Ordinance, 1960.

Whereas it is expedient further to amend the Punjab Government Servants Benevolent Fund Ordinance, 1960 (XIV of 1960), in the manner hereinafter appearing;

And whereas the Provincial Assembly of the Punjab stands dissolved and the Governor of the Punjab is satisfied that circumstances exist which render it necessary to take immediate action;

And whereas under Article 4 of the Provisional Constitution (Amendment) Order No. 9 of 1999, as amended by Chief Executive's Order No.11 of 2000 the Governor of a province may issue and promulgate an Ordinance;

Now therefore, in exercise of the aforesaid powers and all other powers enabling him in that behalf, the Governor of the Punjab is pleased to make and promulgate the following Ordinance:-

1. **Short title and commencement** – (1) This Ordinance may be called the Punjab Government Servants Benevolent Fund (Amendment) Ordinance, 2001.

(2) **It shall come into force at once.**

THE WEST PAKISTAN GOVERNMENT SERVANTS BENEVOLENT FUND RULES, 1960

In exercise of the powers conferred on him by section 7 of the Punjab Government servants Benevolent Fund Ordinance, 1960, the Governor of Punjab is pleased to make the following rules namely:-

Short title and commencement --

1. (1) These rules may be called the West Pakistan Government Servants Benevolent Fund Rules, 1960.

(2) They shall come into force on the Twenty seventh day of December, 1960.

2. **Rate of Contribution --** (1) *In case of employees in grade 5 and above, the rate of contribution to the Fund both for Part I and Part II shall be two per cent of pay rounded to the nearest rupee.

(2) In case of employees in Grade 1 to 4 the rate of contribution shall be one per cent of the pay rounded to the nearest rupee.

Note -- For the purpose of this rule "pay" means the amount drawn monthly by a government Servant as --

- i) the pay, other than Special Pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in officiating capacity or to which he is entitled by reason of his position in a cadre;
- ii) overseas pay, technical pay, special pay and personal pay; and
- iii) any other emoluments which may be specially classed as pay by the competent authority.

3. **Deductions --** Contribution to the Fund shall be made -

- i) In the case of gazetted government servants, by deduction of the amounts by the gazetted government servants from their pay bills.
- ii) in the case of non-gazetted government servants by deduction of the amounts by the Drawing Officers from the pay bills of the non-gazetted government servants.

4. Contribution by government servants transferred to foreign service -- When a government servant is transferred to foreign service he shall remain subject to these rules in the same manner as if he was not so transferred, and his contribution during such period shall be remitted by the employer to the Audit Officer in whose jurisdiction he was serving immediately before he was so transferred.

4-A. A member of the Civil Service of Pakistan who has opted for the Fund shall cease to be entitled to the benefits under the Ordinance as soon as he ceases same in the case of death, to hold any post in connection with the affairs of the Province.

5. **Head of Account --** The amounts so deducted shall be credited to the minor head "Punjab Government Servants Benevolent Fund" under the major head "P-Deposits and Advances-E-Reserve Fund". There shall be two sub-heads under the minor head and sub-head

* Amended vide Notification No. SOWF, (S&GAD)-8-1/76 dated 1st April, 1980.

for Part I of the Fund and the other for Part-II of the Fund. Separate accounts of the two parts of the Fund in respect of the transactions relating to each audit circle shall be maintained by the respective area audit and accounts offices.

6. The amount deducted as aforesaid shall be checked by the audit office in the case if payments made at Lahore, and by the Treasury Officer in the case of payments made in their respective districts.

7. **Constitution of Board of Management** -- (1) The Provincial Board of Management (Gazetted) shall consist of --

- (a) Chief Secretary to Government of Punjab (Chairman)
- (b) Additional Chief Secretary to Government of Punjab (Vice Chairman).
- (c) Member Consolidation Board of Revenue.
- (d) Secretary to Government of Punjab, Finance Department.
- (e) Secretary to Government of Punjab, I&P Department.
- (f) Secretary to Government of Punjab, Health Department.
- (g) Deputy Secretary ** (Fund) to Government of Punjab, S&GAD.

(2) The Provincial Board of Management (Non-Gazetted) shall consist of --

- (a) Chief Secretary to Government of Punjab (Chairman)
- (b) Additional Chief Secretary to Government of Punjab (Vice Chairman).
- (c) Secretary to Government of Punjab, Finance Department.
- (d) Secretary to Government of Punjab, Communications and Works Department.
- (e) Deputy Secretary ** (Fund) Government of Punjab, SGA&I Department.
- (f) Such government servants * (~~not exceeding two~~) as government may from time to time appoint.

(3) Each ♦ District Board of Management shall consist of --

- (a) the ♦ District Coordination Officer of the District (Chairman).

** Substitute for the word "Welfare" vide Notification No. SOWF.III(S&GAD)3-8/90 dated 4th September, 1990.

**Substituted for the word "Welfare" vide Notification No. SOWF.III (S&GAD) 3-8/90 dated 4th September, 1990.

*Omitted vide Notification No. SOWF III (S&GAD) 8 (1)/79-P-II dated 24.04.1989.

♦ The word 'Divisional' wherever occurring shall be substituted with the word 'District' vide Notification No. SOP.IV(S&GAD)2001(WF) dated 7.12.2001.

- (b) not more than 4 other government servants of whom one shall be appointed by the Chairman in each Board from amongst the non-gazetted government servant serving in the district while the other members shall be appointed by government.

(4) The Secretariat Board of Management shall consist of --

- (a) The Secretary to the Government of Punjab, Services, General Administration & Information Department (Chairman).
- (b) Such other government servants not exceeding three in number as government may from time to time appoint.

8. Meeting of the Boards -- (1) Each Board referred to in Rule 7 shall meet for the transaction of business at least once in every three months and at such other times as its Chairman calls a meeting thereof.

(2) The chairman and any two members of the Board shall form the quorum.

(3) Decisions by the Board shall be taken by majority of votes. In case of equality of votes, the Chairman shall have a second or casting vote.

(4) The Chairman may appoint one of the members as Secretary to the Board.

(5) All decisions of the Board shall be recorded in a minute book. The duty for recording of minutes shall be discharged by the Secretary and in his absence by any other member of the Board as directed by the Chairman.

(6) Subject to the general supervision and control of the Chairman, the Secretary shall be responsible for --

- i) the conduct of correspondence on behalf of the Board;
- ii) the maintenance of the records of the Board;
- iii) the disbursement of money from the fund;
- iv) the maintenance of the accounts;
- v) preparation of the agenda of the meeting of the Board and giving advance notice of such meetings to the members of the Board;
- vi) performance of such other functions as may be directed by the Chairman.

9. **Remuneration** -- The Chairman and members of the various Boards referred to in rule 7 shall not be entitled to any remuneration or honorarium for attending meetings of the Boards or performing any other functions as the Chairman or members of the Board.

10. **Custody of Money** -- All moneys constituting the Fund shall be kept in the Government treasury in the name of the Chairman of the Provincial Board of Management (Gazetted) or the Provincial Board of Management (Non-Gazetted), as the case may be.

11. **Withdrawals** -- The Provincial Board of Management (Gazetted) and the Provincial Board of Management (Non-Gazetted) may invest such money constituting the Fund as are not required for immediate expenditure in any of the securities described in section 20 of the Trust Act. 1882, or in real estate, or may place them in fixed deposit with a Bank approved by Government.

12. **Withdrawals** -- (1) Any amount required to be drawn from the Fund shall be drawn by submitting to the Accountant General bills signed by the Finance Secretary, in his capacity as member of the Provincial Board of Management (Gazetted) or Provincial Boards of Management (Non-Gazetted) *(or his nominee) as the case may be. The amount so drawn shall be kept in the National Bank of Pakistan in current account in the name of the Chairman of the Provincial Board concerned and shall be drawn from the Bank on cheques signed by the Chairman provided that the Chairman may delegate his power of drawal to a member or the secretary of the Board concerned, who shall exercise such powers or drawal in the manner and subject to the conditions prescribed by the Chairman from the allocation made to it by that Board.

(2) **Account** -- The Board concerned shall be informed by the Chairman as regards any delegation of powers made by him under this rule.

13. **Payments** -- The amount of the Fund shall be maintained by the account/audit officer of the area in whose jurisdiction the Government servant is serving. The account shall be kept by the Board in the Forms/Registers given in the schedule.

14. The account shall be kept in Pakistan in rupees and all payments from it shall be made in Pakistani rupee.

15. **Grants** -- Individual grants from the Fund shall be drawn by the person in whose favour such grant is sanctioned on a simple receipt by quoting therein the number and date of the sanction.

*Added vide Notification No. SOWF-III (S&GAD) 8(1)/79 P-II dated 8th June, 1989.

**SCHEDULE
PART-I**

The account of the Fund shall be kept by the Secretariat Board of Management/Divisional Boards of Management in a register of the following form:-

FORM

**SECRETARIAT BOARD OF MANAGEMENT/DIVISIONAL
BOARD OF MANAGEMENT**

Amount of allocation made for the year _____ by the Provincial Board of Management (Non-Gazetted)_____

No. and date of cheque drawn by the Provincial Board of Management	Amount	The name & address of government servant or the members of his family in whose favour the cheque has been drawn.	No. And date of the order of the Divisional Board sanctioning the grant.	The date when the cheque was issued to the grantee and the signature.
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PART-II

The account of the fund shall be maintained by the Provincial Board of Management (Non-Gazetted) in a register of the following form.

FORM

**PROVINCIAL BOARD OF MANAGEMENT
BENEVOLENT FUND PART-II**

Amount
Rs. A.P.

1. The Amount of the fund invested in securities described in section 20 of the Trust Act up to the 30th June, of the last financial year.
2. The amount of the fund invested in real estate, up to the 30th June, of the last financial year.
3. The amount of the fund placed in fixed deposit with Banks up to the 30th June, of the last financial year.
4. The balance in the fund on the 30th June, of the last financial year.
5. The amount of allocation made to the Secretariat Board of Management and the various Divisional Boards during the current financial year --

Secretariat Board of Management/Divisional Board of Management.

The total amount of allocations _____
6. The balance in the fund after making allocations as in 5 above.

PART-III

The account of the Provincial Board of Management (Gazetted) will be kept in the following form.

FORM

**THE PROVINCIAL BOARD OF MANAGEMENT
(GAZETTED) BENEVOLENT FUND**

Amount
Rs. A. P.

1. The amount of the Fund invested in securities described in section 2 of the Trust Act up to the 30th June, of the financial year.
2. The amount of the Fund invested in real estate up to the 30th June of the last financial year.
3. The amount of the Fund placed in fixed deposit with Banks up to the 30th June, of the last financial year.
4. The balance in the Fund on the 30th June, of the last financial year.

1	2	3	4	5
The name and address of the Govt. servant/ member of his family to whom grant has been made	No. and date of the order sanctioning the grant.	The amount of grant	No. and date issued to grantee.	Balance of cheque

**THE PUNJAB GOVERNMENT SERVANTS BENEVOLENT FUND,
PART-I (DISBURSEMENT) RULES, 1965**

In exercise of the powers conferred on him by Section 7 of the Punjab Government Servants Benevolent Fund Ordinance, 1960 (Punjab Ordinance XIV of 1960), the Governor of West Pakistan is pleased to make the following rules:

1. These rules may be called the * Punjab Government Servants Benevolent Fund, Part-I (Disbursement) Rules, 1965.

(2) They shall come into force at once.

2. In these rules unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

(a) "Board" means the Provincial Board of Management (Gazetted) Punjab Government Servants fund as constituted under section 6 of the Punjab Government Servants Benevolent Fund Ordinance, 1960.

(b) "Fund" means the Punjab Government Servants Benevolent Fund, Part-I

(c) "Pay" means the amount drawn monthly by a gazetted government servant as --

- i) the pay, other than special pay granted in view of his personal qualifications, 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.
- ii) Overseas pay, technical pay, special pay and personal pay; and
- iii) any other emoluments which may be specially classed as pay by the competent authority.

@3. The following grants from the Punjab Government Servants Benevolent Fund, Part-I shall, subject to the provisions of these rules, be admissible to government servants in BPS 16 to 22 (Gazetted) who are subscribers to the Fund or to their families, as the case may be, namely:-

• (a) **MARRIAGE GRANT:**

For The marriage of each daughter:-

- i) to a Government Servant while in-service Rs. 25,000/-
and for 15 years after his/her retirement:
- ii) to the family of a retired Government Rs. 30,000/-
servant in case his/her death occurs within
15 years of retirement for the un-expired
period of 15 years from the date of retirement:
- iii) to the family of Government servant who Rs. 30,000/-

*Substituted vide Notification No. SOWF III (S&GAD) 8(1)/76 dated 29.04.1986.

@Substituted vide Notification No. SOWF. III (S&GAD) 8(1)/79 dated 9th September, 1990.

• In Rule 3, clauses (a), (b), (c) and (d) substituted and a new clause (e) added vide Notification No. SOP-IV(S&GAD)2001(WF) dated 7.6.2002.

dies while in service with no time limit:

- iv) to an invalidated retired Government servant for 15 years from the date of retirement. In case of his/her death within 15 years of retirement, to his/her family for the un-expired period of 15 years from the date of retirement: Rs. 30,000/-

(b) **FUNERAL GRANT:**

- a) On the death of a government servant Rs. 10,000/-
- ii. On the death of a dependant member of the family of a government servant. Rs. 10,000/-

(c) **EDUCATIONAL SCHOLARSHIPS**

- Primary to Matric level Rs. 5,000/- PA
- F.A., B.A. and equivalent classes and diploma classes Rs. 14,000/- PA
- M.A. and equivalent classes, BDS, MBBS, BSc. (Engg), DVM, B.Sc (Hons), Agri, B-Pharmacy. etc., M.Phil and Ph.D Rs. 16,000/-PA

Provided that:-

- a) in case of children of Government servants who die during service/invalidated retired Government servants in receipt of Monthly Grant from Benevolent Fund and Special Children of Government servants studying in Special Educational Institutions, scholarship will be admissible from primary level till completion of their education up to three children studying in Government Educational Institutions or such private educational institutions as are affiliated with/recognized by Government Educational Institutions without the condition of marks.
- (ii) in case of children of in-service and retired Government servants scholarship will be admissible for post-Matric classes up to two children studying in Government Educational Institutions or such private educational institutions as are affiliated with/recognized by government Educational Institutions. The student must have passed the examination of lower/previous class securing 50% marks.

(d) **MONTHLY GRANT:-**

- Monthly Grant
- BS-16 & 17 Rs. 3500/- PM
- BS-18 & 19 Rs. 6000/- PM
- BS-20 & above Rs. 8000/- PM

(e) **FAREWELL GRANT**

Amount equal to last basic pay:

- a) to a Government servant once at the time of superannuation/retirement on qualifying service/invalided retirement.
- b) to the family of Government servant who dies during service which qualifies him/her for pension

Note: The revised/new rates of Marriage Grant, Funeral Grant, Monthly Grant and Farewell Grant shall be effective from 1.1.2001, while revised criteria/new rates of educational scholarship shall be applicable from the academic year 2001-2002.

4. The Board may in special circumstances and for reasons to be recorded in writing enhance the amount of the grants specified in rule 3.

@4.A The Board may introduce scheme for granting loans and advances to government servants on such terms as it may decide.

5. (1) The grants specified in rule 3 shall be sanctioned by the Board.
- (2) In case of urgency, the Chairman of the Board may sanction a grant under rule 3 or rule 4 provided that the order sanctioning such grant shall be submitted to the Board as soon as possible for its EXPOST FACTO approval.

6. Notwithstanding anything contained in these rules, the Board may make a special grant to a gazetted government servant for a member of his family in case of extreme financial distress which is not occasioned on account of actions or omissions on the part of the gazetted government servant himself.

7. If government servant has held both gazetted and non-gazetted post at different periods of his service, he shall not be entitled to the benefit of the Funds under the rules the post held by him at the time of his retirement, or at the time of his death or invalidation during service before retirement was a gazetted post.

8. The benefits admissible under these rules to a gazetted government servant or his family as the case may be shall become admissible immediately after the government servant has made his first contribution to the Fund.

9. An Application for a grant under these rules, shall be made to the chairman of the Board in the form set out in Annexure A and shall be submitted by the applicant through the Head of Office of Administrative Department in which such Government servant was employed at the time of retirement, or at the time of his death or invalidation during service before retirement.

10. Where a grant under these rules has been sanctioned in favour of a widow/widower, such grant shall be subject to the condition that the widow/widower, does not remarry. Such widow shall each month furnish to the Board certificate in the form set out in Annexure 'B'. On remarriage of the widow/widower during the period of such grant, the grant shall *be transferred/paid to minors through guardian appointed by court and if there are no minors the grant shall cease forthwith.

@Inserted vide Notification No. SOW.III (S&GAD) 8-1(1)/76, dated 20th July, 1976 and given effect from 27th November, 1974.

The word 'widow' wherever occurring shall be substituted as 'widow/widower' vide notification No. SOPIV(S&GAD)2001(WF)Pt-I dated 16.03.2002.

* Words added after the word 'shall' occurring for the third time and before the word 'cease' vide Notification No. SOPIV(S&GAD)2001(WF)Pt-I dated 16.03.2002.

11. If a gazetted government servant quits the government service for one reason or the other or is forced to leave government service, he shall not be entitled to the refund of the contribution made by him towards the Fund during the period of his service.

ANNEXURE 'A'

See Rule 9

APPLICATION FOR GRANT FROM THE PUNJAB GOVERNMENT SERVANT BENEVOLENT FUND PART I

1. Name of Government servant.
2. Date of entry into Government service.
3. Date of death, invalidation or retirement.
4. Total length of service at the time of death, invalidation or retirement.
5. (a) Post at the time of retirement or at the time of death or invalidation before retirement.
(b) whether such post was Gazetted.
(c) Whether the government servant held such post permanently or temporarily.
6. Last pay drawn and scale of pay.
7. (a) Details of dependent family members such as their names, ages, whether married or unmarried, school or college where being educated, relationship of each with government servant.
(b) Details of earning family members not included in item (a) above, and their monthly incomes.
8. Details of property left by the government servant for his dependents.
 - (i) Movable, including cash.
 - (ii) Immovable.
9. Amount of and date from which pension gratuity compensation has been granted by the Government.
10. If insured the amount for which insured.
11. Total General Provident Fund accumulations.
12. (i) Date from which contributing to the Benevolent Fund.
(ii) Total contribution towards Benevolent Fund.
13. Amount applied for.
14. Reasons for the application with proof if any.
15. In the case of application by a widow a statement to the effect that she has not remarried.

I do hereby solemnly affirm and verify that the contents of the above application are true to the best of my knowledge and belief and that I have concealed nothing.

I know that in the event of making a willful misrepresentation or suppression of facts, shall be liable to criminal prosecution.

Signature and name of the applicant _____

Son/Daughter/Wife/Widow of _____

Address _____

I certify and attest the details furnished above from the record available in this Office and

(i) recommend _____

(ii) do not recommend the case for reasons _____

Signature and name of the Head of Office
(with official Seal)

Signature and name of the Head of
Administrative Department (with official
seal)_____

ANNEXURE 'B'

See Rule 10

NO MARRIAGE CERTIFICATE

I do hereby solemnly affirm that I, Mst _____Widow
of _____Drawing Rs. _____ (Rupees) _____Per month as grant out
of the Punjab Government Servants Benevolent Fund, Part I, have not yet remarried and am still
a widow. I, therefore, request that the sanctioned amount of Rs _____ for the month
of _____ may kindly be remitted to me.

Attested _____

Signature with date _____

Name in Block Letters _____

Widow of _____

THE PUNJAB GOVERNMENT SERVANTS BENEVOLENT FUND PART II (DISBURSEMENT) RULES, 1966

In exercise of the powers conferred on him by section 7 of the Punjab Government Servants Benevolent Fund Ordinance, 1960 (Punjab Ordinance XIV of 1960) and in suppression of the Punjab Government Servants Benevolent Fund, Part II (Disbursement) Rules, 1963 the Governor of Punjab is pleased to frame the following rules:

1. (1) These rules may be called the Punjab Government Servants Benevolent Fund, Part-II (Disbursement) Rules, 1966.

(2) They shall come into force at once.

2. In these rules unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say:-

(a) "Controlling Officer" means the officer who, in relation to the non-gazetted government servant concerned, exercise the powers of a controlling officer under the financial rules or in the case of death of such servant, last exercised such powers;

(b) "◆District Board" means the ◆District Board of Management constituted under Section 6 of the Ordinance:

(c) "Medical Officer" means the Authorized Medical Attendant within the meaning of the Punjab Government servants (Medical Attendance) Rules, 1959, or the medical officer specified under the corresponding other rules applicable to the Non-Gazetted Government Servants (Medical Attendance) Rules, 1959, or the medical officer specified under the corresponding other rules applicable to the non-gezzeted government servant concerned, who has examined or attended on the non-gazetted government servant concerned or a member of his family.

(d) "Pay" means the amount drawn monthly by a Government servant as:-

i) the pay which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reasons of his position in a cadre:

ii) "Overseas Pay", technical pay, personal pay and special pay other than special pay granted in view of his personal qualifications; and

iii) any other emoluments which may specially be classed as pay by the competent authority.

(e) "Provincial Board" means the Provincial Board of management (Non-Gazetted) Constituted under section 6 of the Ordinance; and

(f) "Ordinance" means the Punjab Government Servants Benevolent Fund Ordinance, 1960.

3. The ◆District Board may out of the amounts allocated to it by the Provincial Board in pursuance of the provisions of section 6 of the Ordinance and the West Pakistan Government

◆ The word 'Divisional' wherever occurring shall be substituted by the word 'District' vide Notification No. SOP.IV(S&GAD)2001(WF) dated 7.12.2001

Servants Benevolent Fund Rules, 1960, sanction and disburse grants admissible under rule 4 and rule 7.

*4. The following grants from the Punjab Government Servants Benevolent Fund, Part II, shall, subject to the provisions of these Rules, be admissible to government servants in Basic Pay Scale No. 1 to 15 (including BPS-16 non-gazetted), who are subscribers to the Fund or to their families as the case may be, namely:-

(a) **MARRIAGE GRANT:**

- | | | |
|------|--|---|
| (i) | To an in-service government servant | Rs. ** 2500/- 3,000/- for marriage of each daughter. |
| (ii) | To the deceased or invalidated and retired govt. servant who dies within 10 years of the retirement. | Rs.5000/- for marriage of each daughter. |

Provided that the application for the grant is made by the applicant within ninety days of the marriage to the parent office which shall be submitted to the concerned Benevolent Fund Board by that office within 150 days from the date of marriage.

(b) **FUNERAL GRANT:**

- | | | |
|---------|--|--------------------------------|
| (i) | On the death of a govt. servant. | #Rs. 1000/- 1500/- |
| (ii) | On the death of a dependent member of the family of a govt. servant. | # Rs. 4000/- 1500/- |
| @ (iii) | On the death of a Non-Gazetted govt. servant after retirement. | #Rs. 1000/- 1500/- |

Provided that the application is made within 190 days of the death.

(c) **EDUCATIONAL SCHOLARSHIPS:**

Primary level	Rs.500/-P.A.	For day scholars
Middle level	Rs.500/-P.A.	For day scholars
Matric level	Rs.1000/-P.A.	For day scholars
	Rs.2200/- P.A.	For hostel resident.
F.A. & Equivalent	Rs.1000/- P.A.	For day scholars
Classes	Rs.2200/- P.A.	For hostel residents
B.A. & Equivalent.	Rs.2000/- P.A.	For day scholars
Classes	Rs.3200/- P.A.	For hostel residents

◆ The word 'Divisional' wherever occurring shall be substituted by the word 'District' vide Notification No. SOP.IV(S&GAD)2001(WF) dated 7.12.2001

*Substituted vide Notification No. SOF.III (S&GAD) 8(1)/76 , dated 29.4.1986.

** Substituted vide Notification No. SOWIII(S&GAD)8-1/76 (P) dated 6th May, 1996.

Substituted vide Notification No. SOWIII(S&GAD)8-1/76 (P) dated 6th May, 1996. Again substituted even No. Dated 6th May, 1996.

@ Added vide Notification No. SOWF-III (S&GAD) 8 (1)/79 P-II dated 8th June, 1989.

M.A. & Equivalent	Rs.2000/- P.A.	For day scholars
Classes	Rs.3200/- P.A.	For hostel residents

Provided that:-

- (i) in case of an in-service government servant, Scholarship will be admissible for only ******[two children] for post-matric classes;
- (ii) in case of death or invalidation during service and if death occurs within ten years after retirement, Scholarship will be admissible up to three children from primary level till they complete their education;
- (iii) if children of an in-service, retired/invalidated retired or deceased Government servant are studying in special Education Institutions, scholarship shall be admissible as in the case of invalidated retired and deceased Government servants i.e. up to three children and without the condition of class/marks; and

In case of children of in-service employees, the minimum marks obtained will be 60% in Matric and 55% in Post Matric Classes.

@ (d) **MONTHLY GRANT:**

If a government servant is invalidated or dies during service or the death occurs within 15 years after his retirement, he, or his family as the case may be shall be entitled to a monthly grant at the following rates:-

BPS 1 to 4	Rs.1000/-P.M.
BPS 5 to 10	Rs.1100/-P.M.
BPS 11 to 15	Rs.1300/-P.M.
BPS 16 (Non-Gazetted)	Rs.1600/-P.M.

*4-A The Provincial Board or the ♦District Board, as the case may be, may grant advances to government servants on such terms as it may decide.

5. An application for a grant under Rule 4 shall be made in the form set out in Annexure 'A' and shall be prescribed to the controlling officer along with the certificate of the medical officer, where such certificate is necessary.

6. (1) Where an application is made to him under Rule 5, if the Controlling Officer, after taking into consideration the contents of the application and making such enquiries as he may consider necessary, is satisfied that the applicant is entitled to a grant under Rule 4, may recommend to the ♦District Board, the amount to be disbursed or granted to the applicant.

(2) On receipt of the recommendation of the Controlling Officer under sub-rule (1), the ♦District Board may, after taking into consideration such recommendations and making such

**Substituted for the words "one child" vide Notification No. SOWF.III (S&GAD) 8-1/76 (Provl.) dated 23rd October, 1990 (to take effect from 1.1.1990).

○ Added vide Notification No.SOP-IV(S&GAD)2001(WF)Pt-II dated 16.03.2002.

@ Substitute vide Notification No. SOWF. III (S&GAD) 8(1)79-II (P), dated 9th September, 1990 and given effect from 1.7.1990.

*Substituted vide Notification No. SOWF.III (S&GAD) 8(1)79- II (P), dated 9th September, 1990.

♦ The word 'Divisional' wherever occurring shall be substituted by the word 'District' vide Notification No. SOP.IV(S&GAD)2001(WF) dated 7.12.2001.

enquiries (if any) as it may consider necessary, sanction out of the funds allocated to it under Rule 3, a grant or payment to the government servant concerned or a member of his family in accordance with the provision of rule 4.

(3) The amount sanctioned under sub-rule (2) shall be paid by the ♦District Board by issuing a cheque in favour of the government servant concerned or a member of his family, as the case may be.

(4) The ♦District Board shall obtain proper receipts from the grantee in receipt of all such payments and maintain a record of the same in the register prescribed under Rule 13 of the Punjab Government Servants Benevolent Fund Rules, 1960.

7. (1) Notwithstanding anything contained in these rules the ♦District Board may, with the approval of the Provincial Board, make to a non-gazetted government servant or member of his family, in case of extreme financial distress which is not occasioned on account of actions or omissions on the part of the Government servant himself, any grant not provided for in Rule 4.

(2) The procedure for a grant under this Rule shall be as provided in rule 5 and 6.

8. Each ♦District Board shall by the tenth of each month, submit to the Provincial Board, a monthly return relating to the last preceding month showing the amount of allocation in hand at the beginning of the last preceding month, the amount of further allocation received, if any, and the disbursement made under Rules 4 and 7 during that month.

9. Where a grant under these rules has been sanctioned in favour of a ©widow/widower, such grant shall be subject to the condition that the widow/widower does not remarry. Such widow shall each month furnish to the ♦District Board, a certificate in the form set out in Annexure 'B' to these rules. On remarriage of the widow/widower, the grant ■shall be transferred/paid to minors through guardian appointed by court and if there are not minors the grant shall cease forthwith.

10. A Non-Gazetted Government Servant who, for any reason whatsoever quits government service or is forced to leave Government service shall not be entitled to the refund of the contributions made by him to the Fund during the period of his service.

♦ The word 'Divisional' wherever occurring shall be substituted by the word 'District' vide Notification No. SOP.IV(S&GAD)2001(WF) dated 7.12.2001.

© The word 'widow' wherever occurring shall be substituted with the words 'widow/widower' vide Notification No. SOP.IV(S&GAD)2001(WF) dated 16.03.2002.

■ Word added after the word 'grant' and before the word 'shall', vide Notification No. SOP.IV(S&GAD)2001(WF) dated 16.03.2002.

Annexure 'A'
(See Rule 5)

**APPLICATION FOR GRANT FROM THE WEST PAKISTAN
GOVERNMENT SERVANT BENEVOLENT FUND**

PART-II

- (1) Name of the Government Servant.
- (2) Date of entry into Government service.
- (3) Date of death, invalidation or retirement.
- (4) Total length of service at the time of death, invalidation or retirement.
- (5) (a) Post held at the time of retirement or at the time of death or invalidation before retirement.
(b) Whether such post was Non-Gazetted.
(c) Whether the Government Servant held such post permanently or temporary.
- (6) Last pay drawn and scale of pay.
- (7) (a) Details of dependent family members, such as their names, ages, whether married or unmarried, school or college where being educated, relationship of each with Government Servant.
(b) Details of earning family members not included in item (a) above, and their monthly incomes.
- (8) Details of property left by the Government Servant for his dependents.
 - (i) Moveable, including cash.
 - (ii) Immoveable.
- (9) Amount of and date from which pension/gratuity/ compensation has been granted by the Government.
- (10) If insured, the amount for which insured.
- (11) Total General Provident Fund Accumulations.
- (12) (i) Date from which contributing to Benevolent Fund.
(ii) Total contribution towards Benevolent Fund.
- (13) Amount applied for.
- (14) Reasons for the application with proof, if any.
- (15) In the case of application by a widow, a statement to the effect that she has not remarried.

I do hereby solemnly affirm and verify that the contents of the above application are true to the best of my knowledge and belief and that I have concealed nothing.

I know that in the event of making a willful misrepresentation or suppression of fact, I shall be liable to criminal prosecution.

Signature and name of applicant

Son/Daughter/Wife/Widow of _____

Address _____

I certify and attest the details furnished above from the record available in this office; and

- (i) recommend _____
- (ii) do not recommend the case for the reasons.

Signature and name of the
Controlling Officer (with office seal)

ANNEXURE 'B'
(See Rule 9)

NO MARRIAGE CERTIFICATE

I do hereby solemnly affirm that I, Mst _____ Widow of _____ drawing Rs. _____ (Rupees _____) per month as grant out of the Punjab Government Servants Benevolent Fund, Part-II have not yet remarried and am still a widow. I, therefore, request that the sanctioned amount of Rs. _____ for the month _____ may kindly be remitted to me _____

Signature with date _____

Name in block letters _____

Widow of _____

No.BF:68/88
Provincial Board of Management
Dated Lahore, the 15th June, 1988

Subject: **TIME-LIMIT FOR VARIOUS GRANTS**

I am directed to refer to the subject noted above and to state that in the West Pakistan Government Servants Benevolent Fund, Part-I (Disbursement) Rules, 1965 and the West Pakistan Government Servants Benevolent Fund, Part-II (Disbursement) Rules, 1966 the following time limits have been prescribed for submission of the application:

1. **MARRIAGE GRANT:**

"Provided that the application is made within 2 months of the marriage".

2. **FUNERAL GRANT:**

"Provided that the application is made within 190-days of the death";

but it has been clarified as to whom the applications were to be submitted within the above mentioned time limit.

2. The matter was placed before the Board in its meeting held on 30.5.1988 for consideration and decision. It has been decided by the Board that the date for limitation purposes may be taken from the date of receipt of the application with the department in which the applicant is serving.

No.BF:68/88
Provincial Board of Management
Dated Lahore, the 20th Sept., 1989

Subject: **GRANT OF EDUCATIONAL SCHOLARSHIP TO 2
CHILDREN OF SERVING GOVERNMENT EMPLOYEES -
AMENDMENT IN THE RULES**

Kindly refer to the subject noted above.

2. The subject matter was discussed in the Combined Meeting of the Provincial Benevolent Fund Board (Part-I/II) held on 4.9.1989 and it was decided to grant educational scholarships to the two children of in-service Government Employees as against one at present, from the year 1989-90 under the relevant rules. Accordingly applications for two children scholarship for the year 1989-90 for two children of serving Government Employees who obtain at least 60% marks in the Matric and 55% marks in the Post Matric classes have been invited vide this office letter No.BF:109/83 dated 7.9.1989.

3. The decision of the Board is brought to your kind notice for information and compliance.

No. BF:2/90 (P-I)
Dated 24th November, 1990

Subject:- **TIME LIMIT FOR VARIOUS GRANTS
OUT OF BENEVOLENT FUND**

Kindly refer to the subject noted above.

2. In the West Pakistan Government Servants Benevolent Fund, Part-I (Disbursement) Rules, 1965 and the West Pakistan Government Servants Benevolent Fund, Part-II (Disbursement) Rules, 1966 the following time limits have been prescribed for submission of the applications:-

1. **MARRIAGE GRANT:**

"Provided that the application is made within 2 months of the marriage."

2. **FUNERAL GRANT:**

"Provided that the application is made within 190 days of the death."

3. It was further clarified in this office letter No. BF-68/88 dated 15.06.1988 that the date for limitation purposes might be taken from the date of receipt of the application with the department in which the applicant was serving.

4. It has been observed that this facility has been misused by the concerned parent Offices/Departments. Applications for various grants out of Benevolent Fund are held back for months together by the lower staff and are forwarded to B.F. Offices after considerable delay.

5. In order to discourage this tendency of withholding applications in parent offices/departments, it has been decided that transit time for applications from parent office to BF Offices may be restricted to 90 days. Therefore, applications for marriage grant and funeral grant should reach BF Offices within 90 days after the above time limit, indicated in para 1 above expires.

6. The maximum time-limit for receipt of applications for grant of out of Benevolent Fund will henceforth be as follows:-

Grant	Days within which application must be submitted in the parent office.	Days within which the application must reach the relevant Benevolent Fund office.
----- Marriage Grant.	60 days after marriage	----- 150 days after marriage
Funeral Grant.	190 days after death	280 days after death

7. Any application received beyond the above time limit should not be entertained in any case.

8. The above instructions may kindly be brought into the notice of all concerned.

B.F.No. 120/86
Punjab Govt. Servants
Benevolent Fund,
Dated 4th November, 1990

Subject:- **MARRIAGE GRANT OUT OF BENEVOLENT FUND ON RE-MARRIAGE OF A DIVORCED/WIDOW DAUGHTER**

Kindly refer to the subject noted above.

2. A working paper was placed before the meeting of the Provincial BF Board held on 13.10.1990 to the effect whether marriage grant out of Benevolent Fund could be paid in case of remarriage of a divorcee/widow daughter of a Government servant.

3. The Board approved that marriage grant will be admissible on re-marriage of a divorcee/widow daughter without any condition whether the marriage grant was received on previous marriage or not.

B.F No.90/69
Punjab Govt. Servants
Benevolent Fund,
Dated 4th November, 1990

Subject:- GRANT OF MONTHLY AID TO WIDOWS FOR LIFE

Kindly refer to the S&GAD's Notification No. SOWF. III (S&GAD) 8 (1)/79-(Provl.) dated 09.09.1990 regarding amendment in the West Pakistan Government Servants Benevolent Fund Part-I (Disbursement) Rules 1965, as well as Notification of even number and date regarding amendment in the West Pakistan Government Servants Benevolent Fund Part-II (Disbursement) Rules, 1966.

2. It has been decided in the meeting of the Provincial BF Board held on 13.10.1990 that the widows of deceased Government servants will be granted monthly aid out of Benevolent for life subject to the following conditions:-

- a) Closed cases where payment has already been stopped after expiry of authorised sanctioned period will not be reopened. The life grant facility will thus be admissible only in the cases of widows who are presently getting monthly aid from the BF and for such cases which would be approved by the relevant Boards for the grant of monthly aid in future.
- b) The widowers, invalided retired Government servants and other dependents will be entitled to receive monthly grant for a period of 15 years only or till the age of maturity/ dependency, as the case may be.
- c) If a Government servant dies during service or within 15 years after his retirement, his widow shall be entitled till her death to a monthly grant at the rate already prescribed in this behalf, provided that:-

in case of widows of retired Government servants the grant will be restricted to the un-expired period of 15 years for widows and would not be for life.
- d) In case of death of a widow, the monthly grant may be transferred in the name of the dependent minor family member/s up to the age of maturity or 15 years, whichever is less.
- e) In case where there is no widow the minor dependent family members as defined in Section 2 (a) of the Punjab Government Servants Benevolent Fund Ordinance, 1960 shall be eligible for a monthly grant upto a maximum period of 15 years or the age of maturity whichever is less, provided that:-

in case of female minor dependents, the marriage of the individual shall be construed as reaching the age of maturity

- f) The age of majority noted above in case of dependent minor family members is determined as 21 years.

2. In view of the above decisions of the Provincial BF Board it is clarified that life grant facility is admissible to the widows of only such Government servants who die while in-service. The widows of retired Government servants are entitled to monthly grant for the unexpired period of 15 years. For instance if a Government servant retired on 01.07.1987 and subsequently expired on 04.07.1989, his widow or the dependent minor children would be entitled monthly grant w.e.f. 04.07.1989 to 30.06.2002.

3. Similarly Government servants retired on invalided pension are also entitled to receive monthly grant for only 15 years. The case where monthly grant has been sanctioned for life in respect of invalided Government servants or widows of retired Government servants, may be reviewed and sanction may be revised according to the above instructions/ decision.

No.36/86 (P)

Dated the 4th November, 1990

Subject:- **LIMITATION OF TIME FOR SUBMISSION OF APPLICATIONS FOR MONTHLY GRANT**

Kindly refer to the subject noted above.

2. The matter regarding submission of applications for the grant of monthly aid out of Benevolent Fund was considered in the meeting of Provincial BF Board held on 13.10.1990. Following decisions were taken for course of action in future:-

- i) time limit for submission of application for monthly grant may be fixed as one year. In case application is received within one year after death, the monthly grant may be sanctioned with effect from the date of death.
- ii) the Addl. Chief Secretary/Vice Chairman of the Provl. BF Board may be empowered to grant relaxation for further one year in the limitation period beyond the original period of one year. In such a case the monthly grant may be sanctioned w.e.f. the date of application. Application received in Divisional Boards one year after death would be sent to A.C.S. for relaxation and would not be dealt with directly by the Divisional Boards.
- iii) if application is received after 2 years of death but within 5 years of the death, the case may be submitted before the Board for consideration and decision. In such a case monthly grant may be sanctioned w.e.f. the date of sanction.
- iv) application for monthly grant may not be entertained in any case if it is received after five years from death.
- v) the above provisions will be applicable with prospective effect and not retrospective effect.

No.BF.61/76(P)

Dated the 26th Nov., 1990

Subject:- **GRANT OF MONTHLY AID TO WIDOWS FOR LIFE**

Kindly refer to this office Memo No.BF.90/69 dated 4.11.1990 on the subject noted above, wherein it was stated that closed cases where payments had already been stopped after expiry of authorised sanctioned period would not be reopened.

2. Further to the above policy decision, it has been decided that the cases which were drawing monthly grant out of BF on 01.01.1990 will not be treated as closed cases and would automatically be continued for life even if their sanction period has already expired. However, the cases which stand closed on or before 31.12.1989 after expiry of 15 years will not be reopened.
3. Therefore, the widows whose cases for monthly grant were on going in BF offices on or after 01.01.1990 will continue to receive grant at the prescribed rates for life.
4. The above instructions may kindly be brought to the notice of all concerned.

No. BF.108/90
Dated 28th November, 1990

Subject:- **GRANT OF MONTHLY AID TO A SIXTY SEVEN
YEARS OLD DEPENDENT SISTER.**

Reference your memo No. BF/BEC-1/4189/M-Aid dated 14.10.1990 on the subject noted above.

2. Under the instructions contained in this office Memo No. BF.90/69 dated 04.11.1990, unmarried sisters beyond the age of 21 years are not entitled to receive monthly grant out of Benevolent Fund.

NOTIFICATION

The 10th January, 1962.

No.SOX-II(S&GAD)2-34/61-In pursuance of the Presidential Proclamation of the seventh day of October, 1958, and in exercise of all powers enabling him in that behalf, the Governor of West Pakistan is pleased to make the following rules, namely:

1. (1) The rules may be called * ~~(the West Pakistan~~ The Punjab) Delegation of Powers (Relaxation of Age) Rules, 1961.

(2) They shall apply in respect of all the services and posts under the Government of *~~(West Pakistan~~ the Punjab), except such services and posts as may be specified by Government by notification in the official gazette.

(3) They shall come into force at once.

2. Notwithstanding anything to the contrary contained in any service or recruitment rules in force in *~~(West Pakistan~~ the Punjab) or in any part thereof, the authorities and officers specified in column 2 of the Schedule annexed to these rules may, for reasons to be recorded, relax up to ** (the extent mentioned in column 4) the maximum age limit prescribed for recruitment to any post or service specified against such authority or officer in column 3 of the Schedule.

3. The powers conferred under these rules shall be in addition to and not in derogation or powers to relax age qualifications delegated or conferred under any other rules or orders for the time being in force in *~~(West Pakistan~~ the Punjab).

*The words "The West Pakistan" were substituted by the words "The Punjab" vide Notification No.SORI(S&GAD)-9-36/81 dated 3rd August, 1988.

** Amended, vide Notification No.SORI(S&GAD)9-36/81 dated 10th November, 1981.

* The words "The West Pakistan" were substituted by the words "The Punjab" vide Notification No.SORI(S&GAD)-9-36/81 dated 3rd August, 1988.

***SCHEDULE**

Authorities competent to relax maximum age prescribed for recruitment.	Services and posts in respect of which relaxation is permissible.	Limit up to which age can be relaxed.
1	2	3
Administrative Secretary.	i) Cases where no recruitment was made for any reason during last five years. This relaxation equivalent to the period during which no recruitment took place shall be given across the board and appear as a part of the advertisement for recruitment obviating the necessity of an individual approaching the Government authorities for relaxation.	Equivalent to which no recruitment was made.
	ii) Cases where a highly qualified candidate applies for a particular post to be specified by the Administrative Secretary.	Up to 8 years.

*The schedule was previously substituted vide Notification No.SOR-I (S&GAD)-9-3/81, dated 3rd August, 1988, and again substituted vide Notification No. SOR-I(S&GAD) 9-36/81 dated 21.6.1999.

No. SORI(S&GAD) 9-36/81
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
Dated Lahore the 27th July, 1999

Subject: RELAXATION IN UPPER-AGE LIMIT

Sir,

I am directed to refer to the subject noted above and to state that consequent upon the amendment in the schedule append to the Punjab Delegation of Powers (Relaxation of Age) Rules, 1961, vide S&GAD Notification of even No. dated 21st June, 1999, the general relaxation in the upper age limit by 5 years in respect of the vacancies in BS-1 to 15, under the administrative control of the Punjab Government and autonomous bodies, excluding the Police Department, vide this department's circular letter No. SOR1(S&GAD)9-3/92 dated 9th May, 1994 is hereby withdrawn.

(Muhammad Sadiq)
Deputy Secretary (Regulations)

No. SORI(S&GAD) 9-36/81
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
Dated Lahore the 11th September, 1999

SUBJECT: THE PUNJAB DELEGATION OF POWERS
(RELAXATION OF AGE) RULES, 1961 AS
AMENDED UP TO 21.6.1999

Sir,

I am directed to refer to the subject noted above and to state that according to the entry at Sr. No. (ii) of the schedule appended to the Punjab Delegation of Powers (Relaxation of Age) Rules, 1961, as amended up to 21.6.1999, the Administrative Secretaries, are empowered to grant relaxation up to 8 years in upper age limit in cases where a "highly qualified" candidate applies for a particular post to be specified by them, within their respective departments.

2. A question has arisen as to how the qualifications, higher than those prescribed in the service rules for a particular post, should be co-related with the acceptability of request for the grant of relaxation of upper age limit in terms of the above said rules.

3. The matter has been examined the Regulation Wing of the S&GAD and it has been decided as under:

- a) Posts may be identified by the Administrative Secretaries for which job related higher qualification is considered expedient for efficient disposal of the business assigned to the holder of the post.
- b) These should normally not include the posts of clerical/ministerial and official nature in BS-1 to BS-16.
- c) Only those posts be identified as might be highly technical/professional and would need to be manned by holders of competitive professional qualifications.

4. As regards classification of higher qualification for the purpose of recruitment to the aforesaid posts, it may be clarified that:

- a. Only job-oriented higher qualification as would add excellent to the profession would be considered for the purpose of relaxation in upper age limit.
- b. The criterion of job-oriented higher qualifications may be left to the discretion of the administrative secretary concerned. These could be M. Phil, LLM, LLD, Ph.D or FRCS/FCPS, etc. in relation to the posts in the relevant fields.
- c. Up to a maximum of 8 years, prescribed in the schedule, as aforesaid, the number of years which should normally be spent in pursuing those studies, subject to satisfaction of the competent authority, may be subtracted from the age of the candidate to determine his age limit for the post applied for.

These qualifications should be instrumental in improving performance on the job leading to excellence. Mere higher academic qualification prescribed under recruitment/service rules of the post shall not entitle a candidate to relaxation of age under this category. The difference between a highly qualified person and a person holding higher qualification need to be appreciated.

5. The above instructions may kindly be brought to the notice of all concerned for compliance.

(Muhammad Sadiq)
Deputy Secretary (Regulations)