

GOVERNMENT OF NORTH-WEST FRONTIER PROVINCE

FINANCE DEPARTMENT



NORTH-WEST FRONTIER PROVINCE

CIVIL SERVANTS PENSION

RULES AND ORDERS

(Corrected and amended up to 15th July 2006)

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FOREWORD

The West Pakistan Civil Services Pension Rules as applicable in the North West Frontier Province were last updated in January, 1980 by incorporating the amendments and modifications issue either by the West Pakistan Government or Government of N.W.F.P. This compilation was named as “The North West Frontier Province Pension Rules and Orders, 1980”.

2. During last twenty five years a number of amendments have been made in these Rules which are not available in a consolidated form and thus causing inconvenience in the finalization of Pension cases of retiring Civil Servants.
3. An effort has accordingly been made to update and reprint these Rules for convenience of administrative authorities and guidance of retiring Civil Servants.
4. It is hoped that this updated version of “NWFP, Civil Servants Pension Rules and Orders” would go along way in settlement of Pension cases. Any suggestion for improvement would be appreciated.

ZIA-UR-REHMAN

Secretary to Government of NWFP,

Finance Department.

CHAPTER-I

Section – I

THE WEST PAKISTAN CIVIL SERVICES PENSION RULES

(Reprint- Updated upto 15-07-2006)

CHAPTER-I GENERAL

- 1.1. **Short title** – These rules may be called the West Pakistan Civil Services Pension Rules.
- 1.2. **Commencement** – These rules shall have effect from the 14th October, 1955.
- 1.3. **Extent of application** – Unless in any case it be otherwise expressly provided, by these Rules shall apply to:-

- (i) All Government servants under the rule-making control of the Government of West Pakistan who entered Government service on or after the 14th October, 1955.
- (ii) All Government servants who were in service on and before 14th October, 1955 unless they opt to continue to be governed by the existing rules applicable to them;
- (iii) All pensioners who retired from Government service after the 14th October, 1955 but before the date of publication of these rules, if they opt to be governed by these rules.

Note-(1) In the case of Government servants or pensioners who were in service on and before the 14th October, 1955 but died before the publication of these rules, it will be assumed that they opted for these rules.

Note-(2) These rules would continue to remain in force in North-West Frontier Province by virtue of Article 19 of the Province of West Pakistan (Dissolution) Order 1970 (President's Order No. 1 of 1970).

- 1.4. **Option** – Government servants and pensioners mentioned in clauses (ii) and (iii) of Rule 1.3 above may exercise option within a period of 6 months from the date of publication of these rules in the West Pakistan Gazette. The option shall be communicated in writing to the Accounts officer concerned as well as the Appointing Authority in the case of Gazetted or retired Gazetted Officers, and to the Appointing Authority in the case of Non-Gazetted or retired Non-Gazetted staff and the option once so exercised shall be final. Government servants who fail to

exercise option within the stipulated period shall be assumed to have opted for the West Pakistan Civil Services Pension Rules.

Note-(1) Government servants who were in pensionable service on 1st July, 1966 were given option to exercise in favour or otherwise of the West Pakistan Civil Services Pension Rules 1963/Revised Rules and Rates 1967 vide West Pakistan Letter No. S.O. (SR)-V-257/67, dated 27th April, 1967, Appendix-I).

Note-(2) The Accounts Officer should acknowledge the receipt of option communicated to him by Gazetted Servants.

1.5 These rules shall not apply to-

- (i) Government servants paid from contingencies or borne on Work-charged Establishment;
- (ii) Government servants engaged on contract which contains no stipulation for pension under these rules;
- (iii) Any person for whose appointment and conditions of service, special provision is made by or under any law for the time being in force;
- (iv) Any Government servant or class of Government servants who may be excluded by a competent authority from the application of these rules;
- (v) Any Government servant who holds a post which has been declared by a competent authority to be Non pensionable;
- (vi) Any person whose whole time is not retained for public service but is merely paid for work done, such as Government Pleaders and Law Officers not debarred from private practice;
- (vii) Any person who is not paid from the Provincial Consolidated Fund, but is paid from a fund held by Government as a Trustee, or from a local fund or is remunerated by fees for the grant of a tenure of land or of any other source of revenue or of a right to collect money.

- 1.6. (i) **Definitions-** Unless expressly specified otherwise in these rules, terms defined in Chapter-I of the West Pakistan Traveling Allowance Rules have the same meaning when used in these rules.
- (ii) Pension-Except when the term "Pension" is used in contradistinction to gratuity, pension includes gratuity.
 - (iii) Class IV service means any kind of service which may be specially classed as such by Government.
 - (iv) **Superior Service-**Superior Service means any kind of service which is not Class-IV Service.
 - (v) **Ordinary Pension-**Ordinary pension means, pension other than extraordinary pension and includes special additional pension.
 - (vi) **Full pension-**Full pension means the amount of ordinary pension admissible including 1/4th of the surrendered portion of the pension.

- 1.7 In any case where pension or gratuity is not admissible under these rules, a competent authority may grant pension which will, not save in most exceptional circumstances, exceed Rs. 100 a month or a gratuity not exceeding the equivalent value of that amount; provided that the general spirit of the rules is observed.
- 1.8 (a) Good conduct is an implied condition of every kind of pension. Government may withhold or withdraw a pension or any part of it if the pensioner be convicted of serious crime or be found to have been guilty of grave misconduct either during or after the completion of his service, provided that before any order to this effect is issued, the procedure regarding imposition of the penalty of removal from service shall be followed.
- (b) Government reserve to themselves the right of recovery from the pension of Government pensioner on account of losses found in judicial or departmental proceedings to have been caused to Government by the negligence, or fraud of such Government pensioner during his service, provided that such departmental proceedings shall not be instituted after more than a year from the date of retirement of the Government pensioner.
- (c) In case the amount of pension granted to a Government servant be afterwards found to be in excess of that to which he is entitled under the rules, he shall be called upon to refund such excess.
- ♦(d) Except with the previous sanction of the Provincial Government, no pensioner shall, within a period of two years from the date of his retirement take part in any election or engaged in political activity of any kind.

In future all Civil Servants who are under enquiry be excluded from the enquiry proceedings under the E&D Rules after attaining the age of superannuation and they may be allowed full pensionary benefits as provided under the rules. However it has further been decided that if some pecuniary loss caused to the Government is likely to be proved against a Government Servant who superannuates before decision of the case against him, an FIR should be lodged against him for judicial proceedings immediately after the date of superannuation and exclusion of his name from the departmental enquiry.

NO.SOR-II(S&GAD)3-29/97-Vol-II
GOVERNMENT OF NWFP,
SERVICES & GENERAL ADMN. DEPARTMET

Dated Peshawar, the 22nd August 1998.

♦ Added by Finance Department (West Pakistan) Notification No. FD (SR-V) 1286/65, dated 15th June, 1965.

GOVERNMENT INSTRUCTIONS.

1. payment of pension is being delayed in a number of cases due to the fact that retiring Government servant has not cleared Government dues outstanding against him.
2. Departmental demands generally arise against a Government servant due to the advances taken by him for the purchase of conveyance; for building a house or for the purpose of traveling allowance, etc. In some cases, recoveries are due from retiring Government servants on account of defalcation, misappropriation or misuse of Government funds.
3. It has been observed that failure to effect recovery of the dues outstanding on account of the secured advances such as house building and conveyance advances which are given against the security of the house or conveyance, etc, is generally due to the Non-observance of prescribed procedure laid down in the relevant rules for obtaining necessary loan agreement; mortgage deeds etc. In the case of un-secured advances, such as advance of pay, traveling allowance and recoveries of the nature referred to above, steps are not taken by the administrative authorities at the appropriate time for the recovery of the dues before the date of retirement.
4. With a view to eliminating delay in the disposal of pension cases on this account, and also to safeguarding Government interest in this behalf it is requested that the following measures may please be invariably taken:-
 - (i) It should be ensured that all secured advances made to Government servants are properly and adequately secured with mortgage deeds, agreement, etc, as prescribed under the rules.
 - (ii) All the existing cases of grant of secured advances should be reviewed and steps taken to secure loan agreements, etc, from the officials concerned, If this has not already been done.
 - (iii) It should be ensured that suitable steps are taken at the appropriate time so as to complete the recovery of other Government dues before the date of retirement.
 - (iv) Officials responsible for the grant of recovery of advances and other outstanding dues should be warned that should an advance or any other amount due from the Government servant be found to be irrecoverable due to the Non-observance of prescribed procedure/rule and or negligence, it will be liable to be recovered from those officials.

The above decision may also be circulated among the Heads of Departments/Offices who should be made responsible for their proper implementation.

Finance Department Endst:No.SO(SR)
V-3128/67, dated 11.2.1967.

1.9. No pension may be granted to a Government servant dismissed or removed for misconduct, corruption, subversive activities or inefficiency, but if, he deserves special consideration he may be granted a compassionate allowance not exceeding 2/3rd of the pension which would have been admissible to him had he retired on invalid pension.

GOVERNMENT INSTRUCTIONS.

It has been brought to the notice of Government that pension and gratuity are not sanctioned in the case of retired Government servants against whom enquiries are pending. The matter has been examined in consultation with the Finance Department with the object firstly of safeguarding the interest of Government to recover the losses allegedly caused by the retired Government servants.

Pension cases are generally deferred where a retired Government servant is likely to be dismissed or some recovery is expected to be made from him. It has been decided that the following action be taken in future.

1. If a Government servant is likely to be dismissed or it is expected that some recovery has to be made for loss caused to Government then pension and gratuity should not be sanctioned for a period of one year during which the administrative Department, should ensure that enquiry is finalized. At the end of this period, the pension and gratuity must be sanctioned even if the enquiry is not completed.
2. If a Government servant is not likely to be dismissed as a result of the enquiry and only recovery of some financial loss is involved then a decision should be taken as regards the amount of loss involved. If the amount can be recovered from the gratuity admissible under rule 4.6(3)(a) of the West Pakistan Civil Services Pension Rules, then pension may be sanctioned, but gratuity should be with held. If the amount involved is more than the gratuity, then only 80 per cent or less of the pension should be allowed so as to ensure that Government loss in full could be recovered from the balance.

It has further been decided that in no case should an enquiry be allowed to linger on for more than one year. On conclusion of the enquiry, the whole case should be reassessed and pension/gratuity should be finally sanctioned in the light of the result of the enquiry. In case an enquiry is not finalized within one year, full pension and gratuity should be sanctioned at the end of the year.

S&GA Department letter.
No. SO(SR)5-8/746/65,
SOXIII, dated 1st February,1967.

1.10. Any of these rules may for reasons to be recorded in writing be relaxed in individual cases by a competent authority if it is satisfied that strict application of the rules will cause hardship to the individual

Note:- No pension shall be admissible to a civil servant who is dismissed or removed from service for reasons of discipline, but Government may sanction compassionate allowance to such a civil servant, not exceeding two third of the pension or gratuity which would have been admissible to him had he been invalidated from service on the date of such dismissal or removal.

Section 19(3) of the NWFP Civil Servants Act, 1973

CHAPTER – II

SERVICE QUALIFYING FOR PENSION

2.1 **Conditions of Qualifications** – The service of a Government Servant does not qualify for pension unless it conforms to the following three conditions: -

First – The Service must be under Government.

Second – the service must not be Non-pensionable.

Third – the service must be paid by Government from the Provincial Consolidated Fund.

* **Note** – (1) For the previous service of displaced Government servants which qualifies for pension see Chapter – VII.

* **Note** – (2) Service rendered after retirement on superannuation pension/retiring pension shall not count for pension or gratuity.

2.2 **Beginning of service** – Subject to any special rules the service of Government servant begins to qualify for pension when he takes over charge of the post to which he is first appointed.

2.3 **Temporary and officiating service** – Temporary and officiating service shall count for pension as indicated below: -

(i) Government servants borne on temporary establishment who have rendered more than five years continuous temporary service shall count such service for the purpose of pension or gratuity; and

(ii) Temporary and officiating service followed by confirmation shall also count for pension or gratuity.

2.4 **Service in a temporary post on abolition of a permanent post** – If a permanent post, on which a Government servant holds a lien, is abolished under circumstances entitling him to get a compensation pension or gratuity, his service thereafter in a temporary post under Government qualifies for pension.

* Note (1) and (2) Substituted vide notification No. SO(SR) V-915/65 Dated 6th May, 1965

2.5 **Apprentices and probationers –**

- (1) One-half of the period of apprenticeship qualifies for pension.
- (2) The service of a probationer who is subsequently confirmed in a permanent post without interruption qualifies for pension.

2.6 **Training –** The time spent by a Government servant in approved training shall count as service qualifying for pension.

*Note: – The period of training before actual appointment to Government service shall not count for pension.

2.7 **Leave –** All leave (other than extraordinary leave) counts as qualifying service for purposes of pension.

2.8 **Military Service –** (1) Military pensionable service which terminates before a pension has been earned in respect of it, when followed by Civil pensionable service, counts as part of such service provided that any bonus or gratuity received in lieu of pension on or since discharge from military service shall be refunded in lump sum or in monthly installments not exceeding 36. The military service of the individual concerned and the amount of gratuity paid to him should be verified by reference to the Controller of Military Accounts.

(2) Persons who joined the Armed Forces on or after the outbreak of World War-II, and rendered whole time satisfactory service in Government Forces under the British Rule in India and Pakistan and were appointed in a Civil pensionable post on or before the 18th July, 1949 shall be allowed to count such War Service not exceeding five years rendered between the 3rd September, 1939, and the 1st April, *1946, for purpose of civil Pension and they shall not be required to refund military bonus or gratuity.

@Note – In the case of a civil employee who has rendered satisfactory paid military service in the World War-II, in addition to military service pensionable under the military Rules, before or after such war service but who did not earn a pension by his war service in conjunction with his other military service, that portion of the military service which was rendered before or after the war service shall be dealt with in accordance with the provisions of sub-rule (1). The war service portion (i.e. the period of service rendered between 3rd September, 1939, and 1st April, 1946) shall, however, be dealt with under sub-rule (1) or (2) as the Government servant may opt in this behalf, subject, of course, to the limitation prescribed in the respective sub-rule. If the war service is counted under sub-rule (1), the whole of it shall count, but if it is counted under sub-rule (2) only

* Substituted *Vide* notification No. SO(SR) V-3027/64, dated 9th January, 1965.

@ Inserted by Government of West Pakistan Notification No. SO(SR) V-1274/68, dated 24th May, 1968.

completed years upto a maximum of five years shall count and the residue of war service shall not be counted under sub-rule (1).

If the entire military service, including war service is dealt with under sub-rule (1), the whole of the gratuity received in lieu of pension (but not that given as a reward of war service) shall have to be refunded by the Government servant concerned. If, however, the portion which was war service is dealt with under sub-rule (2) and the rest of the military service before or after the war under sub-rule (1). The amount of gratuity which the Government servant will refund in respect of the latter portion shall bear the same proportion to the total amount of gratuity received in lieu of pension the period dealt with under sub-rule (1) bears to the total period of military service, including the period of war service.

For the purpose of this note it is immaterial whether or not there was a break between the war service and other military service.

- 2.9 **Deputation** – Time spent by a Government servant holding pensionable post on deputation to (1) another Government (2) foreign service, or (3) service in a temporary or non-pensionable post under Government counts for pensions as if it were a time spent under the Government.

Note: **Rule of Proportion.** The ‘Rule of proportion’ and the other associated rules and accounting instructions shall continue to be operative and the apportionment of pensionery liability between the various Departments and Federal / Provincial Governments, as the case may be, shall be made by the audit and Accounts Officer issuing a Pension Payment Order. Finalization of pension cases shall not be held up on this account. If there is any dispute with regard to the apportionment of pensionery liability, the matter should be sorted out by the Audit and Accounts Officers involved. The authorities concerned are required to forward the pension case of the retired government servants to the audit office concerned. Complete in all respects and with the documents mentioned in (Annex).

No. SOSR-III(FD)4-36/75(Vol-II), FD-NWFP,
Dated Peshawar, the 28th April, 1991.

- 2.10 **Suspension** – If a Government servant is suspended from service pending enquiry into his conduct, the period of suspension counts for pension if it is immediately followed by reinstatement, unless the Government servant reinstated with forfeiture of a part of his pay or allowances for the period of suspension.

GOVERNMENT INSTRUCTIONS

All period of suspension followed by reinstatement should qualify for pension regardless of the fact whether the Government servant was or was not allowed full pay and

allowances for the period of suspension. In other words, the mere act of reinstatement should be deemed to have rendered the period of suspension as qualifying for pension.

Para-1 (j) of F.D. N.-W.F.P. Letter
No. SO (SR-III FD-4-36/76
Dated 4th June, 1977 (Appendix-III)

2.11 Forfeiture of Past Service – A Government servant forfeits his past service in the following cases: -

- (a) Resignation of a post unless it is to take up another post service in which counts for pension.
- (b) Removal or dismissal from service.
- (c) Absence from duty without leave.

Note – The authority which sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.

*Note – In case of a civil servant, who, with the proper concurrence of the competent authority leaves service under the Government of NWFP and seeks absorption/employment under an autonomous, semi-autonomous/local body, where service is pensionable, the Government, if it is so requested, will be liable to share pensionary liability for the period of service rendered by such civil servant under the Government in accordance with the Government rules.

GOVERNMENT INSTRUCTIONS.

[□]Service in an Autonomous or Semi-Autonomous Body. For the purpose of grant of pension under these orders, the pay drawn and the effective service rendered by a Government servant in an autonomous or semi-autonomous body, the authorized capital of which is wholly subscribed by the Central and/or a Provincial Government, in a post, appointment to which is, by law, required to be made and the salary of which is required to be fixed by the Central or a Provincial Government shall be treated as pay drawn and effective service rendered in a post in Government service.

2.12 Condonation of interruptions and deficiencies. – (1) The Administrative Department may for purposes of pension condone all gaps between [@][Periods of qualifying service] of a Government Servant.

(2) The Administrative Department may condone deficiency in qualifying service for pension upto six months provided the service is meritorious and the condonation, if allowed will bring the service upto 25 completed years of qualifying service.

* Inserted *vide* notification No.F.D.SR.-III/4-112/80, dated 22-11-1980.

[□] Para-9 of the Government of West Pakistan Finance Department letter No. SO (SR)-V-257/67 dated 27th April 1967 (Appendix-I)

[@] [] Substituted by Finance Department Notification No. SO(SR) V-174/68, dated 24th May, 1968.

GOVERNMENT INSTRUCTIONS

For the purpose of grant of pension under Revised Rules and rates, 1967:

- (1) Unless it be otherwise provided by special rule or contract, the service of Government servant begin to qualify for pension from the date he takes charge of the office to which he is first appointed;
- (2) A deficiency of six months or less in the qualifying service of a Government servant shall be deemed to have been condoned;
- (3) A deficiency of more than six months but less than a year, may be condoned by the competent authority if both the conditions mentioned below were satisfied: -
 - (a) If the Government servant dies while in service or retires under circumstances beyond his control such as on becoming invalid or on abolition of his permanent post and his eventual selection for discharge, and, but for such contingency he would have completed another year of qualifying service, and
 - (b) The service rendered by the Government servant was meritorious.
- (4) A deficiency of one full year or more shall not be condoned.

Para-10 of the Government of West Pakistan,
Finance Department Letter No. SO (SR-V) 257/67,
Dated 27th April, 1967 (Appendix-I), as amended *Vide* Government of
N.-W.F.P., Letter No. SO (SR-II) FD/4-112/73,
Dated 4th December, 1973. (Appendix-IV).

GOVERNMENT INSTRUCTIONS

- (1) As in the existing rule, the period of extraordinary leave shall not be treated as qualifying service for pension but only as a bridge between the two periods of qualifying service. Interruption in service due to other reasons may be condoned provided such interruption is not due to any fault or willful act of the Government servant, like un-authorized absence, resignation or removal from service. Interruption due to removal on account of reduction and retrenchment of the post shall however be deemed to have been condoned. The periods of such interruptions shall not, however, count as qualifying service for pension. The action in respect of break in service should be completed by the head of the Administrative Department before forwarding the papers to the Audit Office.

(Government of N.-W.F.P., letter No. S.O. (SR-III) FD 4-36/76,
Dated 4th June, 1977, (Appendix-III)

(2) Some confusion seems to exist in some quarters as to how condonation of interruptions between two spells of temporary/officiating service may be regulated under rule 2.12 (1) of the West Pakistan Civil Services Pension Rules. According to Rule 2.3 *ibid* temporary and officiating service followed by confirmation or temporary/officiating service of more than five years counts for pensions/gratuity. The provisions of Rule 2.12 (1) take cognizance of only those cases where the Government servant had prior to the interruption rendered periods of qualifying service and it is considered fit to permit him to count certain past qualifying service towards pension/gratuity. The condonation of interruptions in service with a view to allowing past Non-qualifying temporary/officiating service to qualify for pension/gratuity Under Rule 2.3 is not permissible. In other words condonation of interruptions for pension/gratuity in temporary/.officiating service is permissible only where the broken period of temporary /officiating service is qualifying i.e. it exceeds five years, or is followed by confirmation. Where neither condition is fulfilled condonation of interruption is not permissible. To make it more clear the following illustrations are given: –

First Illustration – A Government servant has the following broken spells of temporary/officiating service: –

- (i) 5 years and one month followed by break;
- (ii) 3 years followed by break; and
- (iii) 6 years.

First and third spells are qualifying under Rule 2.3 and, therefore, can be counted (as 11 years and one month qualifying service). The second spell of service being not qualifying will not count and will be treated as a part of the gap in between the first and third spell of service.

Second Illustration. – A Government servant has the following broken spells of temporary/officiating service: –

- (i) 5 years and one month followed by break;
- (ii) 3 year followed by break; and
- (iii) 4 years and 5 months.

Only the first spell is qualifying. The second and the third spells are not qualifying. Therefore, neither of the two gaps can be condoned.

Third Illustration.- A Government Servant has the following broken spells of temporary/officiating service.

- (i) 5 years and one month followed by break;
- (ii) 3 years followed by break; and
- (iii) One year followed by confirmation.

The second spell is not qualifying. First and the third spells are qualifying, and the gap in between them can be condoned as in the case of the first illustration.

(Government of West Pakistan Finance Department
Letter No. SO (SR) V-2866/67, Dated 5-7-1968).

Under sub-paragraphs (2) and (3) of paragraph 10 of the Finance Department's Letter No. S.O. (SR) V-257/67, dated 27th April, 1967 (Appendix-I), a deficiency of six months or less in the qualifying service shall be deemed to have been condoned, while a deficiency of more than six months but less than a year may be condoned by the competent authority subject to the conditions prescribed therein. This provision has replaced the existing provision in sub-rule (2) of Rule 2.12 of the West Pakistan Civil Services Pension Rule viz: the Administrative Department may condone deficiency in qualifying service for pension up to six months, provided the service is meritorious and the condonation, if allowed, will bring the service upto 25 completed years of qualifying service. A question has arisen whether a deficiency upto six months shall be deemed to have been condoned at any stage of qualifying service or is the condonation restricted to a particular stage of qualifying service. Finance Department, have, after thorough examination of the matter decided that the intention is not to restrict the operation of the concession to any particular stage but to allow condonation of a deficiency at any stage upto the 30th year. To illustrate this intention a deficiency of six months or less will be deemed to have been condoned so as to make 4 years and 6 months qualifying service as 5 years qualifying service, 9 years and six months qualifying service as 10 years qualifying service, 24 years and six months qualifying service as 25 years qualifying service and 29 years and six months qualifying service as 30 years qualifying service. Similarly, deficiencies exceeding six months but less than one year may be condoned by the competent authority (Finance Department) at all stages. Subject of course to the conditions prescribed in sub-para (3) of paragraph 10 of Finance Department's Letter No. S.O.(SR) V-257/67, dated 27th April, 1967. (Appendix-I).

(Government of West Pakistan Finance Department
Letter No. SO (SR) V-1805/67, Dated 29.7.1976.

GOVERNMENT INSTRUCTIONS

As a result of clarification issued vide Finance Department's Letter No. SOSR-III(FD)4-44/83 Vol-II dated 4.7.1989 regarding inadmissibility of condonation in non-qualifying service, cases of qualifying service where automatic condonation of deficiency up to six months is permissible are also being forwarded to this department. The correct position is that only non-qualifying service and not less than 10 years service is barred and there is no need to refer such cases any where for condonation.

No. SOSR-III(FD)4-44/83-III, FD- NWFP,
Dated Peshawar, the 13th July, 1993.

CHAPTER-III

DIFFERENT KINDS OF ORDINARY PENSION AND CONDITIONS FOR THEIR GRANT

3.1 **Classification of Pensions** – Pensions are divided into four classes:-

- (a) Compensation Pension.
- (b) Invalid Pension.
- (c) Superannuation Pension.
- (d) Retiring Pension.

Note – Special additional pension is also granted to certain classes of Government Servants under special circumstances.

3.2 **Compensation Pension** – If a permanent Government servant is selected for discharge owing to the abolition of his permanent post or owing to a change in the nature of the duties of that post, he shall, unless he is appointed to another post the conditions of which are deemed to be at least equivalent to those of his own, have the option:-

- (a) of taking any compensation pension and/or gratuity to which he may be entitled for the service he has already rendered; or
- (b) of accepting another post or transfer to another establishment even on a lower pay if offered and continuing to count his previous service for pension.

GOVERNMENT INSTRUCTIONS

1. It is clarified in consultation with the Finance Division, Government of Pakistan that a temporary Government servant retired compulsorily/discharged from service owing to the abolition of his post or on replacement by a qualified candidate after service of 10 years or more but less than 25 years is entitled to gratuity at the rate of one month's emoluments for each completed year of service subject to a maximum of Rs. 75,000/-.

No. SOSR-III(FD)4-112/80-III
FD, NWFP.

Dated Peshawar, the 26th July, 1997.

2. The pension cases of Government servants who are compulsorily retired from service by the authority competent to remove him from service on grounds of inefficiency, misconduct or corruption shall be regulated under rule 3.5 of the Civil Services Pension Rules.

No. SOSR-III(FE&TD)4-112/80-III
FD, NWFP.

Dated Peshawar, the 9th February, 1999.

3.3 **Invalid Pension** – (I) An invalid pension is awarded on his retirement from Government service, before reaching the age of superannuation to a Government servant who by bodily or mental infirmity is permanently incapacitated for further service on production of a Medical Certificate prescribed in sub-rule (3).

**2) A government servant who wishes to retire on invalid pension, should apply to his Head of Office or Department/Attached Department who should direct him to present himself before a Medical Board or an invaliding Committee or a Medical Officer for obtaining a Medical Certificate of incapacity for further service in the following form:-

“Certified that I (we) have carefully examined A. B., son of C.D., a _____, in the _____. His age is by his own statement, _____ years. I (we) consider A.B. to be completely and permanently incapacitated for further service of any kind (or in the Department to which he belongs) in consequence of _____ (here state disease or cause).

Note—(1) If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made:-

I am (we) are of opinion that A.B., is fit for further service of a less laborious character than that which he has been doing (or may after resting for ____ months, be fit for further service of a less laborious character than that which he has been doing).

Note—(2) a Medical Certificate from a Medical Board or an Invaliding Committee shall be required in the case of Gazetted Government Servant.

Note—(3) A Government servant who has submitted a Medical Certificate of incapacity for further service should be invalidated from service within 30 days of receipt of the Medical Certificate, or if he is on leave or is granted leave as a special case, on the expiry of such leave, whichever may be later.

Note (3) Amended vide Govt. of NWFP Finance Department Notification No.FD-SR-III/4-112/73 dated 9-12-1991 as under

**Amended vide Govt. of NWFP Finance Department No. SOSR-III(FD)4-59/88 dated 4-5-1988.

- (i) In Sub-rule (2) for the words ‘Medical Officer’ the words “Medical Superintendent, District Headquarter Hospital/Services Hospital” shall be substituted.
- (ii) Note (2) shall be substituted by the following:-
“Note (2) A medical certificate from a Medical Board or an Invaliding Committee shall be required in the case of government servants in BPS-16 and above and from the Medical Superintendent

of the District Headquarter/Services Hospital, in the case of government servants in BPS-1 to BPS-15”.

@3.4 Superannuation Pension – A Superannuation pension is granted to a Government servant who.—

- (a) retired prior to the 21st day of June, 1960, on attaining the age of fifty five years;
- (b) retired at any time during the period between the 21st day of June 1960 and 30th day of March, 1966, on or after attaining the age of sixty years; and
- © retires or is retired after the 30th day of March, 1966 on or after attaining the age of fifty five * years.

STATUTORY PROVISION

A civil servant shall retire from service on the completion of sixtieth year of his age.

Section 13 of the NWFP Civil Servants Act, 1973.

3.5 Retiring Pension – A retiring pension is granted to a Government servant, who not being eligible for superannuation pension.—

- i) opts to retire after 25 years qualifying service or such less time as may for any special class of Government servant be prescribed; or
- [] (i) a. is compulsorily retired, by the competent authority, after 25 years qualifying service;
- (ii) is compulsorily retired from service by the authority competent to remove him from service on grounds of inefficiency, misconduct or corruption; or
- [] (iii) retired from Government service on or after 21st June, 1960, but before 31st March, 1966 on or after attaining the age of 55 years.

@ Substituted vide Notification No. SO(SR)V-1235/67, dated 18th July, 1967.

* Age of superannuation extended to 60 years vide NWFP Civil Servants (Second) Ordinance 1977, with effect from 2211.1976

[] Clause (ia) inserted and clause (iii) substituted vide Notification No. SO(SR)V-1235/67, dated 18th July, 1967.

GOVERNMENT INSTRUCTIONS

The right to seek voluntary retirement occurs to a Government servant after he has completed 25 years of qualifying service for pension. A number of cases have come to the notice of the Provincial Government in which it was found, after such an application for retirement under para 8 of the letter No. SO(SR-III)FD-4-112/73, Finance Department had been submitted and accepted by the competent authority and the Government servant had actually retired, that the 25 years qualifying service for pension had not been rendered e.g. the period of extraordinary leave had not been excluded from the service. As such the Government servant became altogether ineligible for pension, which caused hardship. In order to avoid recurrence of such cases in future and to avoid hardships to the retired Government servants concerned it has been decided that the application for retirement after completion of 25 years qualifying service must be accompanied by the particulars as in the enclosed form. These particulars are based on the pension application form and are intended for the purpose of calculating qualifying service. On receipt of the application the head of department should arrange verification of qualifying service by the audit officer within one month from the date of the receipt of the application before orders of retirement are passed.

No.SO(SR-III)FD/4-112/73
FINANCE DEPARTMENT

Dated Peshawar the 13th February 1975.

GOVERNMENT INSTRUCTIONS

Subject to the provisions of the Essential Services Maintenance Act, all Government servants shall have the right to retire on a retiring pension after completing 25 years qualifying service provided that a Government servant, who intends to retire before attaining the age of superannuation shall, at least three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him, indicating the date on which he intends to retire. If a Government servant withdraws his application for premature retirement or modifies the date of retirement, before its acceptance by the competent authority, the application or the date of retirement shall be deemed to have been withdrawn or modified, as the case may be. The right given by this para shall not however, be available to a Government servant against whom a departmental enquiry is pending.

No.FD-SOSR-III/4-92/81
FINANCE DEPARTMENT

Dated Peshawar the 1st October, 1981.

“If a Government servant withdraws his application for premature retirement or modifies the date of retirement, before its acceptance by the competent authority, the application or the date of retirement shall be deemed to have been withdrawn or modified, as the case may be.”

CHAPTER-IV

AMOUNT OF ORDINARY PENSIONS.

SECTION-1 GENERAL.

4.1. (1) The amount of pension that may be granted is determined by length of completed years of qualifying service of a Government servant as set forth in rule 4.4.

(2) Pension is fixed in rupee and should be calculated to the nearest paisa.

4.2. (1) If the service of a Government servant has not been thoroughly satisfactory, the authority sanctioning the pension may make such reduction as it may think proper in the amount of pension.

(2) The special additional pension admissible under rule 4.5 is not given as a matter of course, but only where the service rendered is approved as satisfying the standard of work and conduct required in the special conditions of the post held for which special additional pension is admissible.

4.3 If a Government servant has held more than one post in respect of each of which, if he had held it separately and alone, pension would have been admissible to him, the pension admissible to him is the sum of the several pensions which would have been admissible to him if he had held each post separately and alone. The consolidated pension shall, however, be subject to the maximum limit prescribed in rule 4.4.

SECTION-II-Amount of full Pension

4.4 **Amount of full pension:-**(1) After a qualifying service of not less than 10 years, full Superannuation, retiring, invalid or compensation pension may be granted not exceeding the maximum limits prescribed below:-

Completed years of qualifying service	Scale of pension expressed as fraction of average emoluments	Maximum limit of pension Per annum
10	10/50	2500
11	11/50	2800
12	12/50	3100
13	13/50	3400
14	14/50	3700
15	15/50	4000
16	16/50	4300

17	17/50	4600
18	18/50	4900
19	19/50	5200
20	20/50	5500
21	21/50	5800
22	22/50	6100
23	23/50	6400
24	24/50	6700
25 and over	25/50	7000

Note- For Government servants who opted or were deemed to have opted for pensionary benefits admissible under the Government of West Pakistan Circular No. S.O. (SR) V-257/67, dated 27th April, 1967 para 4 Annexure-I (Appendix-I).

REVISED PENSION TABLE.

Completed years of qualifying service	Scale of pension expressed as fraction of average emoluments
10	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300
21	147/300
22	154/300
23	161/300
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30 and above	210/300

Note:- Any amount in excess of Rs.1000/- PM calculated in accordance with the scale shown in column-(2) of this table shall be reduced by 50%.
Annexure-I of Govt. of NWFP Finance Department letter No.SO(SR-III)FD/4-199/77 dated 10-2-77 (Appendix-VI).

Note.- The figures in the Note raised to Rs. 2,000 P.M with effect from 1-7-1980 Vide Government of N.W.F.P Finance Department Letter No.SO (SR-III) F.D. 4-199/80, dated 9-8-1980 (Appendix-XXX)

According to the existing rules/instructions, pension is calculated at the rate of 70% of average emoluments on completion of 30 years qualifying service. Where qualifying service is less than 30 years but not less than 10 years, the pension is calculated at the percentage applicable according to length of service. Any amount of pension in excess of Rs. 2500/- is reduced by 50%. The provincial Government have been pleased to direct that with effect from the 1st July, 1985, the reduction by 50% of the pension in excess of 2500/- shall not be applied in the case of those Government Servants who retire on or after 1.7.1985. In all such cases the pension shall be calculated at the rate of 70% of average emoluments or other percentage rate applicable according to length of qualifying service without applying any reduction.

ANNEXURE-I
FD, NWFP.

No. S.O. (SR-III) FD-4-199/77,
Dated 10th February, 1997 (Appendix-VI).

- (2) The term average emoluments of Government servant means the average of the pay that he drew or would have drawn had he not been on leave with leave salary or on joining time or under suspension which is not adjudged as a penalty, during the last 3 years immediately before his retirement. If during the last 3 years of his service, a Government servant has been absent from duty on leave without pay or has been under suspension as a form of penalty, the periods so passed should be disregarded in the calculation of the average emoluments and an equal period before the three years should be included.

GOVERNMENT INSTRUCTIONS.

The term “average emoluments”, i.e. Pensionable pay, shall include dearness allowance sanctioned from time to time.

[Para 2 (c) of the Government of N.W.F.P, Finance Department Letter No. S. O. (Sr-III) FD-4-199/77, dated 10th February, 1977 (Appendix-VI)]

Senior Post Allowance shall be reckoned as “Emolument’s” under rule 4.4.(2) of the West Pakistan Civil Services Pension. Rules for the purpose of pension and gratuity Letter No. SO(SR III) FD-4-23\70 of 26.5.1970.

GOVERNMENT INSTRUCTIONS.

Senior Post Allowance which a civil servant in Grade-20 or above would have drawn in Pakistan but for his posting abroad during three years (or part thereof) preceding his retirement shall be taken into account and included in the term “emoluments” on a notional basis for purposes of calculation of pension/gratuity.

GOVERNMENT OF NWFP. FINANCE DEPTT.

No. S. O. (SR-III) FD-4-23/70.

Dated 7th November, 1977

GOVERNMENT DECISION

It has been decided that “average emoluments” shall be calculated for the purpose of pensionary benefits on the basis of the last 12 months of service.

These order shall be applicable to all civil servants retiring on or after 1st February, 1979.

[Government of N.W.F.P., Finance Department,
Letter No. S.O. (SR-III) FD/4-199/77,
Dated 31st March, 1979.])Appendix-VI)

1. The Provincial Government has decided that w.e.f 1-7-1986 the pension of a civil servant who shall retire on or after this date shall be calculated at the existing rate on last pay/emolument drawn provided the post has been held by him on regular basis.
2. The existing employees shall have the option to have their pension calculated either on the basis of last pay/emoluments drawn or on 12 months average emoluments whichever is more beneficial to them. No option will, however, be available to persons entering service on or after 1-7-1986 and in their case pension shall be calculated at the prescribed rate on last pay/emoluments drawn.

Authority:- Govt. of NWFP Finance Deptt.
No.SOSR-III/FD/4-199/76-V(III)
Dated 2-8-1986

GOVERNMENT DECISION

The Provincial Government has decided that w.e.f. 1.7.1986 gratuity shall be abolished altogether. Commutation upto 50% of gross pension shall, however, continue to be admissible at the option of a pensioner.

NO.SOSR-III(FD)4-132/86(II)
FD, NWFP

Dated Peshawar, the 2nd August 1986.

4.5. **Special Additional Pension.**-(I) For grant of special additional pension there shall be two grades of Government servants, namely Upper Grade and Lower Grade as shown in the schedule under this rule as amended from time to time.

(2) A Government servant may be granted an additional pension (*a*) at the rate of Rs. 300 for each completed year of effective service in any post included in the lower grade, and (*b*) at the rate of Rs. 500 for each completed year of effective service in any post included in the upper grade upto a maximum of Rs. 1,500 per annum for service in lower grade appointments and Rs. 2,500 per annum for service in lower and upper grade appointments combined or in upper grade appointments alone provided that in the case of a Government servant who has earned an additional pension by service in appointments in both the upper and lower grades, service for any broken period of a year in the upper grade may count as service in the lower grade if his pension would be thereby increased.

[Special Additional Pension stand abolished vide Para-4 of the circular letter No.S.O.(SR) V-257/67, dated 27th April, 1967 (Appendix-I)]

(3) For the purpose of sub-rule (2) of this rule the expression effective service, includes besides periods of duty in a post mentioned in the said sub-rule:-

- (i) duty performed in a post of corresponding rank and responsibility in foreign service or in another Department or under another Government ; or
- (ii) leave on average pay if it is certified that had the Government servant not proceeded on leave, he would have continued to hold the post for which special additional pension is admissible;
- (iii) the period of joining time when a Government servant holding a post qualifying for special additional pension is transferred to another such post.

Note.- The term “Pay” does not include the pay drawn by a Government servant in foreign service or additional pay for performance of additional duties of another post.

GOVERNMENT DECISION.

Special additional pension provided in the existing rules shall not be admissible in addition to the pension calculated under the enclosed Table of pension [for table of pension see rule 4.4 (1)].

[Para-4 of West Pakistan Finance Department
Letter No.SO(SR)V-257/67.
Dated 27th April, 1967 (Appendix)].

SCHEDULE

UPPER GRADE.

Secretaries and Additional Secretaries to Government, West Pakistan who are under the rule-making control of the Governor.

Regional Heads and Heads of Attached Departments drawing pay not less than Rs. 1700 per mensem.

All Government servants under the rule making control of the Governor holding posts in superior C.S.P., scale of the rank of Commissioner of Division or above.

All Government servants holding posts the last drawn prescribed pay of which exceeds Rs. 2,000 per mensem.

LOWER GRADE.

Joint Secretaries to Government of West Pakistan under the rule-making control of the Governor.

Heads of Attached Department, Regional Heads and Deputy Secretaries to Government not in C.S.P, scale drawing pay not less than Rs. 1,400 (who are not included in the Upper Grade).

All Government servants under the rule-making control of Governor holding superior posts in C.S.P, senior scale lower in rank than that of Commissioner of Division.

All other Government servants drawing pay not less than Rs.1,500 pre mensem.

SECTION-III

A.- Gratuity and Pension Benefits.-

4.6. (1) [Every Government servant in pensionable service shall surrender 1/4th of the full monthly pension (including special additional pension) admissible to him under the rules 4.4 and 4.5.]

GOVERNMENT INSTRUCTIONS.

[(a) In the case of person who retires after completing 10 years service or more, a pensioner shall, subject to sub-paras (b) and (c) below, be allowed to draw full gross pension, i. e. one fourth of the pension need not compulsorily be paid in the form of gratuity.

(b) If a pensioner so wishes, he may, at any time before the expiry of one month from the date of his retirement, ask for gratuity upto 25 per- cent of his gross pension together with the remaining net amount of pension, the gratuity shall be paid at the existing rates.

(c) The existing provision for commutation of further 25 percent of the gross pension shall continue to be in force; the commutation shall be at the existing rates, Commutation shall, however not be subject to Medical certification if it is asked for within one year of the date of retirement.

[Para-4 of the N.-W. F. P. F.D. Letter
No. S. O. (SR-III) FD-4-199/77,
dated 10th February, 1977 (Appendix-VI)].

CLARIFICATION.

It is clarified that in case of pensioner who does not opt to draw gratuity equal to 25% of his gross pension, he can commute upto half of the gross pension.

Government of N.W. F. P., Finance Department
Letter No. S. O. (SR-III) FD/4-199/77,
dated 15th March, 1979 (Appendix-VI).

(2) [In the case of a Government servant who has rendered 5 years service or more but less than 10 years qualifying service, a gratuity equal to 10 months emoluments subject to

a maximum of Rs. 12,500/- shall be granted to him on retirement or to his family in the case of his death while in service.]

GOVERNMENT INSTRUCTIONS

- (a) In the case of a person retiring after completing 5 or more but less than 10 years, the existing rate of gratuity shall continue. If, however, retirement is due to invalidation, or if a civil servant dies in service, the rate shall be $1\frac{1}{2}$ months of pay for each completed year of service.
- (b) The maximum limit of Rs. 12,500 shall be removed.

Para-3 of the FD, NWFP LETTER,
No.S.O. (SR-III) FD 4-199/77.
Dated 10th February, 1977 (Appendix-VI).

(3) In the event of retirement or death of a Government servant who has rendered qualifying service for 10 years or more.

(a) A gratuity shall be granted to him or to his family in the case of his death calculated at the following rates for each rupee of his pension surrendered under sub-rule (1) above.

GOVERNMENT DECISION

@ In Section III-A under Rule 4.6 (3) (a) of the West Pakistan Civil Services Pension Rules, 1963 gratuity admissible in lieu of 1/4th surrendered value of the total pension, shall be further revised as shown below:-

Length of qualifying service	Government Servant Who died or Retired		
	Before Ist July, 1957	On or after Ist July, 1957	@ Applicable after Ist January, 1970
If qualifying service is 10 years or more but less than 15 years.	130	140	187
If qualifying service is 15 years or more but less than 20 years	120	130	173
If qualifying service is 20 years or more	110	120	160
If qualifying services is 25 years or more	100	120	..

@ These orders will take effect from 1st January, 1970. The revised rates mentioned above will not apply in the cases of Government servants who retired or died before that date.

Government of West Pakistan FD letter No.
SOSR-V-IV(7)/70-306/70
Dated 17th April 1970 (Appendix-VII)

(b) In the event of his death before retirement payment shall be made to his family for 5 (10) years at the rate of 50 percent of the full pension calculated as in sub-rule (4) and in the case of death after but within 5 (10) years of retirement payment shall be made to his family at the rate of 50 percent of the reduced pension i.e. the amount of pension remaining after surrendering 1/4th thereof under sub-rule (I) above and after commutation if any, for the un-expired portion of 5 (10) years.

(4) In the event of death before retirement pension for the purposes of this rule shall be calculated as if the Government servant retired on invalid pension on the date of his death, but it shall be admissible from the day following the death of the Government servant.

Note.-(1) The commutation of pension subject to the general limitation will be allowed upto half of full pension.

Note.-(2) The gratuity payable in lieu of 1/4th of the pension surrendered is exempt from Income Tax.

Note.-(3) Gratuity payable under sub-rule (3) (a) of this rule should be worked out on the fraction of a rupee of the surrendered pension calculated to the nearest paisa.

Note.-(4) Anticipatory pension will also be admissible to the family of the Government servant in the event of his death before retirement. In such cases the gratuity admissible to the family under sub-rule (3) (a) of this rule will be calculated on 25 percent of the amount of pension on which the anticipatory pension to the family is based.

Note.-(5) This rule will also apply to the compassionate allowance.

Note.-(6) The previous commutation of a pensioner opting for these rules who got his pension already commuted under the old rules shall be considered as commutation under these rules and necessary adjustments of the previous payments shall be made.

@ Government of West Pakistan F.D Letter No. S.O. (SR)-V-4 (7)/70-306/70, Dated the 17th April, 1970 (Appendix-VII)

GOVERNMENT INSTRUCTIONS

In the case of death of a civil servant while in service, gratuity in lieu of one-fourth of the gross pension will be allowed at the existing rates. In addition, family pension shall be admissible for a period of 10 years at 50 percent of the gross pension.

Government of N.-W.F.P., Finance Department,
Letter No. S.O. (SR-III) FD/4-199/76,
Dated 10th February, 1977 (Appendix-VI)

Note.-(7) Please see instructions under rule 4.6 (1).

B-GRATUITY.

4.7. (1) The term “Family” for the purpose of payment of gratuity under this section shall include the following relatives of the Government servants:-

- (a) wife of wives, in the case of male Government servant;
- (b) Husband in the case of a female Government servant;
- (c) Children of the Government servant;
- (d) Widow or widows and children of a deceased son of the Government servant.

Note.-(i) A child means a legitimate child or an “adopted child” if under the personal law of the Government servant concerned adoption is legally recognized as conferring the status of a natural child.

Note.-(ii) If it is proved that the wife has been judicially separated from the Government servant or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she will no longer be deemed to be a member of the family unless the Government servant has himself intimated in writing to the Accounts Officer/Head of the Office that she will continue to be so regarded.

Note – (iii) In the case of a female Government servant, if the wife intimates in writing to the Accounts Officer/Head of the Office that her husband should not be included as a member of the family, then he will no longer be considered a member of the family unless subsequently she cancels in writing her intimation excluding him.

(2) A Government servant may, as soon as he/she completes 5 years qualifying service, make nomination conferring on one or more members of his/her family, or if he/she has no family, on one or more persons the right to receive any gratuity that may be sanctioned under rule 4.6 and any gratuity which having become admissible to him/her has not been paid to him/her before death.

Explanation – It is not mandatory for a Government Servant to make nomination.

(3) A nomination in favour of a person not a member of the family made when the Government servant had a family shall lapse on the Government servant acquiring family.

(4) If a government servant nominates more persons than one under sub-rule (2) above, he/she shall specify in the nomination the amount or share payable to each nominee in such manner as to dispose of the whole amount of the gratuity mentioned therein.

(5) A Government servant may provide in a nomination –

- (a) in respect of any specified nominee that in the event of his/her pre-deceasing, the Government servant the right conferred upon that nominee in sub-rule (2) above shall pass to such other member or members of the Government servants family as may be specified in the nomination.
- (b) That the nomination shall become void in the event of the happening of a contingency specified therein.

(6) Every nomination shall be in Form 1 (Pen), Form 2 (Pen), as may be appropriate in the circumstances of the case.

(7) A Government servant may at any time cancel a nomination by sending a notice in writing to the appropriate authority and send a fresh nomination if he/she so desires, alongwith such notice.

(8) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-rule (5) (a) above or on the occurrence of any event by reason of which the nomination becomes void by reason of sub-rule(3) or sub-rule (5) above, the Government servant shall send to the appropriate authority a notice in writing formally cancelling the nomination together with a fresh nomination, if any.

(9) Every nomination made, and every notice of cancellation given by a Government servant under this rule shall be sent by the Government servant to his/her Accounts Officer as well as to the Appointing Authority in the case of a Gazetted Officer and to the Head of his/her office in the case of a Non-Gazetted Officer. Immediately on receipt of a nomination from a Non-Gazetted Government servant the Head of the Office shall countersign it indicating the date of receipt and keep it in his custody.

(10) Every nomination made and every notice of cancellation given by a Government servant shall to the extent that it is valid, take effect from the date on which it is received by the authority mentioned in sub-rule(9) above.

4.8. When the amounts of gratuity has become payable it shall be the duty of the Accounts Officer to make payment according to the following procedure:-

- (a) The amount of the gratuity or any part thereof to which the nomination relates, shall become payable to his/her nominee or nominees in the proportion specified in the nomination.
- (b) If nomination relates only to a part of the amount of the gratuity, the part to which it does not relate shall be distributed equally only among the members of the family other than the nominees;
- (c) If no valid nomination subsists, the whole amount of the gratuity shall become payable to the members of his/her family in equal shares;

Provided that in case of (b) or (c) above no share shall be payable to-

- (i) sons who have attained the age of 24 years;
- (ii) sons of a deceased son who have attained the age of 24 years;
- (iii) married daughters whose husbands are alive; and
- (iv) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in sub-clause(i),(ii),(iii), and (*iv), above:

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived that Government servant and had been exempted from the operation of the first proviso:-

- (d) when the Government servant leaves no family and the whole or part of the gratuity is not covered by a valid nomination the amount of gratuity shall be payable to the following surviving relatives if any of the Government servant in equal shares:-

- (1) brothers below the age of 21 years;
- (2) unmarried and widowed sisters;
- (3) father; and
- (4) mother.

Note.- In the absence of any other eligible claimant gratuity would be payable to the sons and daughters of the deceased Government servant in equally shares even if the sons are over 24 years old and the daughters are married and their husbands are alive.

Note:- The age of 24 years in Rule 4.8© (i) (ii) has been reduced as 21 years vide FDNWFP letter No.SOSRIII(FD)4-199/76 Vol-III dated 24-8-1983.

4.9. No gratuity will be payable by Government after the death of a Government servant if he/she does not leave a valid nomination or a family as defined in sub-rule(I) of rule 4.7 or an eligible dependent relative or relatives specified in clause (d) of rule 4.8.

C-FAMILY PENSION.

4.10. (I) Family for the purpose of payment of family pension shall be as defined in sub-rule(I) of rule 4.7. It shall also include the Government servants relative mentioned in clause(d) of rule 4.8.

(2) (A) A family pension sanctioned under this section shall be allowed as under:-

(i) (a) To the widow of the deceased; if the deceased is a male Government servant or to the husband, if the deceased is a female Government servant;

(b) If the Government servant had more than one wife, and the number of his surviving widows and children does not exceed 4, the pension shall be divided equally among the surviving widows and eligible children. If the number of surviving widows and children together is more than 4, the pension shall be divided in the following manner, viz: each surviving widow shall get 1/4th of the pension and the balance(if any) shall be divided equally among the surviving eligible children. Distribution in the above manner shall also take place whenever the Government servant leaves behind surviving children of a wife that had predeceased him in addition to the widow and her children, if any

(c) In the case of a female Government servant leaving behind children from a former marriage in addition to her husband and children by her surviving husband, the amount of pension shall be divided equally among the husband and all eligible children. In case the total number of beneficiaries exceeds four, the husband shall be allowed 1/4th of the pension and the remaining amount distributed equally among the eligible children.

(ii) Failing a widow or husband as the case may be the pension shall be divided equal among the surviving sons not above 24 years and unmarried daughters.

Note.- In working out the share of the various heirs under sub-clause(A)(i) and(ii), the amount should be calculated to the nearest paisa:-

(iii) Failing (i) and(ii), to the eldest widowed daughter.

- (vi). Failing(i) to (iii), to the eldest widow of a deceased son of the Government servant.
- (v) Failing(i) to (iv) to the eldest surviving son of a deceased son of the Government servant.
- (vi) Failing(i) to(v) to the eldest unmarried daughter of a deceased son of the Government servant.
- (vii) Failing these to the eldest widowed daughter of a deceased son of the Government servant.

(B) If the family pension is not payable under clause(A), it may be granted:-

- (i) to the father;
- (ii) failing the father, to the mother;
- (iii) failing the father and the mother, to the eldest surviving brother below the age of 21 years;
- (iv) failing(i) to(iii), to the eldest surviving unmarried sister; if the eldest sister marries or dies than the next eldest;
- (v) failing(i)to(iv), to the eldest surviving widowed sister.

(3) No family pension shall be payable under this section:-

- a. to an un-married female member of a Government servant family in the event of her marriage;
- b. to a widowed female member of a Government servant's family in the event of her remarriage.
- c. To the brother of a Government servant's on his attaining the age of 21 years.
- d. To a person who is not member of a Government servant's family.

(4) A family pension awarded under this section shall not be payable to more than one member of a Government servant's family at the same time except as provided for in sub-clause(A)(i), and(ii), of sub-rule(2) above.

(5) (a) If the pension ceases to be granted before the expiry of the period for which it is admissible on death or marriage of the recipient or on account of other causes, to persons falling under sub-clause (A) (i) and (ii) of sub-rule (2), above, the amount shall be granted to other recipients in equal shares.

(b) If a family pension awarded under the section other than that mentioned in clause (A) (i) or (ii), of sub-rule (2) of this rule ceases to be payable before the expiry of the period upto which it is admissible on account of death or marriage of the recipient or other causes, it shall be re-granted to the person next lower in order mentioned in sub-rule (2).

(6) Government shall have discretion to make such modification in the mode of allotment or conditions of tenure set forth in sub-rules (2) to (5) above as they may consider desirable to suit special circumstances of the beneficiaries.

(7) A family pension sanctioned under this section shall be payable in addition to any extra-ordinary pension or gratuity that may be granted to the members of a Government servant's family under any other rules in force for the time being.

(8) Future good conduct of the recipient is an implied condition of every grant of a family pension under this section.

GOVERNMENT INSTRUCTIONS.

Family pension shall be admissible for a period of 10 years at 50 percent of the gross pension.

In the case of death within 10 years of retirement, family pension shall be admissible for the un-expired portion of 10 years at 50 percent of his pension (net or gross, at the case may be).

Para-5(a) (b) Government of N.W.F.P.
F.D. No. S. O.(SR-III) FD 4-199/77,
Dated 10th February, 1977 (Appendix-VI).

The tenability of Family pension extended for the period as under:-

- In the case of widow/widows till death or remarriage vide Government of NWFP Finance Department letter No.SOSR.III (FD) 4-199/76.Vol-III dated 16-9-1985, effective from 1-7-1985
- In the case of father or mother of the deceased Government servant, as the case may be, till life vide Government of NWFP Finance Department No. SO(SR-III)FD/4-199/76 Vol-III dated 19-9-1996.
- In the case of unmarried daughters till death or marriage. Where there are more than one such daughter, the amount will be divided equally amongst them vide FD.NWFP letter No.SO(SR-III)FD/4-199/76 Vol-III dated 20-10-2000, effective from 20-10-2000.
- In the case of dependent disabled/retorted children till life without any age limit vide FD.NWFP letter No.FD(PRC)/1-1/94 dated 30-6-1994, effective from 1-6-1994.

- In the case of Widower of the deceased Government Servant till death or remarriage vide FD. NWFP No.SOSR-III(FD)4-199/76 dated 30-10-1995, effective from 1-3-1992.

Family pension which was tenable for 5/10 years have been revived/extended for life to the widow/widows from 1-7-1985.

Authority No.SOSR-III(FD)4-199/176 VOL-III dated 16-9-1985

Family pension which was admissible to widower of deceased Female Government Servant for a period of 10 years or un-expired portion of 10 years extended for life until re-marriage w.e.f 1-3-1992.

Authority SOSRIII(FD)4-199/76-VOL-III Dated 30-10-1995

Family Pension which was admissible to father and mother in the absence of family of deceased Govt. Servants for 10 years has also been extended to father failing father, to mother for life. (This decision will take effect w.e.f 1-1-1996)

Authority SOSRIII(FD)4-199/76-VOL-III Dated 19-2-1996.

- (i) Family Pension which was admissible to the widow and widower as the case may be for life or until remarriage and
 - (ii) Failing to the son, if any, until they attain the age of 21 years or un-married daughter till they are married or the attain the age of 21 years, whichever earlier.
3. It has been decided that failing (i) & (ii) above the family pension will be admissible to the surviving un-married daughter till marriage. In case there are more than one such daughter the amount will be divided equally. No arrear will be allowed prior to 20-10-2000.

Authority SOSR-III(FE&TD)4-199/76/VOL-III Dated 20-10-2000.

GENERAL DECISIONS

It has been decided that the families of those pensioners who retired within 10 years preceding to Ist March 1972 will also be entitled to family pension for the un-expired portion of 10 years after the death of the pensioner.

Government of N.W.F.P.. Finance Department
Letter NO.FD. No. S. O.(SR-III) FD 4-199/77,
Dated 19th March, 1979 (Appendix-VI).

D-GENERAL.

4.11. (i) The rules which apply to the grant of ordinary pension to Government servant shall also apply in respect of gratuity and pension that may be sanctioned in favour of their families under this section in so far as such rules are not inconsistent with the provisions of this section.

(ii) Government shall have the right to effect recovery from such gratuity or pension in the same circumstances as recoveries can be effected from ordinary pension and gratuity granted to Government servants.

(iii) A gratuity or pension to the family may be sanctioned under this section by the authority competent to sanction pension to the Government servant concerned after giving due regard to the provision of Rules 4.2.

Note.-(1) Cases decided by Government before the publication of these rules will not be re-opened.

Note.-(2) The sanctioning authority may allow the payment of family pension and or shares of gratuity admissible to minor children of a deceased Government servant to their mother. In case the mother is not alive or was judicially separated from the Government servant in his life time, the sanctioning authority may nominate any suitable person to be the guardian of such minor children for the purpose of receiving payment of pension and or shares of gratuity on their behalf. In case the deceased Government servant was a female, the sanctioning authority may under similar circumstances allow the payment of pension and/or shares of gratuity of minor children of the deceased to their father, or if the father be not alive to such guardian as may be appointed by the sanctioning authority.

CHAPTER – V

APPLICATIONS FOR GRANT OF PENSION

- 5.1 All authorities dealing with applications for pensions under these rules should bear in mind that delay in the payment of pensions involves peculiar hardship. It is essential to ensure, therefore, that a Government servant begins to receive his pension on the date on which it becomes due.
- 5.2 The responsibility for initiation and completion of pension papers is that of the head of Department/Attached Department concerned in the case of Gazetted Officer, and of the Head of Office concerned in the case of Non-gazetted Government Servants. The action should be initiated one year before a Government servant is due to retire, so that pension may be sanctioned a month before the date of his retirement. For this purpose every Government servant should be asked to submit his pension application in Form 3 (Pen) 6 months in advance of the date of his retirement provided that: –
- (i) in cases in which the date of retirement cannot be foreseen 6 months in advance, the Government servant may be asked to submit his pension application immediately after the date of his retirement is known, and,
 - (ii) a Government Servant proceeding on leave preparatory to retirement in excess of 6 months may be asked to submit his application at the time of proceeding on such leave.
- 5.3 (1) The following certificates shall be recorded by the Government Servant in the pension application: –
- “I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and to the orders which may be passed thereon.”
- (2) The Head of Department/Attached Department/Office concerned shall certify in the pension application form whether the character, conduct and past services of the Government servant concerned are such as to entitle him to the favourable consideration of Government. He shall also record there his own opinion whether the service claimed has been established and should be admitted or not.
- (3) All periods of leave, suspension, etc, which are not reckoned as service qualifying for pension shall be carefully recorded on the form.

- (4) If the application is for an invalid pension, the requisite medical certificate shall be attached to the application.
- 5.4 (1) After completing the application in the manner prescribed in the preceding rule it shall be forwarded alongwith the necessary documents to the Audit Officer through the authority empowered to sanction the pension.
- (2) The applicant for pension/gratuity shall submit the last pay certificate and no demand certificate as soon as possible after the submission of the application for pension/gratuity. The Audit Officer shall not issue the pension/gratuity payment order until these certificates have been received by him.
- (3) The authority competent to sanction the pension shall record on the application after due consideration of the facts of the case his provisional recommendation stating whether the pension claimed should be admitted or not.
- 5.5 (1) The Non-gazetted service of a Government servant in the application form shall be verified by the Head of Office concerned from official records, for example service book or roll, pay bill or acquaintance rolls etc.
- (2) If it be found impossible to verify the service otherwise a written statement of the applicant shall be taken on plain paper, and such collateral evidence as may be procurable shall be collected, for instance, certificate given by an officer to a subordinate on his leaving the office and testimony of contemporary Government Servants.
- Note. – The Power to admit service verified under this clause may be exercised by all authorities empowered to sanction pension.
- (3) In cases where some portion of pensionable service was rendered in India but certificate of local verification of service was not recorded in the service book for any particular period, steps shall be taken to verify that service from available record, if any, such as personal files, gradation lists, pay bills, acquaintance rolls, etc. Where none of the records are available written statement of the Government servant concerned should be taken on a plain paper accompanied by the testimony of contemporary Government servants as in sub-rule (2) above. Such declaration should be placed on record in service book in lieu of local verification for service for that period.
- (4) Where no official evidence, for example service book, in respect of service rendered in India is available, an indemnity Bond shall be obtained from the person concerned for refund of any amount which might later on be found to have been paid to him in excess.
- (5) The Head of Office/Department/Attached Department concerned shall then arrange with the application all the documents relied upon for the verification of

non-gazetted service claimed in such manner that they can be conveniently consulted, and forward them together with the Government servant's service book or service roll as the case may be, and the statement in the second page of the pension application form duly completed upto – date (and the last pay certificate if necessary) through the authority empowered to sanction the pension to the Audit Officer.

- 5.6 On receipt of the pension papers the Audit Officer shall apply the requisite checks. If in cases in which the authority competent to sanction the pension has recorded its provisional recommendation under sub-rule (3) of rule 5.4, the Audit Officer finds that the claim is in order, he shall prepare the pension payment order forthwith in Form F (Pen), but shall not issue it more than a fortnight in advance of the date on which the Government servant is due to retire, intimating the fact of issue to that authority. In other cases he shall certify as to the correctness of the calculations of service and pension, and return the pension papers to the authority competent to sanction the pension with a report on the claim for pension and the rules applicable to the case. He shall retain the last pay certificate unless the pension is to be paid in another circle of audit in which case he shall forward the certificate to the Audit Office of that circle alongwith a copy of the orders sanctioning the pension.
- 5.7 (1) A pension/gratuity which is certified by the Audit Officer shall be sanctioned by the authority competent to sanction the pension.
- (2) Orders sanctioning the pension may issue not more than one month in advance of the due date of retirement and the Audit Officer may issue the pension/pension payment order not more than a fortnight in advance thereof to the Treasury Officer who is to pay the pension/gratuity.
- 5.8 **Date of Commencement of pension.** – A part from special orders, an ordinary pension is payable from the date on which the pensioner ceases to be in Government service. A gratuity (other than anticipatory gratuity) shall be paid in a single sum.
- 5.9 **Place of payment.** – A pension/gratuity is payable in rupees at any Government Treasury in Pakistan.

CHAPTER – VI

ANTICIPATORY PENSION/GRATUITY

6.1 When a Government servant is likely to retire before his pension can be finally assessed and sanctioned in accordance with the rules, the authority competent to sanction pension may sanction an anticipatory pension in the manner shown below:–

(i) Where pension does not exceed Rs.100 per mensem, the anticipatory pension may be allowed in full on the basis of the calculations made by the authority sanctioning the pension.

Note. – The authority responsible for sanctioning the pension and the Audit Officer concerned should finalize the pension case quickly so that there is no excess payment, and, if any, it is adjusted as quickly as possible.

(ii) In case where the pension exceeds Rs.100 per mensem, the anticipatory pension is to be restricted to 4th 5th of the amount calculated during the initial period of 3 months. After three months full amount admissible as calculated should be paid even if the case is not finalized.

Note. – If the pension papers are not verified by the Audit Officer till one month before the retirement of the Government servant in question, the action as in rule above shall be taken by the sanctioning authority.

6.2 The payment of anticipatory pension shall be made only after the declaration given in Form 5 (Pen), has been obtained duly signed from the retiring Government servant.

6.3 The authority sanctioning pension shall ensure the pension is finally sanctioned as soon as possible.

6.4 The letter sanctioning the anticipatory pension in Form 5 (Pen), shall be addressed by the sanctioning authority to the Audit Officer. A copy of the sanctioning letter shall also be endorsed to the retiring Government servant and the Treasury Officer of the Treasury at which the pension is to be drawn.

This letter will constitute sufficient authority for drawal of anticipatory pension at the Treasury in question pending finalization of the pension case. The pension payment orders appended to such letter should be dealt with in accordance with the instructions contained in West Pakistan subsidiary Treasury rules and a register of anticipatory pension payment order maintained in the same form prescribed for regular pension.

Note:- Before forwarding pension papers to the Audit Officer for scrutiny, the sanctioning authority should enter brief particulars of the case in Register to be maintained specially for this purpose. The register should indicate the name of the Government servant

due to retire the date of his retirement and the amount of pension due to him as per details passed on to the Audit Officer.

6.5. If the authority competent to sanction pension considers it likely that in a case contemplated in rule 6.1 above, the Government servant would be entitled to a gratuity, an amount equal to 75 percent of the probable gratuity should, upon a similar declaration, be paid to him in six equal monthly installments, provided that if, on account of late start or non-commencement of such installments, payment of the amount is not completed by the sixth month of his retirement, the balance or the entire amount as the case may be shall be payable in lump sum in the sixth month. Rules 6.2 to 6.4 above shall mutatis mutandis apply in such cases.

6.6. The payment of the anticipatory pension/gratuity shall be arranged so that it is not delayed beyond first day of the month following the month in which the Government servant is due to retire.

6.7. If, Upon the completion of regular investigation, it be found that pension thus summarily assigned differs from the pension finally settled, the difference must be adjusted in the first subsequent payment. Further, if anticipatory gratuity proves to be larger than the amount found actually due upon completion of the enquiries, the Government servant shall be required to refund any excess actually paid to him.

CLARIFICATION

It is clarified for the information of all concerned that both the anticipatory pension and the anticipatory gratuity are to be paid from the date of retirement of a Government servant and not from the date of sanction. For example, when a Government servant retires on 1st of January, but his anticipatory pension and gratuity are sanctioned from the 1st of July, he will be paid arrears of anticipatory pension from 1st January, and the anticipatory gratuity, to the extent of 75 percent of his probable gratuity, should be paid in lump sum on 1st of July.

Government of West Pakistan,
Letter No.S.O.(SR)-V-2477/68
Dated 6th December, 1968 (Appendix VIII).

STATUTORY PROVISIONS

If the determination of the amount of pension or gratuity admissible to a civil servant is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, according to the length of service of the civil servant which qualifies for pension or gratuity; and any over payment on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such civil servant or his family.

Rules 6.5 substituted vide F.D. Notification No.S.O (SR) V-661/69, dated 25th March, 1969.

CHAPTER-VII

GRANT OF PENSIONARY BENEFITS TO DISPLACED GOVERNMENT SERVANTS.

7.1 In this Chapter the following expressions shall have the meanings hereby respectively assigned to them.

- (a) "Prescribed States/Provinces" means the Provinces including the Chief Commissioners Province and State forming part of India and the State of Hyderabad, Junagarh and Kashmir
- (b) "Previous Service" means the pensionable service rendered by a displaced government servant in a prescribed State Province before his migration to Pakistan.
- (c) "Rules in force in West Pakistan" means the rules prescribed by the Government of West Pakistan or the rule of the integrating unit in which the displaced Government servant was first appointed, whichever may be applicable to him.

7.2 A displaced Government servant shall be entitled to count his previous service towards pension under Government of West Pakistan provided that:-

- (i) His service was terminated by a prescribed State/Province after 3rd June, 1947, either by dismissal, discharge or resignation:
- (ii) He was appointed to the service of one of the integrating unit in West Pakistan before 1st January, 1951:
- (iii) The service rendered in the prescribed State/Province was pensionable under the rules of the Province/State concerned.
- (iv) He has not received, nor is likely to receive a pension from the prescribed State/Province in respect of service rendered under the Province/State.
- (v) He had not superannuated at the time of a first appointment in West Pakistan:
and
- (vi) His service in West Pakistan has been continuous from the date of first appointment to the date of retirement.

7.3 The service rendered in the prescribed Provinces/State shall qualify for pension as if the service was rendered under the Government of West Pakistan subject to the condition that only such portion of the previous service as was rendered in permanent posts shall qualify for pension. Service as probationer shall qualify if followed by confirmation. Temporary service, if followed by confirmation, shall count for the purpose of these rules provided that it would have counted under the rule of the Provinces/States in India in which it was rendered.

7.4 In case the service rendered in West Pakistan is temporary, the service will be treated as qualifying for pension in conjunction with previous pensionable service.

7.5 Leave taken with or without allowances drawing previous service shall be counted towards pension in accordance with rules in force in West Pakistan.

7.6 The break in service occurring between termination of employment by the prescribed State/Provinces and first appointment in West Pakistan shall be treated as condoned.

7.7 (1) A displaced Government servant claiming the benefit of his previous pensionable service should furnish a statement showing the detail, of service to the authority competent to sanction his Pension in West Pakistan. The statement should be accompanied by”-

- (a) Documentary evidence such as service book, extract from history sheet or other equivalent records.
- (b) A Statement of leave taken on full pay or half average pay or without pay, unless this information is already available in the service records.
- (c) A certificate that no pension in respect of the previous service was sanctioned or will be sanctioned by the prescribed Provinces/States.

(2) In case the records mentioned at (a) in sub-rule (1) are not available, a written statement of the Government servant should be taken on plain paper accompanied by the testimony of two contemporary Government servant.

7.8 The authority competent to sanction the pension should check the statement and forward it to the Accounts Officer concerned after authentication. The statement so authenticated should be accepted by the audit and a note may be made in the current history of services or the service book of the Government servant concerned.

7.9 The prescribed check of pensionable service against establishment return is specifically waived in the case of displaced Government Servants.

7.10 The concessions allowed under this chapter shall also be admissible to displaced Governments servants under Rules 7.2 who retired before the 9th December, 1957. In such cases however, the monetary benefit shall be allowed only from the 9th December, 1957.

CHAPTER-VIII.

COMMUTATION OF THE CIVIL PENSIONS.

8.1 A competent authority may sanction the commutation for lump payment of a portion not exceeding one half (including 1/4th of the surrendered portion) of any pension which has been or is about to be granted under these rules.

8.2 (1) An application for commutation should be submitted in Part 1 of form 6 (Pen), through the Head of the Office in which the applicant is or was employed or if he is or was himself the Head of the Office through the Head of the Department/Attached Department.

(2) The Head of the Office or the Head of the Department/Attached Department shall forward the application to the Accounts Officer who is reporting on the title to his pension if he is still in service or if pension has already been sanctioned, to the Accounts Officer of the area in which the Treasury from which the pensioner draws his pension is situated.

(3) The Accounts Officer shall complete Part-II of Form 7 (Pen) without delay and transit it to the authority competent to sanction the commutation.

8.3 (1) The authority competent to sanction commutation shall there upon accord its administrative sanction in Part-III of Form 6 (Pen) and transmit to the applicant on Form 7 (Pen) a certified copy of the Accounts Officers certificate contained in Part-II of Form 6 (Pen) of lump sum payable on commutation in the event of his being reported by the proper medical authority to be fit subject for commutation and one copy of Form 8 (Pen) Part-I of which is to be filled in by the applicant before his Medical examination and handed to the Medical authority.

(2) The sanctioning authority shall further instruct the applicant to appear for examination before the said medical authority within three months from the date of its order, or if he has applied for commutation in advance of the date of his retirement within three months of the date, but in no case earlier than the actual date of retirement.

(3) The sanctioning authority shall forward to the health Department in original the completed Form 6 (Pen) together with a copy of Form 8 (Pen) and an extra copy of Part-III of that form and if the applicant has been granted an invalid pension, or has previously commuted any portion of his pension or declined to accept commutation on the basis of an addition of year to his actual age, or has been refused commutation on medical grounds, copies of the previous medical reports or statements of his case.

GOVERNMENT INSTRUCTIONS.

Commutation shall, however, not be subject to medical certification if it is asked for within one year of the date of retirement.

Para 4(c) N.W.F.P. , Finance Department
Letter No. S.O. (SR-III) FD 4-199/77,
Dated 10th February, 1977 (appendix VI).

8.4. The Health Department shall arrange for the medical examination of the applicant by the proper Medical authority at the nearest available station to that named by the applicant in part-I of Form 6 (Pen) and as early as possible within the period prescribed and inform the applicant direct. The form and other documents should be transmitted by the Health Department to the examining medical authority.

Note.- The term “Medical Authority” means (i) the Standing Medical Board or the Standing Invaliding Committee in the case of Gazatted Government Servants and also in the case of Non-Gazatted Government Servants drawing pay not less than 400 at the time of retirement; and

(ii) The Medical Superintendent/District Health Officer in the case of all other Non-Gazatted Government servant.

Note:- Substituted vide Government of NWFP Finance Department Notification No.SOSR-III(FD)4-59/8 dated 7-5-1988 as under.

“The term “Medical Authority” means (i) the Standing Medical Board or the Standing Invaliding Committee in the case of Government Servants in BS-16 and above”.

(ii) the Medical Superintendent of the District Headquarter/Services Hospital in the case of Government servants in BS-1 to BS-15.

8.5 (1) The Medical Authority after obtaining from the applicant, a statement in Part-I, of Form 8 (Pen) (which must be signed in its presence) shall subject him to a strict examination enter the results in Part-II and complete the certificate contained in part-III of Form 8 (Pen) and in the case of Non-Gazatted Government Servants other than those specially exempted by Government, obtain in its presence the left hand thumb and finger impressions.

(2) If the examination is conducted by a single medical officer the applicant shall himself pay the medical officer’s fee for examination.

If he is examined by the Medical Board or Committee he shall pay a fee of Rs. 4 into a Government treasury and make over the receipt for the fee to the Medical Board of Committee before examination together with an additional fee of Rs. 12 in cash to be

retained and divided by the members of the Board or the Committee as the case may be, among themselves.

Note – No fee will be payable for medical examination in case the full pension of the applicant does not or is not likely to exceed Rs.100 per mensem.

(3) The medical authority shall without delay forward the completed Form 6 (Pen) and 8 (Pen) in original to the Accounts Officer who gave the certificate contained in Part-II of Form 6 (Pen) regarding the Commutation amount admissible to the applicant and certified copy of the completed Form 8 (Pen) to the sanctioning authority. A certified copy of Medical certificate in Part-III of Form 8 (Pen) should be given to the applicant on the spot after medical examination.

8.6 If the medical examination does not take place within the period prescribed in the sanctioning order, or if the applicant does not appear for examination before the medical authority within the prescribed period, the sanctioning authority may renew administrative sanction for a further period of three months without obtaining a fresh application for commutation of Pension. The applicant may withdraw his application by written notice dispatched at any time before the medical examination is due to take place, but his option shall expire on his appearance before a medical authority, provided that if the medical authority directs that his age for the purpose of Commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice dispatched within two weeks from the date which he receives intimation of the revised sum payable on commutation, or, if the sum is already stated in the sanctioning order, within the two weeks from the date on which he receives intimation of the finding of the Medical authority. If the applicant does not withdraw in writing his application within the period of two weeks prescribed above he shall be assumed to have accepted the sum offered.

8.7. Subject to the provisions contained in rule 8.8 and to the withdrawal of an application under rule 8.6 the Commutation shall become absolute, that is, the title to receive the commuted portion of the pension shall cease and the title to receive the commuted value shall accrue on the date on which the medical authority signs the medical certificate.

8.8. If the applicant makes any statement found to be false within his knowledge or willfully suppresses any material fact in answer to any question written or oral put to him in connection with his medical examination the sanctioning authority may cancel, the sanction at any time before payment is actually made, and such a statement or suppression may be treated as grave misconduct for the purpose of rule 1.8.

8.9. (1) The Accounts Officer on receipt of the completed Forms 6 (Pen) and 8 (Pen) shall arrange forthwith for the payment of the appropriate commuted value and for the corresponding reduction of the pension. He shall also forward to the disbursing officer Form 8 (Pen) containing the signature and thumb and finger impressions of Non-Gazetted Government servants, taken in the presence of the medical authority, with instructions that they should be verified with those received with the pension payment order.

(2) If the applicant on receipt of the sanctioning order withdraws the application within the period prescribed in rule 8.6 he should intimate his intention in writing to the Account Officer direct and to the sanctioning authority simultaneously.

(3) The payment of the commuted value shall be made in rupees in Pakistan as expeditiously as possible but in the case of an impaired life no payment shall be made till either a written acceptance of the commutation has been received or the period within which the application for the commutation may be withdrawn has expired, whatever the date of actual payment, the amount paid and the effect upon the pension shall be the same if the commuted value were paid on the date on which commutation became absolute. If the commuted portion of the pension has been drawn after the date on which the commutation became absolute, the amount drawn shall be deducted from the amount payable in commutation.

8.10 If a pensioner part of whose pension has been commuted, dies on or after the date on which the commutation became absolute but before receiving the commutation value, this value shall be paid to his family or eligible relative in the same manner as gratuity is payable under rules. 4.7 and 4.8 .

8.11 The lump sum payable on commutation shall be calculated in accordance with the table of present values given below:-

TABLE FOR CULCULATING THE COMMUTED VALUE OF PENSIONS.

AGE NEXT BIRTHDAY	COMMUTATION VALUE EXPRESSED AS NUMBER OF YEARS PURCHASED.
18	22.70
19	22.60
20	22.40
21	22.20
22	21.99
23	21.79
24	21.57
25	21.35
26	21.13
27	20.90
28	20.66
29	20.42
30	20.18
31	19.93
32	19.67
33	19.41
34	19.14

35	18.86
36	18.58
37	18.29
38	17.99
39	17.69
40	17.38
41	17.07
42	16.74
43	16.41
44	16.07
45	15.73
46	15.37
47	15.01
48	14.64
49	14.27
50	13.90
51	13.51
52	13.13
53	12.74
54	12.34
55	11.95
56	11.55
57	11.15
58	10.76
59	10.36
60	9.97
61	9.58
62	9.20
63	8.82
64	8.45
65	8.08
66	7.72
67	7.37
68	7.02
69	6.68
70	6.35
71	6.03
72	5.72
73	5.42
74	5.12
75	4.84
76	4.57
77	4.31
78	4.06
79	3.83
80	3.61

81	3.40
82	3.21
83	3.03
84	2.88
85	2.75
86	2.63
87	2.51
88	2.39
89	2.28
90	2.17
91	2.05
92	1.92
93	1.79
94	1.62

Age Next birthday	Commutation value express as number of years purchased
*REVISED COMMUTATION TABLE	
20	24.265
21	24.061
22	23.853
23	23.640
24	23.424
25	23.203
26	22.978
27	22.747
28	22.513
29	22.273
30	22.028
31	21.777
32	21.522
33	21.260
34	20.993
35	20.720
36	20.442
37	20.157
38	19.867
39	19.570
40	19.267
41	18.956
42	18.641
43	18.318
44	17.988

45	17.650
46	17.307
47	16.956
48	16.596
49	16.231
50	15.859
51	15.481
52	15.096
53	14.707
54	14.313
55	13.915
56	13.513
57	13.109
58	12.702
59	12.294
60	11.886
61	11.497
62	11.104
63	10.713
64	10.327
65	9.946
66	9.570
67	9.200
68	8.836
69	8.478
70	8.127
71	7.783
72	7.448
73	7.121
74	6.802
75	6.494
76	6.194
77	5.906
78	5.627
79	5.360
80	5.104

Annexure-II Government of West Pakistan
Finance Department Letter No. SO(SR) V-257/67
Date 27th April, 1967 (Appendix-I)

*Revised w.e.f 1-7-1986.

****COMMUTATION TABLE**

<u>Age next Birthday.</u>	<u>No. of Years Purchased.</u>	<u>Age next Birthday.</u>	<u>No. of Years Purchased.</u>
20	50.6304	50	22.8911
21	49.6676	51	22.0658
22	48.7066	52	21.2563
23	47.7467	53	20.4638
24	46.7884	54	19.6896
25	45.8314	55	18.9348
26	44.8758	56	18.2002
27	43.9215	57	17.4860
28	42.9688	58	16.7925
29	42.0179	59	16.1191
30	41.0089	60	15.4649
31	40.1218	61	14.8290
32	39.1767	62	14.2105
33	38.2336	63	13.6090
34	37.2929	64	13.0239
35	36.3551	65	12.4549
36	35.4203	66	11.9017
37	34.4885	67	11.3643
38	33.5603	68	10.8428
39	32.6361	69	10.3371
40	31.7160	70	9.8472
41	30.8007	71	9.3729
42	29.8907	72	8.9142
43	28.9800	73	8.4708
44	28.0891	74	8.0427
45	27.1990	75	7.6299
46	26.3172	76	7.2322
47	25.4444	77	6.8496
48	24.5816	78	6.4818
49	23.7301	79	6.1287
		80	5.7901

Note: Applicable w.e.f 1.7.1986.

** Commutation Table further revised w.e.f 1-12-2001.

NEW COMMUTATION TABLE

<u>Age next Birthday.</u>	<u>No. of Years Purchased.</u>	<u>Age next Birthday.</u>	<u>No. of Years Purchased.</u>
20	40.5043	51	17.6526
21	39.7341	52	17.0050
22	38.9653	53	16.3710
23	38.1974	54	15.7517
24	37.4307	55	15.1478
25	36.6651	56	14.5602
26	35.9006	57	13.9888
27	35.1372	58	13.4340
28	34.3750	59	12.8953
29	33.6143	60	12.3719
30	32.8071	61	11.8632
31	32.0974	62	11.3684
32	31.3412	63	10.8872
33	30.5869	64	10.4191
34	29.8343	65	9.9639
35	29.0841	66	9.5214
36	28.3362	67	9.0914
37	27.5908	68	8.6742
38	26.8482	69	8.2697
39	26.1009	70	7.8778
40	25.3728	71	7.4983
41	24.6406	72	7.1314
42	23.9126	73	6.7766
43	23.1840	74	6.4342
44	22.4713	75	6.1039
45	21.7592	76	5.7858
46	21.0538	77	5.4797
47	20.3555	78	5.1854
48	19.6653	79	4.9030
49	18.9841	80	4.6321
50	18.3129		

Note: Applicable w.e.f 1.12.2001.

ANNEXURE-II TO FINANCE DEPARTMENT'S LETTER NO.FD(PRC)1-1/2001 DATED THE OCTOBER 27, 2001.

CHAPTER – IX

RE-EMPLOYMENT OF GOVERNMENT PENSIONERS.

SECTION-I

RE-EMPLOYMENT OF CIVIL PENSIONERS.

9.1. When a person who was formerly in Government employ obtains re-employment, whether temporarily or permanently in Government service or in the service of a local fund it shall be incumbent on him to declare to the appointing authority the amount of any gratuity, bonus or full pension, (inclusive of 1/4th of the surrendered portion or commuted portion of the pension) originally granted to him in respect of the previous employment.

9.2. The amount of wound or other extraordinary pension sanctioned under these rules and a wound or injury or disability pension or a disability addition to pension awarded under the military rules shall not be taken into account when fixing the pay during re-employment.

9.3 A government pensioner in receipt of compensation or invalid pension or compassionate allowance on re-employment in service qualifying for pension may either retain his gratuity/pension in which case his former service will not count for future pension, or refund the gratuity and cease to draw any part of his pension, and count his previous service. Reduced pension intermediately drawn need not be refunded. If such pensioner exercise option to retain his gratuity/pension his full pension and initial pay on re-employment shall not exceed his pay at the time of discharge. Once the amount of the initial pay has been fixed in this way, the Government servant shall be entitled to receive the benefits of increments in his new scale or promotion to another scale or post. In the case, however, of a pensioner whose pension does not exceed Rs. 15 a month, the amount of full pension should not be reduced from his initial pay even though the sum total of initial pay and full pension exceeds his substantive pay at the time of discharge.

9.4. (1) A Government pensioner who is in receipt of a superannuation or retiring pension shall not be re-employed, or continued to be re-employed in any Government Department except on public grounds and with the sanction of the competent authority.

(2) All authorities administering local fund are empowered to re-employ Government pensioner in receipt of superannuation or retiring pension in service paid from a local fund, provided their pay is fixed in accordance with the principles laid down by Government from time to time for fixation of pay and allowances of Government pensioner re-employed in Government Departments. If in special circumstances any departure is proposed to be made the orders of the Chief Executive of the authority should be obtained and the reasons for which the relaxation is made recorded in writing.

Note.-(1) A Government servant who has retired from regular establishment on superannuation or retiring pension cannot be re-employed on work charged establishment

or contingent establishment except on public grounds and in accordance with the procedure laid down in the Rules in this Chapter regarding re-employment.

Note.-(2) The following principles should be observed in re-employment of Government pensioners after superannuation or retiring pension in Government Department.

- (i) Re-employment should be resorted to only when it is in the public interest to do so and service record of the Government pensioner is good.
- (ii) The re-employment should be subject to termination of service on one month's notice on either side. However, Government reserves the right to terminate the services at any time of a re-employed Government pensioner if it is found on Medical evidence that he is unfit or likely to continue to be unfit for considerable time by reasons of ill-health for the discharge of his duties, or if he has been found guilty of in subordination, intemperance misconduct or any breach or Non-observance of any rules pertaining to his service.
- (iii) Re-employment should be allowed only with the previous sanction of a competent authority. Whenever a Government pensioner is re-employed reasons for doing so must be recorded in writing. In case it is desired to extend the period of re-employment the sanction of the competent authority should be obtained at least three months before the expiry of the previous term of re-employment.
- (iv) No Non-Gazetted Government pensioner should be re-employed beyond the age of sixty years. Gazetted Government pensioners who are considered indispensable on public grounds may be re-employed beyond the age of sixty years subject to Medical fitness for which purpose a certificate should be obtained from the Standing Medical Board or the standing invaliding committee. Their cases should be initiated by the Administrative Department concerned and submitted to Services and General Administration Department in a self-contained note for obtaining the orders of the Governor. The cases of Class-I pensioners and above should be referred by the Services and General Administration Department to the Selection Board.
- (v) For purposes of re-employment of Government pensioners upto the age of 60 years. Heads of Attached Departments have full powers to re-employ Non-Gazetted and Class-II, Technical Government pensioners, as well as those who held un-Classified technical posts carrying maximum pay of less than Rs. 850 per mensem and Administrative Departments are empowered to re-employ Class-II Non-Technical Government pensioners as well as those who held un-classified posts carrying maximum pay of less than Rs. 850 per mensem. The selection board is empowered to re-employ class-I Government Pensioners and above as well as those who held unclassified posts carrying maximum pay of Rs.850/- per munsem and above,

- (vi) While forwarding the case of re-employment of Class-I Government pensioners and above to the Selection Board information in the following pro forma should always be supplied:-

**PRO FORMA
PROPOSAL FOR RE-EMPLOYMENT.**

1. Name
2. Age
3. Post previously held and class of such post.
4. Post in which to be re-employed.
5. Class of post.
6. Proposed term of re-employment.
 - a. Whether it is cadre post or an Ex-cadre post?
 - b. Whether the post is permanent or temporary?
 - c. Whether recruitment rules exist for appointment to the post?
 - d. Whether any blocks in promotion or confirmation are likely to result?
 - e. Action taken to find a substitute, if any fresh appointment is to be made?
 - f. Brief reasons for proposal?

Explanation:-Broadly, the Technical services include:-

- i. Engineers of all categories;
- ii. Doctors;
- iii. Holders of specialist posts in various departments;
- iv. Officers of Audit, Accounts, Finance, or
- v. Any other posts specially declared by Government as technical post for this purpose.

The power to declare a post in categories (iv) and (v) as Technical should be exercised by the Administrative Department concerned in consultation with the Services and General Administration Department.

9.5. The pay of Government pensioners re-employed after retiring or superannuation pension shall be fixed in accordance with the principles laid down below:-

- i. Where the post on which the pensioner is re-employed (hereinafter referred to as "the post") carries a fixed pay, he shall be allowed the pay of the post less pension;
- ii. Where the post on which the pensioner is re-employed carries a time scale of pay'

- a. If the substantive pay last drawn by the pensioner before retirement was less than the minimum of the scale of the post, he shall be allowed the minimum of the scale less pension;
 - b. If the substantive pay last drawn was more than the minimum of the scale but less than the maximum of the scale of the post, he shall be allowed the pay fixed at the stage in the scale corresponding to the pay last drawn or, if there be no such stage, at the next lower stage in the scale, less pension;
 - *c. If the substantive pay last drawn was more than the maximum of the scale of the post, he shall be allowed the minimum of the scale of the post in which re-employed, subject to the condition that the initial pay plus the pension does not exceed the substantive pay drawn by him immediately before his retirement;
 Provided that in all a such cases prior concurrence of the Finance Department shall be obtained before a pensioner is re-employed against such a post'
 Provided further that no such concurrence shall be required in cases where re-employment of such a pensioner is made before 17th May, 1977.
- (iii) Where the post on which the pensioner is re-employed carries special pay, the special pay shall be allowed to him in addition to the pay fixed under clauses (i) or (ii) above;
 - * (iv) A re-employed pensioner will earn increments in all cases where his pay has been fixed in a time scale at a stage lower than the maximum, but this will be subject to the condition that his pay (including increments) plus pension does not exceed the substantive pay drawn before retirement.
 - (v) In case a re-employed pensioner is promoted to a higher post, his pay shall be fixed in such manner as if he was serving Government servant and shall be allowed the pay so fixed less pension;
 - (vi) In case a re-employed pensioner had been drawing officiating pay in a particular pay scale for a continuous period of 3 years or more higher than his substantive pay, the officiating pay drawn before retirement may be treated as substantive pay for the purpose of this rule;
 - (vii) The word "Pension" in this rule means the pension before commutation and or/surrender.

Note.-(1) In the case of a person who retired from Government service on Contributory Provident Fund basis the amount received by him as Government

* Substituted vide Notification No.So (SR-III)FD-28-120/73,dated 17-05-1977

contribution (bonus) plus interest thereon and special contribution (gratuity) if any, shall be taken as the commuted value of pension and the amount on which that commuted value is due shall be treated as pension for the purpose of fixing his pay on re-employment.

Note.-(2) In the case of a person who received gratuity only on retirement, the amount of gratuity shall be treated as commuted value of pension and his pay on re-employment shall be fixed on that basis.

Note:- (3) The authority competent to sanction re-employment of a Government pensioner is also competent to fix his pay and allowances in accordance with the principles laid down in this rule. In case it is desired to give any higher emoluments in relaxation of the provisions of this rule, the question of fixation of pay shall require the concurrence of Finance Department.

Note:- (4) Ordinarily, pension of a re-employed pensioner shall not be held in abeyance and shall be allowed to him as a separate item in addition to the pay that is fixed for him.

Note:- (5) The authority re-employing a Government pensioner shall supply the following information to the Audit Office concerned alongwith orders of re-employment:-

- (1) – Number of PPO, and the Treasury at which pension is drawn.
- (2) - Scale of pay of the Post in which re-employed.
- (3) – Rate of pay fixed.
- (4) – If pension has not been sanctioned, the estimated amount of full pension?

[@]Note:- (6) If the pension of a re-employed person does not exceed fifty rupees a month, it shall not be taken into account in fixing his pay and allowances and in case of Class-III or Class-IV employee, where the amount of pension exceeds fifty rupees a month, only so much of such pension as is in excess of fifty rupees a month, shall be taken into account in fixing his pay.

SECTION –II

RE-EMPLOYMENT OF MILITARY PENSIONERS

9.6 The pay of retired military personnel re-employed in civil post shall also be fixed in accordance with the principles laid down in rules 9.5. In their case, substantive pay shall also include the amount paid as the following items provided that they were drawn before retirement/release/leave pending retirement for a continuous period of three years or more:-

- a) Command/Staff/Charge Pay.
- b) Instructional Pay
- c) Qualifications Pay
- d) Disturbance Pay

Notwithstanding anything contained in rule 9.6 above in case of re-employment under authorities administering local funds the “Chief Executives of the authorities concerned shall have full powers to relax any of the conditions laid down in rule 9.6 after recording reasons in writing.”

@Note – If a military pension of a re-employed person does not exceed one hundred rupees a month, it shall not be taken into account in fixing his pay in the civil department and in the case of Junior Commissioned Officers and other ranks, where the amount of pension exceed one hundred rupees a month, only so much of pension, as is in excess of one hundred rupees a month shall be deducted from his pay in the civil department.

@ Inserted vide Government of NWFP, notification No.SO(SRIII)FD-28-120/73 dated 10-1-1976 but effective from 20-2-1975.

SECTION –III COMMERCIAL EMPLOYMENT AFTER RETIREMENT

9.7 If a pensioner who immediately before retirement was a member of any Provincial Service, Class-I or Class-II or was a holder of an un-classified post, wishes to accept any commercial employment in a Pakistani Firm or Company with whom he had to deal with in his official capacity during the two years prior to his retirement or in any other Firm or Company located in Pakistan or outside before the expiry of two years from the date of his retirement, he should obtain the previous sanction of Government to such acceptance. No pension shall be payable to him if he accepts commercial employment without such sanction in respect of any period for which he is so employed or such longer period as Government may direct.

Provided that such a Government servant permitted by the appropriate authority to take up a particular form of commercial employment during his leave preparatory to retirement shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

Note.-(1) In this rule, “Commercial employment” means employment in any capacity including that of an agent under a Company or Firm, and includes also a directorate of such Company and a partnership of such Firm.

Note. – (2) The term “Firm” in this rule includes an individual engaged in trading or in a Commercial Industrial, Agricultural, Financial or Professional business.

SECTION – IV

EMPLOYMENT UNDER A GOVERNMENT OUTSIDE PAKISTAN AFTER RETIRMENT.

9.8 If a pensioner who immediately before retirement was a member of any Provincial Service, Class-I or Class-II or was a holder of an un-classified post wishes to accept any employment under a Government outside Pakistan he should obtain the previous sanction of Government to such acceptance. No pension shall be payable to a pensioner who accepts such employment without proper permission, in respect of any period for which he is so employed or such longer period as Government may direct;

Provided that a Government servant permitted by the appropriate authority to take up a particular form of employment under a government outside Pakistan during leave preparatory to retirement shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

Note-- For the purpose of this rule employment under a Government outside Pakistan shall include employment under a local authority or corporation or any other institution or organization which functions under the supervision or control of a Government outside Pakistan.

CHAPTER – X

EXTRAORDINARY PENSION

10.1 (a) The rules of this chapter apply to all persons in Civil employee of the Provincial Government (including Government servants serving in a Civil or Military capacity with a Military, Navel or Air Force), whether their employment is permanent, temporary or casual and whether remunerated by fixed pay or by piece work rates; provided that in case of a person to whom the Workman's Compensation Act, 1923 applies

- (1) an award shall be paid under the provisions of this chapter only if the authority competent to sanction it considers that the compensation payable under the Act is in the particular case inadequate and
- (2) the amount of award paid to any such person shall not exceed the difference between the amount otherwise admissible under the rules of this chapter and the amount of compensation payable under the Act.

(b) Pay for the purpose of this chapter means the pay which a person was drawing (or in case he was serving in a military capacity with a military force, the pay which he would have drawn if he remained in civil employ), on the date of his death or injury, provided that pay means the average earning of the last six months ending with the date of his death, or injury.

10.2 The extraordinary pension may be granted to a Government servant even if he is not invalidated from service as a result of the disability on account of which the award is made. The grant of extraordinary pension to a Government servant is no bar to the grant of any ordinary civil pension or gratuity for which he may be eligible under the rules.

10.3 Every grant of extraordinary pension under this Chapter is subject to the provision of rule 1.8.

10.4 In case where considerable delay has occurred in applying for an extraordinary pension, the grant, if any, will take effect only from the date of the report by the Medical Board, or, in the case of family pension from such date as the sanctioning authority may decide. Otherwise the grant may be made with effect from the date of wound, injury or death. The family pension granted to a posthumous child should commence from the date of his/her birth.

10.5 No extraordinary pension shall be sanctioned by a competent authority except with the prior concurrence of Finance Department.

10.6 An injury pension to a Government servant, or in case of his death, a family pension may be sanctioned under any of the following conditions on the merits of each

case upto half the amount of pay or Rs.500 per mensem, whichever is less subject to the minimum of Rs.100/- per mensem or the amount of pay whichever is less -

- A Govt. Servant, who receives injury (including wound) or is killed.
- (i) While serving in a civil capacity with a Military, Naval or Air Force,
 - (ii) While serving in a military capacity with a Military, Naval or Air Force.
 - (iii) While performing any particular duty which has the effect of increasing his liability to injury beyond the ordinary risk of the post which he holds.

10.7 For extraordinary family pension, the provision of ordinary family pension shall be applicable to the extent that they are not inconsistent with rules in this Chapter.

10.8 When a claim for any injury pension or family pension arises, the Head of the Department/Attached Department/Office in which the injured or deceased Government servant was employed shall forward the claim through the usual channel to the Finance Department with the following documents: –

- (1) A full statement of circumstances in which the injury was received, the disease was contracted or the death occurred.
- (2) The application for injury pension in Form 9 (Pen) or the application for family pension in Form 10 (Pen).
- (3) In the case of an injured Government servant or one who has contracted a disease a medical report in Form 11 (Pen). In the case of a deceased Government servant, a medical report as to the death or reliable evidence as to the actual occurrence of death, if the Government servant lost his life in such circumstances that a medical report cannot be secured.

10.9 In making an award under this Chapter, the competent authority may take into consideration, the degree of default or contributory negligence on the part of the Government servant who sustains an injury or dies as a result of an injury or is killed.

10.10 All awards under this Chapter shall be made in Pakistan Rupees.

FORM 1 (PEN).

(Referred to in rule 4.7 (6) Nomination for Gratuity)

When the Government servant has family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by the Government in the event of my death while in service, and the right to receive on my death any gratuity which having been admissible to me on retirement may remain un-paid at my death: –

Name and address of Nominee.	Relationship with Government servant	Age	Contingencies of the happening of which the nomination shall become invalid	Name and relationship of person if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Government servant
(1)	(2)	(3)	(4)	(5)

Dated this day of
 19..... at

Witnesses to Signature: –

- 1.....
- 2.....

Signature of the
Government Servant

To be filled in by the Head of Office in the case of a Non Gazetted Government servant.

Nominated by Signature of Head of Office
 Designation Dated
 Office Designation.....

FORM 2 (PEN)

(Referred to in rule 4.7 (6) Nomination of gratuity)

When the Government servant has family and wishes to nominate more than one member there of.

I hereby nominate the persons mentioned below who are members of my family and confer on them the right to receive to the extent specified below any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death to the extent specified below any gratuity which having become admissible to me on retirement may remain un-paid at my death: –

Name and address of nominee	Relationship with Government servant	Age	*Amount or share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name address and person, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Government servant
(1)	(2)	(3)	(4)	(5)	(6)

N.B – The Government servant should draw lines, across the blank space below the last entry to prevent the insertion of any name after he has signed.

Date this day of19
 at

Witnesses to Signature: –
 1.....
 2.....

Signature of the
 Government Servant

*Note. – This column should be filled in so as to cover the whole amount of the gratuity.

To be filled in by the Head of Office in the case of Non Gazetted Government servant.

Nomination by Signature of Head of Office
 Designation Date
 Office Designation.....

PENSION PAPERS

OF

Mr. _____

N.B. – Please read carefully the instructions printed at the end of this form.

Note: Pension Form revised vide Government of NWFP Finance Department letter No. SOSR-III(FD)4-176/82 dated 20-9-1989.

FIRST PAGE

FORM 3 (PEN).

(Referred to in rule (5.2);

PART – I.

(To be filled in and signed by the applicant himself)

APPLICATION FOR PENSION AND/OR GRATUITY

To

The
.....
.....

Sir,

***have retired**

I have the honour to say that I *have been permitted to retire

* am due to retire

from Government service with effect from _____

(Date)

I, therefore, request that the pension admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any pension or gratuity for any portion of this service, nor shall I submit any application hereafter without quoting a reference to this application and to the orders which be passed on it.

3. Should the amount of the pension and/or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby under take to refund any such excess.

4. I wish to draw my pension form the Government *Treasury at _____
*Sub –Treasury (Placed)

5. The following documents, duly attested, are enclosed: –
(i) Three specimen signatures of mine.

- (ii) Three photographs of mine.
- † (iii) Two sets of my thumb and finger impressions on the prescribed form.

Your Obedient Servant

Dated Signature.....
S/O.....
Post held on the date of retirement.
.....
Postal Address

*Delete in applicable alternative.
† Not required in the case of Gazetted Officers.

†† If the application is for a compensation pension or gratuity, the nature of the charge of establishment which has given rise to the claim should be fully stated.
†† If the application is for a compensation pension or gratuity, the nature of the charge of establishment which has given rise to the claim should be fully stated.

			Y.	M.	D.
Government of	From	to			i.e.
Government of	From	to			i.e.
Government of	From	to			i.e.

	Total		-----		

- †† 13. Class of pension or gratuity applied for.....
- 14. (Average) emoluments.....
- 15. Proposed Ordinary Pension.....
- 16. Proposed special additional pension, if any.....
- 17. Proposed gratuity.....
- 18. Place of payment (Government treasury or sub-treasury).....
- 19. Date from which pension is to commence.....

Office
Signature of the Head of Department.

†† If the application is for a compensation pension or gratuity, the nature of the charge of establishment which has given rise to the claim should be fully stated.

THIRD PAGE

Section (2) Calculation of Qualifying Service

Y M D

Total length of service, including interruptions

Non-qualifying service:-

Period

Y M D

From To

- (i) Service rendered below the age of 20 years.
- (ii) Extraordinary leave
- (iii) Suspension not treated as duty or as leave.
- (iv) Periods of breaks in service.
- (v) Service rendered before break, if break is not condoned.
- (vi) Service forfeited by resignation
- (vii) Un-authorized absence

Total

Net qualifying service-----

Add

Period

Y M D

From To

- (i) Periods, if any, of Military Service or War service allowed to count for pension.
- (ii) Benefit of condonation of deficiency in service.
- * (iii) Any other addition to qualifying Service.

Total

Total qualifying Service.

Section (3) –Calculation of Ordinary Pension.

Statement of emoluments during the last 36/[†]12 months/** last pay drawn.

PERIOD		DURATION IN MONTHS AND DAYS		MONTHLY RATES OF EMOLUMENTS		AMOUNT DRAWN	
From	To	M	D	Rs.	Ps.	Rs.	Ps.
The total emoluments for				(36)12/last pay drawn		Months are	
				-----		-----	

Therefore, “average emoluments” work out to	Rs.
<u>X1/36/12</u> As the length of qualifying service is -----years	
Last pay drawn	
The amount of gross ordinary pension will be	Rs.....
Less 1/4 th (if the applicant comes under the Pension Cum-Gratuity Scheme)	Rs.....
Amount of net ordinary pension	Rs.....

Please see rule 4.4 (2) West Pakistan Civil Services Pension Rules.

‡ The figure”12” substituted vides Government of NWFP. Letter NO. SO (SR-III/FD/4-199/77, dated 31.3.1979,
(applicable with effect from 1-2-1979) Appendix-VII)

**applicable with effect from 1-7-1986.FD NWFP letter No.SOSR-III(FD)4-199/76-Vol-III dated 2-8-1986.

FOURTH PAGE

Section (4) – Calculation of Special Additional Pension.

No. of completed years of effectiveyears (A)
Service in *Grade-III

No. of completed years of effectiveyears (B)
Service in †Grade-II

No. of completed years of effectiveyears (C)
Service in ††Grade-I

Amount of Special Additional Pension Rs.....Per month
In Grade-III (AX25 subject to the maximum of Rs. 125/-)

Amount of Special Additional Pension Rs.....Per month
In Grade-II (BX45 subject to the maximum of Rs. 225/-)

Amount of Special Additional Pension Rs.....Per month
In Grade-I (CX70 subject to the maximum of Rs. 350/-)

Total special Additional Pension Rs. Per month
admissible after applying the maximum
prescribed in note below.

Less 1/4th (if the applicant comes Rs.....Per Month
under the Pension cum Gratuity Scheme).

Amount of net special additional
Pension. Rs.Per Month

* For Officers drawing pay above Rs. 3000 but not exceeding Rs. 3250 per month @ Rs.25 per month for every completed year of effective service.

† For Officers drawing pay above Rs. 3,250 but not exceeding Rs. 3,500 per month @ Rs. 45 per month for every completed year of effective service.

†† For Officers drawing pay above Rs.3,500 per month @ 70 per month for every completed year of effective service..

Note:- The combined maximum of Special Additional Pensions, Grade-III and Grade-II shall be Rs. 225 per month and the combined maximum of Special Additional Pension of all the three grades shall be Rs. 350 per month.

TOTAL NET PENSION.

Amount of net Ordinary Pension Rs.....
Amount of net Special Additional Pension. Rs.....

Amount of net total Special Additional Pension. Rs.....

SECTION (5)- CALCULATION OF GRATUITY.

Amount of ordinary pension surrendered Rs.
(See Section (3).
Amount of Spl. Addl. pension surrendered Rs.
(See Section (4).
Total amount surrendered Rs.....
.....

Length of qualifying service Years

Rate of gratuity for every rupee surrendered Rs. 140/130/120.

Lump sum gratuity admissible Rs.....

FIFTH PAGE

SECTION (6)- REMARKS BY HEAD OF OFFICE/DEPARTMENT

(To be completed only after receiving the pension Application)

1. Character and past conduct of the applicant.
2. Remarks regarding any gratuity or pension received by the applicant (See Chapter IX of West Pakistan Civil Services Pension Rules).
3. Specific remarks as to whether the service claimed is established and whether it should be admitted for pension or not (See Rule 5.3 (2) West Pakistan Civil Services Pension Rules).
- *4. Remarks as to Special Additional Pension, stating whether or not the services rendered in a qualifying post in grade III and/or II and/or I satisfies the standard of work and conduct required in the special conditions of the post or duty for the grant of full special additional pension.
5. Any other remarks

Signature of the
Head of the Department./Office.

* Applicable only in the case of officers who are eligible for special additional pension.

SECTION (7) ORDERS OF THE SANCTIONING AUTHORITY

1. The undersigned is satisfied that the service of has been wholly satisfactory. The grant of full pension and/or gratuity which the Audit Officer may find to be admissible under the rules is hereby sanctioned. Please cross out this paragraph with initials if full pension, is not granted.

OR

The undersigned is satisfied that the service of has not been wholly satisfactory, and it has been decided that the full pension and/or gratuity found by the Audit Officer to be admissible under the rules should be reduced by the specific amounts or percentages given below:— Please cross out his paragraph with initials, if full pension is granted.

Amount or percentage of reduction in pension

1. Amount or percentage of reduction in gratuity
Sanction is hereby accorded to the grant of pensions and/or gratuity as so reduced.

2. The following periods of service of the officer been approved for the grant of special additional pension under the rules: – Please cross out his paragraph with initials, when not applicable.

GRADE III.

Period of service.....

Post/posts held.....

GRADE II

Period of service.....

Post/posts held.....

GRADE I.

Period of service.....

Post/posts held.....

3. The payment of pension and/or gratuity may commence from before issuing the pension payment order, the Audit Officer may kindly ascertain whether the last pay and No. Demand Certificates have been received by him. In case “No Demand Certificate” has not been received, the Government Servant, as soon as he retires or his family in the event of his death before retirement, may be requested to give his/its consent in writing to any amount outstanding against him on the date of retirement/death being recovered from the pension and/or gratuity in lump sum or in monthly installments as before retirement/death and recoveries made accordingly.

Signature.....

Designation.....

SIXTH PAGE.

PART-III.

(for use in the Accountant General's Office)
Comptroller's

- (I) The calculations contained in the preceding pages have been checked.
- (II) Length of qualifying service accepted in Audit.
- (III) Reasons for difference, if any, between this and the length of qualifying service worked out by the Department.
- (IV) Amount of Pensions. Rs.....
- (V) Reasons for discrepancy, if any, between this amount and that calculated by the Department.

- (VI) Length of effective Service in the
Grade III.....Years
Grade II.....Years
Grade I.....Years

- (VII) Amount of special additional pension Rs.....
- (VIII) Reasons for discrepancy, if any, between this amount and that calculated by the Department.

- (IX) Amount of lump Sum gratuity. Rs.....

- (X) Reasons for discrepancy, if any, between this amount and that calculated by the Department.

- (XI) The Pension will commence from.....

- (XII) Allocation of the Pension and Gratuity:-

	Pension	Gratuity
Government of.....		
Government of.....		
Government of.....		
Defence Estimates--.....		
Total Rs.		

- (XIII) Anticipatory pension of Rs.....
 (Rupees.....
 from.....
 vide P.P.O No.....
 to be adjusted in the final P.P.O. Per month, granted with effect

 dated,.....
- (XIV) Amount of original pension commuted:- Rs.....

Assistant Accountant General

Assistant Accounts Officers

1. Checked with the LPC and No Demand Certificates/written consent,
 __vide para 3 of section (7), Part-II.
2. P.P.O, issued, __vide No.....dated.....

Assistant Accountant General

Assistant Accounts Officers

ISNTRUCTINS.

1. The head of the Department or Office responsible for initiating the case should start filling in sections (2) to (5) of part II of the working copy of the Form one year before the expected date of retirement.
2. Six months before the date of retirement, the pensioner should be asked to fill in and sign Part I in a fresh copy of the form and submit it along with the required enclosures mentioned in the last paragraph of the application for pension.
3. Part I of the working copy will then be filled in by copying from Part I of the signed copy received back from the applicant. Similarly, sections (2) to (5), Part II, of the signed copy will be filled in by copying from part II of the working copy. Section (I) of Part II of both the forms should then be filled in.
4. The signed copy should be forwarded to the sanctioning authority after filling in and signing section (6), while the working copy will be retained in the initiating office as an office copy. If any extra enclosures, such as list of family members, Death Certificate, Invalid Certificate, etc, are required by the special nature of a case, these should be attached with the form sent to the Audit Office.
5. The sanctioning authority should fill in section (7) of the form and send it to the Audit Office, alongwith a forwarding letter.

6. The Audit Officer after scrutinizing Part I and II and arriving at his own findings about the correct length of qualifying service and amounts of Pensions and Gratuity admissible, copy the gist of his findings from his working papers into Part III. The form will then be filed as a record of the Audit Office.

7. Before filling in the form please read Chapter V of the West Pakistan Civil Services Pension Rules.

FORM 4 (PEN)

(REFERRED TO IN RULE 5.6).

PENSION/GRATUITY PAYMENT ORDER (OBVERSE)

(COLLECTOR'S HALF)

Place for signature of pensioner on the first payment made hereon_____

Class of pension and date of order sanctioning it	Personal Identification	HEIGHT		Date or approximate date of birth	Sect	Residence showing village, Tehsil and district	Amount of monthly Pension
		Feet	Inches				

AUDIT OFFICE.

No. Lahore.....19.....

Sir,

(1) Until further notice and on the expiration of every month, be pleased to pay, to A, B the sum of Rs.....being the amount of.....Pension as.....

upon the production of the counterpart thereof taking from the claimant receipt for the amount according to usual form. The payment should commence from.....

(2) In addition to the pension in paragraph (1) above, A, B should be paid in one installment the sum of Rs.....as gratuity.

To the collector ofAudit Officer.

Note-. Payment under this order is to be made only to the pensioner in person, with the following exceptions:-

- (a) To persons specially exempted by the Government.
- (b) To female un-accustomed to appear in public, and to persons unable to appear on account of illness or bodily infirmity. (Payment to both classes (a) and (b) is made on production of a Life Certificate signed by a responsible officer of Government , or other well known and trust worthy persons)

(c) To any person sending a Life Certificate signed by a Magistrate or a Gazetted Government servant.

PENSION/GRATUITY PAYMENT ORDER (OBVERSE)._
PENSIONER'S HALF.

Name of Pensioner.....

Head of Charge.....

Class of pension and date of order sanctioning it	Date or approximate date of birth	Sect.	Residence showing village, Tehsil and District	Amount of monthly pension
				Rs.

AUDIT OFFICE
Lahore.

No.

19.

Sir,

(1) Until further notice and on the expiration of every month, be pleased to pay A.B. the sum of Rs.....being the amount ofpension as.....upon the production of this order and a receipt according to usual form. The payment should commence from.....

FORM-4 (PEN). CONTD.

1. In addition to the pension in paragraph (1) above, A.B. should be paid in one installment the sum of Rs.....as gratuity.

To the Collector ofAudit Officer.

Note:- (1) Payment under this order is to be made only to the pensioner in person with the following exceptions:-

- (a) To persons specially exempted by the Government.
- (b) To females unaccustomed to appear in public, and to persons unable to appear on account of illness or bodily infirmity. (Payment to both classes (a) and (b) is made on production of Life Certificate signed by a responsible officer of Government or other well known and trustworthy person).
- (c) To any person sending a Life Certificate signed by a Magistrate/Gazetted Officer.

Note:- (2) On the decease of the pensioner, this order should be immediately returned by his family to the District Officer, with a report of the date of his decease.

PESNION/GRATUITY PAYMENT ORDER (REVERSE)

REVERSE OF PENSIONER’S HALF.

1. Amount of gratuity.
2. Date of payment of gratuity.
3. Disbursing Officer’s signature.

Amount of pension Rs.....(in words)Every separate payment is to be recorded below by the Disbursing Officer.

**Form 4(Pen) Contd.
PENSION/GRATUITY PAYMENT ORDER (REVERSE), REVERSE OF
PENSIONER’S HALF.**

Month for which Pension is due	19	19	19	19	19	19	19	19	19	19	19
	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Remarks
June July August September October November December January February March April May											

**Form-4 (Pen). -Cond
PENSION/GRATUITY PAYMENT ORDER (REVERSE), REVERSE OF
PENSIONER’S HALF.Contd.**

Month for which Pension is due	19	19	19	19	19	19	19	19	19	19	19
	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Remarks
June July August September October November											

December											
January											
February											
March											
April											
May											

Form-4 (Pen). –Cond

**PENSION/GRATUITY PAYMENT ORDER (REVERSE), Contd.
REVERSE OF COLLECTOR’S HALF Contd.**

- (1) Amount of gratuity
- (2) Date of payment of gratuity.
- (3) Disbursing Officer Signature

Amount of pension Rs.....in Words)

This document is to be retained by the Disbursing Officer so long as the authority remains in force in such maner that the pensioner shall have no access to it. Every separate payment is to be recorded below:-

Month for which Pension is due	19	19	19	19	19	19	19	19	19	19	19
	Date of Payment	Disbursing Officer initial	Date of Payment	Disbursing Officer initial	Date of Payment	Disbursing Officer initial	Date of Payment	Disbursing Officer initial	Date of Payment	Disbursing Officer initial	Remarks
June											
July											
August											
September											
October											
November											
December											
January											
February											
March											
April											
May											

Form-4 (Pen). –Cond

**PENSION/GRATUITY PAYMENT ORDER (REVERSE),
REVERSE OF COLLECTOR'S HALF, Cond.**

Month for which Pension is due	19	19	19	19	19	19	19	19	19	19	19
	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Remarks
June											
July											
August											
September											
October											
November											
December											
January											
February											
March											
April											
May											

**FORM-5 (PEN).
(REFERRED TO IN RULE 6.4)**

From

.....
.....

*To

- (1) THE ACCOUNTANT GENERAL, WEST PAKISTAN (FOR GOVERNMENT SERVANTS EMPLOYED IN LAHORE RAWALPINDI, DIVISIONS).
- (2) THE COMPTROLLER, NORTHERN AREA, EST PAKISTAN, PESHAWAR (FOR GOVERNMENT SERVANTS EMPLOYED IN PESHAWAR AND DERA ISMAIL KHAN DIVISIONS).
- (3) THE COMPTROLLER, SINDH, SOUTHERN AREA, WEST PAKISTAN, KARACHI (FOR GOVERNMENT SERVANTS EMPLOYED IN HYDERABAD AND KHAIRPUR DIVISIONS)
- (4) THE COMPTROLLER, BALUCHISTAN, SOUTHERN AREA, WEST PAKISTAN (QUETTA-KALAT, WING), KARACHI (FOR GOVERNMENT SERVANTS EMPLOYED IN QUETTA AND KALAT DIVISIONS).

* Here insert the name of authority competent to sanction the pension

Subject:- GRANT OF ANTICIPATORY PENSION TO

Sir,

am directed

I ----- to stated that Mr**

have the honour

is due to retire (or has retired) from Government service, with effect from

The finalization of his pension case is likely to take some time. To avoid un-necessary hardship he is granted an anticipatory pension/gratuity. With effect from.....as follows:-

(1) Anticipatory Pension Rs.....(in words and figures per mensem).

(2) Gratuity. Rs.....(in words and figures per mensem for six months)

Necessary declaration duly signed by him is enclosed. The Treasury Officer is being requested for disbursement of the anticipatory pension/gratuity from the Government Treasury/Sub-Treasury at.....

2. His anticipatory pension/gratuity has been sanctioned after careful summary investigation on the following basis: -

- (1) Name of the Government Servant
- (2) Father's Name
- (3) Race, Sect and caste.
- (4) Residence showing village, Tehsil and district pargana.
- (5) Present or last employment including the name of the establishment
- (6) Date of birth
- (7) Date of first recruitment in Government service.
- (8) Date of beginning of continuous qualifying service (including temporary service over five years without break or temporary and officiating service followed by confirmation).
- (9) Date of ending of service.
- (10) The period of service that ordinarily does not count for pension: -
 - (i) The period of service paid from contingencies.
 - (ii) Extraordinary leave
 - (iii) Period of suspension with forfeiture of any part of pay; or
 - (iv) Period of training before actual appointment to Government service.
- (11) The length of qualifying service (after deduction of the periods mentioned in (10) above.
- (12) Class of pension or gratuity (whether compensation, invalid, superannuation or retiring).
- (13) Average emoluments or pay (i.e. for the last three years of service).
- (14) (I) (a) Whether his service was more than 5 years and less than 10 years if so –
 - (b) gratuity admissible to him

(II) If his qualifying service is ten years or more and he did not die before retirement: -

- (a) The amount of full pension without surrendering 1/4th thereof.
- (b) The amount of 1/4 th of the pension that has been surrendered.
- (c) The reduced pension admissible to the Government Servant (a) minus; (b) above.
- (d) Gratuity admissible to him.

3. The pension/gratuity is chargeable to West Pakistan Government Provisionally and will commence (the date of the retirement of the *Government servant or the day following his death, if he died before retirement).

4. This letter will constitute an authority to claim anticipatory pension/gratuity till the finalization of the pension case of the Government Servant concerned.

5. A copy of the declaration * signed by the retiring Government servant is attached.

*Form attached

Your most obedient servant

Authority Competent to sanction the pension

No.

Dated,

A copy forwarded to *..... for information

AUTHORITY COMPETENT TO SANCTION THE PENSION

No

Dated

A copy is forwarded to the Treasury Officer ** for necessary action

2. Pension Payment Order No. In favour of

.....for Rs.....per mensem is attached. I am to request that the pensioner's half of the order may be made over to him after obtaining his signature on the disburser's of half after you have satisfied yourself of his identity and payments noted on both halves as they are made. The slip bearing the left hand thumb and finger impressions *** passport size photo and specimen signature of the pensioner is also enclosed. Please acknowledge receipts.

Authority competent to sanction the pension

* Here insert the name of full address of the Government servant.

** Here enter the name of the Treasury

*** In the case of literate ladies and Gazetted Government Servant thumb or finger impressions are not required.

**** Last pay/emelumts drawn vide No.SOSR-III(FD)4-199/76-Vol-III dated 22-8-1986

DECLARATION

Whereas *** has consented provisionally to me the sum of Rs..... (in words and figures) a month as anticipatory pension and/or Rs..... (in words and figures) a month as gratuity equal to one-sixth of $\frac{3}{4}$ th of the gratuity admissible, in anticipation of the completion of enquires necessary to enable the Government to fix the amount of my pension/gratuity. I hereby acknowledge that my pension/gratuity is subject to revision on the completion of the necessary formal enquiries, and I promise to have no objection to such revision on the ground that the provisional pension/gratuity now to be paid to me exceeds the pension/gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension/gratuity to which I may be eventually found entitled.

Signature of the Government servant with full address and date

Witnesses with full address: -

- (1)
- (2)

Pension Anticipatorypayment order Gratuity Disburser's promotion	Debitable to Government Head of Account. – Major Head Minor Head Voted. Charged/non-Voted Place for signature of Pensioner on the first payment made
---	---

Class of Anticipatory Pension/ gratuity and date of order	Personal identification	Height		Date or approximate date of birth	S e c t	Residence showing village and pargana	Amount of monthly anticipatory pension/ gratuity	
		Ft.	inch				Rs.	Ps.

**** Here state the designation of the authority sanctioning the anticipatory pension.

OFFICE OF THE.....
No.....the.....19

Sir,

Untill further notice, and on the expiration of every month be pleased to pay to..... the sum of Rs.....less Income-tax, being the amount of.....anticipatory Pension/Gratuity as sanctioned in this office letter No.....dated.....upon the production of the Pensioners Portion of this order taking from the claimant a receipt for the amount according to usual from. The payment should commence from.....

(Signature)
Designation

To the Treasury Officer.....

Note:- Payment under this order is to be made only to the pensioner in person, with the following exceptions:-

- (a) To person specially exempted by the Government
- (b) To female unaccustomed to appear in public and to persons unable to appear on account of illness or bodily infirmity (Payment in both classes (a) and (b) is made on production of Life Certificate signed by responsible officer of Government, or other well known and trust worthy person).
- (c) To any person sending a Life Certificate signed by a Magistrate or by a Gazetted Government Servant.
- (d) In all cases referred to in clause (a), (b) and (c) the Disbursing Officer must at least once a year require proof independent of that furnished by the Life Certificate of the continued existence of the pensioner.

(REVERSE OF DISBUSER'S PORTOIN)

Amount of Anticipatory pension/Gratuity Rs.....(in words This document is to be retained by the Disbursing Officer so long as the authority remains in force in such manner, that the pensioner shall have no access to it. Every separate payment is to be recorded below:-

Month for which Pension is due	19	19	19	19	19	19	19	19	19	19	19
	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Remarks
June July August September October November December January February March April May											

Form-5 (Pen). –Cond

Month for which Pension is due	19	19	19	19	19	19	19	19	19	19	19
	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Remarks
June July August September October November December January February March April May											

Name of Pensioners Date Initials Date Initials Date Initials Date Initials Date Initials Date Initials Date Initials Date Initials Date Initials Date Initials

Identification.

FORM -5 (PEN) CONTD.

PENSION

**ANTICIPATORY PENSION/GRATUITY PAYMENT ORDER
PENSIONER'S PORTION.**

Debatable to.....Government.

Head of Account
Major head
Minor head
Voted.

Charged/Non-voted.

Name of pensioner.....

Class of Pension and date of order sanctioning	Date or approximate date of birth	Sect	Residence showing village and pargana	Amount of Monthly pension.
---	--------------------------------------	------	---	-------------------------------

Rs. Paise.

OFFICE OF THE

NO.....DATED THE.....19

Sir,

Until further notice, and on the expiration of every month be pleased to pay to
.....the sum of
Rs.....

Less income tax being the amount of.....Anticipatory Pension/Gratuity
as.....

Upon the production of this order and a receipt according to usual form.

The payment should commence from.....

(Signature).....
(Designation).....

To
The Treasury Officer At.

Note:- (1) Payment under the order is to be made only to the pensioner in person with the following exception:-

- (a) To person specially exempted by Government
- (b) To females unaccustomed to appear in public and to person unable to appear on account of illness or bodily infirmity.

(Payment in both cases (a) and (b) is made on production of a Life Certificate signed by a responsible officer of government or other well known and trust worthy person).

- (c) To any person sending a Life Certificate signed by a Magistrate or Gazetted Government servant.
- (d) In all cases referred to in clauses (a) (b) and (c) the Disbursing Officer must at least once a year, require proof, independent of that furnished by the Life Certificate of the continued existence of the pensioner.

Note:- (2) On the decease of the pensioner, this order should be immediately returned by his family to the District Officer with a report of date of the deceased.

Form-5 (Pen). –Cond

Amount of Anticipatory.....Pension/GratuityRs.....In words).....
Every separate payment is to be recorded below by the Disbursing Officer.

Month for which Pension is due	19	19	19	19	19	19	19	19	19	19	19
	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Date of Payment	Disbursing Officer initials	Remarks
June											
July											
August											
September											
October											
November											
December											
January											
February											
March											
April											
May											

FORM 6 (PEN)
(REFERRED TO IN RULE 8.2)
COMMUTATION OF CIVIL PENSIONS. PART-I
FORM OF APPLICATION.

I desire to commute Rs.....of my
 Superannuation/Retiring/Invalid/Compensation pension of Rs.....a month. I certify
 that I have answered correctly each and all of the questions below:-

Place	Signature
Date	Designation
Question	Address
	Answer

1. What is the date of your birth
2. How much of your pension do
You wish to commute
3. (a) Have you already commuted a portion
of your pension If so, give particulars.
(b) Has any application from your for
commutation of pension ever been
rejected, or have you ever accepted.
.....commutation
declined to accept of pension on the
basis of an addition of years to your
actual age recommended by the
medical authority ? If so, give
particulars.
4. From what treasury do you draw
or propose to draw your pension
and commutation money.
5. If you are already drawing your pension
Quote the No. of your Pension Payment
Order.
6. Without prejudice to the discretion of the
Sanctioning authority, from what date
approximately do you wish this commutation
To have effect.
7. At what station (near the area in which you are
Ordinarily resident) would you prefer your
Medical examination to take place.

Place

Signature
Forwarded for report to
(here enter designation and
address of the Accounts Officer)

Signature
Designation of (Head of Office/Department
Attached Department.

Date.

PART II

Forwarded to(here enter the designation and address of the
sanctioning authority.

2. Subject to the medical authority’s recommending commutation, the capitalized
value of Rs.....out of the monthly pension of Rs.....will
be payable as stated below:-

Sum payable, if the commutation
becomes absolute before the applicant’s
Next birthday, which falls on On the basis of normal age,
i.e.....years, Rs.....

Sum payable, if the commutation
becomes absolute after the applicant’s
Next birthday, but before his next On the basis of normal age,
i.e.....years, Rs.....
birth day but one.

3. The sum payable will be debitable to Central Revenue.....

Rs.....

The Government of (Provincial Government) Rs.

Signature and designation of Accounts Officer.

Station

Date

PART III

Administrative Sanction.....is accorded to the above commutation. A
certified copy of paragraph 2 of Part II of the Form has been forwarded to the applicant in
Form 8 (Pen).

Signature and designation of the Sanctioning Authority..

Place
Date

Forwarded with one copy of Form 8 (Pen. and an extra copy of Part-III of that Form to the Secretary to the government of West Pakistan, Health Department, Lahore, in original on.....with the request that he will arrange for the medical examination of the applicant by the proper medical authority as early as possible with in three months the (here enter the date) but not earlier than the.....(here enter the date of retirement) and inform the applicant direct in sufficient time where and when he should appear for the examination.

The next birthday of the applicant falls on.....and his medical examination may be arranged before that date, if possible, unless the applicant desires that it should be held after that date but within the period prescribed in the sanctioning order.

(Signature and designation of the
Sanctioning Authority).

FORM 7 (PEN).
(REFERRED TO IN Rule 8.7).
COMMUTATION OF CIVIL PENSIONS.

PART I

Subject to the medical authority's recommending commutation and the conditions prescribed in Part II of this from, the capitalized value ofout of the monthly pension of Rs.....will be payable as stated below:-

Sum payable if the commutation becomes absolute before the applicant's next birth day which falls On.....i.e. (On the basis of normal age i.e. _____years, Rs._____

Sum payable if the commutation becomes absolute after the applicant's birth day but before his next birthday but one. (On the basis of normal age i.e. _____years, Rs._____

Signed
Signature and designation of Accounts Officer.

Station
Date

PART II

The commutation for a lump payment of the pension of.....is administratively sanctioned on the basis of the report of the Accounts Officer contained in Part I above. The sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute, or, if the medical authority directs that years shall be added to that age, to the consequent assumed age.

2. The Secretary to Government, West Pakistan health Department has been requested to arrange for the medical examination and inform Mr.....direct where and when he should appear for the examination. He should bring with him the enclosed Form 8 (Pen). With the particular required in Part I completed except for the signature.

Signature and designation of the Sanctioning Authority..

Place
Date

To-

(The name and address of applicant.

FORM 8 (PEN)
Referred to in Rule 8.5)
COMMUTATION OF CIVIL PENSIONS.

Medical Examination by the _____ (here enter the medical authority)

PART I

Statement by the applicant for commutation of a portion of his pension. The applicant must complete this statement prior to his examination by the _____(here enter the medical authority) and must sign the declaration appended thereto in the presence of that authority.

1. Name in full (in Block letters).
2. Date of birth.
3. Have you ever been granted leave on Medical certificate. If so, state periods of leave and nature of illness.
4. Has any application for insurance on your life ever been declined or accepted at an increased premium.

5.
 - (i) Have you ever been told that you had albumen or sugar in the urine.
 - (ii) Do you rise at night to urinate
 - (iii) Are you now or have you ever been on special diet for your health.
 - (vi) Has there been any marked increase or decrease in your weight within the past three years. If so, how much.
6. Have you been under the treatment of any doctor within the last three months. If so, for what illness.

DECLARATION BY APPLICANT.

(To be signed in present of the medical authority).

I declare all the above answers to be, to the best of my belief, are true and correct.

I will full reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.

I am fully aware that by willfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for, and of having my pension withheld or withdrawn under rule 1.8 of the West Pakistan Civil Services Pension Rules.

Applicant's Signature.

Signed in presence of _____

(Signature and designation of medical authority).

FORM 8 (PEN)-concl.

Part II

(To be filled in by the examining medical authority)

1. Apparent age.
2. Height
3. Weight
4. Girth of abdomen at level of umbilicus.
5. Pulse rate.
 - (a) Sitting
 - (b) Standing

What is character of pulse

6. What is condition of arteries
7. Blood pressure
 - a) Systolic
 - b) Diastolic
8. Is there any evidence of disease of the main organs.
 - (a) Heart
 - (b) Lungs
 - (c) Liver
 - (d) Spleen
9. Does chemical examination of urine show (i) albumen, (ii) Sugar ? State specific gravity.
10. Has the applicant a rupture ? If so, state the kind and if reducible.
11. Describe any scars or identifying marks
12. Any additional information.

Signature and designation of
Examining medical authority

Station

Dated

PART III

I/We have carefully examined _____ and am/are of
Name of applicant.

Opinion that either he is/is not in good bodily health and as the prospect of an average duration of life is not a fit subject for a commutation or (in the case of an impaired life which is yet considered a fit subject for commutation) as _____ is suffering

form _____ his age for the purpose of commutation, i.e. his age next birthday should he taken to be _____ more than actual age.

Left hand thumb and finger impressions of
Non-gazetted Government servant.

(Signature and designation of examining
Medical Authority.

Station

Dated.

Note.- In the case of an impaired life, if the pensioner desire, after the medical examination to record his acceptance of the reduced commutation value without waiting for an intimation of the revised commuted value from the Accounts Officer, he may intimate to that officer an un-conditional acceptance which will be treated as final and irrevocable.

**(FORM 9 (PEN).
(Referred to in Rule 10.8).**

FORM OF APPLICATION FOR INJURY PENSION OR GRATUITY.

1. Name of applicant
2. Father's name
3. Race, sect and caste.
4. Residence, showing village, Tehsil and District.
Pargana.
5. Present or last employment including name of establishment
6. Date of beginning of service.
7. Length of service including interruption.
 - a. Superior service.
 - b. Class IV service.
 - c. Non- qualifying service and interruptions.
8. Classification of injury
9. Pay at the time of injury
10. Proposed pension or gratuity
11. Date of injury
12. Place of payment
13. Special remarks if any
14. Date of applicant's birth by Christian era*
15. Height
16. Remarks

Thumb and finger impression
Thumb, Fore finger, Middle finger, Ring Finger, Little finger

17. Date on which the applicant applied for pension.

Signature of Head of Office/Department/
Attached Department.

Note:- In the case of ladies, Gazetted Government servants, Government title holders and other persons who may be specially exempted by government, thumb and finger impression and particulars of height and personal marks are not required.

* If not known exactly, must be stated on the last information or estimate.

FORM 10 (PEN)
(REFERRED TO IN RULE 10.8).

FORM OF APPLICATION FOR FAMILY PENSION

Application for an extraordinary pension for the family of A.B. late _____ killed, or died of injuries, received in the execution of duty.

Submitted by the _____

- | | | |
|---|---|--|
| Description of claimants | { | (1) Name and residence, showing Village, Tehsil and District |
| | | (2) Age |
| | | (3) Height |
| | | (4) Race, caste or tribe |
| | | (5) Marks for Identification |
| | | (6) Present occupation and pecuniary circumstances |
| | | (7) Degree of relationship to deceased |
| Description of deceased | { | (8) Name |
| | | (9) Occupation and service |
| | | (10) Length of Service |
| | | (11) Pay When killed |
| | | (12) Nature of injury causing death |
| | | (13) Amount of pension or gratuity proposed |
| | | (14) Place of payment |
| | | (15) Date from which pension is to commence |
| | | (16) Remarks |
| Name and age of surviving Kindred of deceased | { | Name date of birth by Christian era |
| | | Son |
| | | Widows |
| | | Daughters |
| | | Father |
| | | Mother |

Note.- If the deceased has left no son, widow, daughter, father or mother surviving him, the word “non”, or “dead” should be entered opposites such relative.

Signature of Head of Office/Department/Attached
Department.

Place

Date

Note. Entry 1,4,8 and 14 to be entered in block capitals.

FORM 11-(PEN)
(REFERRED TO IN RULE 10.8).

From to be used by Medical Board when reporting on injuries, proceedings of Medical Board.

Proceedings of a Medical Board assembled by order of.....for the purpose of examining and reporting on the present..... state of injury sustained by

disease contracted by

at (place of injury, etc)on the (date of injury), etc.

- (a) State briefly the circumstances under which the Injury was sustained/
contracted. Disease
- (b) What is the Government Servant’s present condition;
- (c) Is the Government Servant’s present condition wholly due to the Injury . if not,
disease
state to what other causes it is attributable.
- (d) In the case of disease, from which date does it appear that the Government servant has been incapacitated;

The opinion of the Board upon the questions below is as follows: -

	As to first injury	As to second injury (If any)	As to third injury (If any)
1. Has the Government servant lost an eye or a limb?
2. If the answer to (1) is in the negative, is the injury equivalent to the loss of a limb?
3. If the answer to (1) and (2) are in the negative is the injury very severe?

- | | | | | |
|----|--|----|----|----|
| 4. | If the answer to (3) is “Yes” for what total period from the date of injury has the Government servant been, or is he likely to be unfit for duty? | .. | .. | .. |
| 5. | If the answer to (1) , (2) and (3) are in the negative, as the injury severe. | .. | .. | .. |
| 6. | If the answer to (5) is yes.
(a) Is the injury likely to be permanent. | .. | .. | .. |
| | (b) and, if so for what total period from the date of the injury has the Government Servant been, or is he likely to be, unfit for duty. | .. | .. | .. |
| 7. | *If the answer to (2) was “Yes”, in the first instance.
(a) Are the effect of the first injury still equillant to the loss of a limb, and if not,
(b) Are they very severe ? | .. | .. | .. |
| 8. | If the answers to (3) was “Yes” in the first instance, are the effects of the injury still very severe. | .. | .. | .. |
| 9. | If the answers to the questions above are in negative, the injury should be classified here as “ severe but not likely to be permanent “ or slight and permanent, or in similar terms. | | | |

* For use in the case of subsequent medical boards in cases of renewal of onward

Instructions to be observed by the Medical Board preparing the Report.

1. The Medical board before recording their opinion should invariably consult the proceedings of previous medical boards, if any as also all previous medical documents connected with the Government servants brought before them for examination.

2. If the injuries be more than one, they should be numbered and described separately and should it be considered that, for instance though only “ severe” or “slight” in themselves, they represent together the equivalent of single very severe injury, such an opinion may be expressed in the columns provided.

(FORM 11 (PEN)- CONCLD.

(REFERED TO IN rule 10.8).

3. In answering the questions in the prescribed form the Medical Board will confine itself, exclusively to the medical aspect of the case and will care fully discriminate between the government servant's un-supported statements and the medical and documentary evidence available.

4. The Board will not express any opinion, either to the Government servant examined, or in their report, as to whether he is entitled to compensation, or as to the amount of it, or nor will it inform the Government servant how the injury has been classified.

CLASSIFICATION OF INJURIES.-CONTD.

Equal to loss of limb-

Hemiplegia without aphasia.

Permanent use of a tracheotomy my tube.

Artificial anus

Total deafness of both ears.

Very Severe

Complete unilateral facial paralysis, likely to be permanent.

Lassion of kidney, urater or bladder.

Compound fractures (except phalanges)

Such gross destruction of soft parts as to lead to permanent disability or loss of function.

Severe and likely to be permanent.-

Aukylosis of or considerable restriction in, the movement of one of the following joints:-

Knee-elbow, shoulder, hip ankle, tempor maxillary or rigidity of the dorsilumber or cervical sections of the spine.

Partial loss of vision of one eye.

Destruction or loss of one testicle.

Retention of foreign bodies not causing permanent or serious symptoms

By order of the Governor of West Pakistan
ALTAF GAUHAR,
Secretary to Government of West Pakistan,
Finance Department..

NO.SO.(SR)111-247/63, Dated Lahore, the 7th June, 1963.

A copy is forwarded, for information to-

- (1) All administrative Secretaries to the Government of West Pakistan,
- (2) All Heads of Attached Departments;
- (3) All Commissioners of Divisions;
- (4) The Registrar, High Court, West Pakistan, Lahore.
- (5) All Deputy Commissioners, Political Agents in West Pakistan;
- (6) All district and Sessions Judges in West Pakistan;
- (7) The Accountant general, West Pakistan Lahore;
- (8) The Comptroller, Southern Area, West Pakistan Karachi;
- (9) The comptroller, Northern Area West Pakistan, Peshawar.
- (10) The Director, Audit and Accounts (Works), West Pakistan Lahore;
and
- (11) The financial Adviser, Ghulam Muhammad Barrage Project, Hyderabad.

(ANWAR BEIG),
Section Officer (Financial Rules) III
Government of West Pakistan,
Finance Department.

No. SOSR-III/(FD)4-176/82

GOVERNMENT OF N.W.F.P
FINANCE DEPARTMENT

Dated Peshawar, the 20th September, 1989.

From:- The Secretary to Government of
NWFP, Finance Department,
Peshawar.

To:

1. All Administrative Secretaries to Government of NWFP
2. All Heads of Attached Department in NWFP
3. All Commissioners of Divisions in NWFP
4. All Deputy Commissioners/Political Agents in NWFP
5. The Registrar, Peshawar High Court, Peshawar
6. All District and Sessions Judges in NWFP
7. The Secretary NWFP, Public Service Commission
8. The Registrar, NWFP, Service Tribunal, Peshawar

Subject:- **REVISION OF PENSION APPLICATION FORM.**

Sir,

I am directed to refer to the subject noted above and to say that the additional pensinary benefits sanctioned by the Government from time to time have necessitated changes in the existing pension application form. It has accordingly been decided in consultation with the Accountant General, NWFP, to introduce a revised pension application form 3 (PEN) a copy of which is enclosed. I am to request that the new form may invariably be used while dealing with the pension cases.

2. The Manager, Government Printing Press, Peshawar is being requested to standardise the above forms so as to enable the Departments/Offices to obtain further supply thereof from the Government Press.

Your Obedient Servant,

(MUHAMMAD SULTAN)
Deputy Secretary (Regulation)

Ends. No. SOSR-III(FD)4-176/82

Dated Peshawar the 20th September, 1989

A copy alongwith a copy of Revised Form 3(PEN) for information is forwarded to:-

9. The Accountant General NWFP, Peshawar
10. All District/Agency Accounts Officers in NWFP
11. The Treasury Officer, Peshawar
12. The Director, Local Fund Audit, NWFP, Peshawar

(MUHAMMAD KHAN)
Section Officer (SR-III)

Endst, No.SOSR-III(FD)4-176/82

Dated Peshawar, the 20th September, 1989

A copy alongwith a copy of Revised Form3 (PEN) is forwarded to the Manager Government Printing Press, Peshawar for immediate necessary action.

(MUHAMMAD KHAN)
Section Officer (SR-III)

PENSION PAPERS

OF

Mr/Mrs/Miss.....
.....
.....
.....

N.B. Please read carefully the relevant rules, instructions and orders,

In the case of family pension for death while in service, page 2 will not be filled in and page 3 will be applicable.

FORM 3 (PEN)

PART-I

(To be filled in and signed by the applicant himself/herself)

APPLICATION FOR PENSION AND/OR GRATUITY

To

The.....
.....
.....

Sir,

I have the honour to say that I ^{*have retired} *have been permitted to retire from ^{*am due to retire} service on (date).....

I, therefore, request that the pension/gratuity admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any pension or gratuity for any portion of this service, nor shall I submit any application hereafter without quoting a reference to the application and to the orders which may be passed on.

3. Should the amount of the pension and/or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.

4. I wish to draw/do not wish to draw gratuity in lieu of one fourth of my pension.

5. I wish to commute my pension to the extent of Rs.....
6. I wish to draw my pension from the District Accounts Office/Treasury/Sub-Treasury/National Bank of Pakistan Branch
at..... (Place)
7. The following documents, duly attested, are enclosed:
 - a. Three specimen signature of mine/two sets of my thumb and finger impressions on the prescribed form.
 - b. Three photographs of mine.

Your obedient Servant,

Signature.....

S/O.....

W/O.....

D/O.....

Date.....

Post held on the date
of retirement.....

*Delete in-applicable alternative

(To be filled and signed by the applicant himself/herself)

APPLICATION FOR FAMILY PENSION

To

The.....

.....

.....

Dear Sir,

1. I have the honour to say that my husband/wife/*..... has expired on (date)..... I, therefore, request that the family pension admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any family pension.

3. Should the amount of the family pension granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.

4. I wish to draw my pension from the District Accounts Office
Government Treasury/Sub-Treasury
National Bank of Pakistan Branch

At (place).....

5. The following documents, duly attested, are enclosed:-
- (i) Three specimen signature of mine duly attested/two sets of my thumb and finger impressions on the prescribed form.
 - (ii) Three photographs of mine**
 - (iii) List and particulars of family members.
 - (iv) Descriptive Roll
 - (v) Death Certificate
 - (vi) Non-marriage and non-separation certificates.

Your faithfully,

Signature.....

Widow/Husband/Entitled Member of the family.....

Postal Address.....

.....
Date.....

*Indicated relationship with the deceased Government Servant.

**Not applicable in the case of Purdah – observing lady.

PART-II

(To be completed by the Office/Department receiving the application for pension)

SECTION (1) PARTICULARS OF APPLICANTS

- *1. Name of civil servant.....
- *2. Father's Name.....
- *3. Nationality.....
- *4. Postal Address.....
- 5. Post held on the date of retirement/death and BPS.....
- 6. Date of birth.....

7. Date of [Commencement of service.....
 [Retirement/death.....
 [Application for pension.....
Y M D

8. Length of service

	From	To	
	From	To	
	From	To	_____
		Total	_____

9. Date of commencement and ending of each spell of military service, if any:

	From	To	
	From	To	_____
		Total	_____

10. Government under which service has been rendered in chronological order:

Government of.....	from	to	i.e.....
Government of.....	from	to	i.e.....
Government of.....	from	to	i.e.....
		Total	_____

- 11. Class of pension or gratuity applied for.....
- 12. Average Emoluments/Emoluments last drawn.....
- 13. Proposed gross pension/gratuity.....
- 14. Proposed family pension.....
- 15. Proposed gratuity in lieu of 1/4th pension
- 16. Proposed value of commutation.....
- 17. Proposed net pension.....
-
- *18. Place of District Accounts Office
Treasury/Sub-Treasury.....
- 19. Date from which pension is to commence.....

Signature of Head of.....
Office/Department

*Entries No.1,2,3,4 and 18 should be made in capital letters.

- (b) Senior Post Allowance.....Rs.
- ©Rs.
- (d)Rs.
- (e)Rs.

Total:-

SECTION (4) CALCULATION OF PENSION/GRATUITY

Length of total qualifying serviceyears

Emoluments/Average Emoluments Rs.....

Amount of gratuity (in case where qualifying Service is 5 years or more but less than 10 years Rs.....

Amount of gratuity on discharges from temporary Service where qualifying service is 10 years or more but Less than 25 years Rs.....

Please see relevant rules/orders refer filling in this section.

Gross Pension	Rs.....
Benefit of extra service beyond 30 years	Rs.....
Total Pension	Rs.....
Less 1/4 th (in case of family pension for death while in service)	Rs.....
OR	
Less commuted portion of Pension	Rs.....
Net Pension	Rs.....

SECTION (5) CALCULATION OF GRATUITY IN LIEU OF SURRENDERED PENSION (IN CASE OF FAMILY PENSION FOR DEATH WHILE IN SERVICE).

Length of total qualifying serviceyears
Amount of pension surrendered	Rs.....
Rate of gratuity for every rupee surrendered (on age next birth day basis)	Rs.....
Lump-sum gratuity admissible	Rs.....

SECTION (6) COMMUTED VALUE OF PENSION

(i) Amount of pension to be commuted	Rs.....
(ii) Age next birth day years
(iii) Rate of commuted value for every one rupee (on age next birth day basis)	Rs.....
(iv) Commuted value of pension	Rs.....

SECTION (7) ORDERS OF THE SANCTIONING AUTHORITY

1. The undersigned is satisfied that the service of.....has been satisfactory. The grant of full pension and/or gratuity which the Audit Officer may find to be admissible under the rules is hereby sanctioned.

OR

The undersigned is satisfied that the service of.....
has not been satisfactory and it has been decided that the full pension and/or gratuity found
by the Audit Officer to be admissible under the rules should be reduced by the specific
amount or percentage given below:-

Amount or percentage of reduction in pension.....

Amount or percentage of reduction in gratuity.....

Sanction is hereby accorded to the grant of pension and/or gratuity as so
reduced.

2. The payment of pension and/or gratuity may commence from.....
Before issuing the pension payment order, the Audit Officer may kindly ascertain whether
the Last Pay and No Demand Certificate have been received by him. In case the Last Pay
Certificate and/or No Demand Certificate has/have not been received with the pension
papers, the Audit Officer should issue P.P.O subject to the production of the last pay
certificate and/or and undertaking at the time of first payment of pension/gratuity, by the
pensioner or his family (in case of his death) to the effect that any demand coming to the
notice within a period of one year after the issue of P.P.O would be recovered from
him/her.

Signature.....

Designation.....

PART – III

(For use in the Accountant-General's Office)

- I. The calculations contained in the preceding pages have been checked.
- II. Length of qualifying service accepted in Audit.....years.
- III. Reasons for difference, if any, between this and the length of qualifying service worked out by the Department.
- IV. Amount of pension/gratuity. Rs.....
- V. Reasons for discrepancy, if any, between this amount and that calculated by the department. Rs.....
- VI. Amount of family pension. Rs.....
- VII. Reasons for discrepancy, if any between this amount and that calculated by the department. Rs.....
- VIII. Amount of gratuity in lieu of 1/4th of pension surrendered. Rs.....
- IX. Amount of commutation for the pension commuted. Rs.....
- X. Reasons for discrepancy, if any, between this amount and that calculated by the department. Rs.....
- XI. Amount of net pension payable. Rs.....
- XII. The pension will commence from. Rs.....
- XIII. Allocation of the pension and gratuity. Rs.....

Government of.....

Government of.....

Government of.....

Defence Estimates.....

Total:-

- XIV. Anticipatory pension of Rs.....
(Rupees.....) per month, granted with effect from..... vide P.P.O No..... under rule.....to be adjusted in the final P.P.O.
- XV. Amount of pension surrendered for gratuity Rs.....
- XVI. Amount of original pension commuted Rs.....
- XVII. Checked with the L.P.C and "No Demand Certificate" Rs.....
- XVIII. P.P.O issued vide No..... dated.....

Assistant Accountant General

Assistant Accounts Officer

APPENDIX-I

No. SO(SR) V-257/67.
GOVERNMENT OF WEST PAKISTAN
FINANCE DEPARTMENT

Dated Lahore, the 27th April, 1967.

From

Mr. Tajamul Hussain, P.M.A.S.,
Secretary to Government, West Pakistan,
Finance Department.

To

- (1) All Heads of Attached Departments and the Registrar, High Court of West Pakistan;
- (2) All Commissioners of Divisions in West Pakistan;
- (3) All Regional Heads in West Pakistan.
- (4) All District and Session Judges and Deputy Commissioners/Political Agents in West Pakistan; and
- (5) All Heads of Offices in West Pakistan.

Subject: - **REVISION OF PENSION RULE AND RATES –
RECOMMENDATIONS OF THE PAY AND SERVICES
COMMISSION.**

Sir,

I am directed to state that the Government of West Pakistan have had under consideration the recommendations of the Pay and Services Commission relating to Pension. The Governor of West Pakistan has now been pleased to take the following decisions, which shall take effect on and from 1st July, 1966.

2. Option for Government Servants in pensionable service- (1) Government servants who were in pensionable service on Ist July, 1966, shall be allowed the option to retain their existing pensionary benefits. This option should be exercised in writing and communicated, in the case of Gazetted Officers to the Accounts Officer, and , in the case of Non-Gazetted Governments Servants to the Head of Office, concerned, so as to reach him within six months from the date of issue of this letter. If, on that date, a Government servant is on leave or temporary deputation outside Pakistan, he may exercise his option and communicate it within six months from the date of his return form leave or deputation abroad.

(2) An option exercised by a Government servant under sub-para, (1), shall be duly acknowledged by the Accounts Officer, or, as the case may be, the Head of Office, concerned and placed on the Service Record of the Government servants.

(3) An option, once exercised and communicated to the Accounts Officer or the Head of Office, shall be final.

(4) A Government servant who does not exercise and communicate his option within the time limit prescribed in sub-para. (1), shall be deemed to have accepted the new pensionary benefits sanctioned in this letter.

3. Option for Government servants entitled to Contributory provident Fund.

(1) Government servants in Non-pensionable service on Ist July, 1966, excluding those employed on contract or otherwise for a specified period or term which did not extend to the age of superannuation, and who were entitled to the benefits of a Contributory Provident Fund shall, unless the amount of Contributory Provident Fund has been paid, be allowed to opt for the pensionary benefits sanctioned in this letter, in lieu of the existing retirement benefits admissible to them. This option shall be exercised and communicated in the manner, subject to the conditions and within the time limits, prescribed in subparagraphs (1)-(3) of paragraph 2. Those Government servant who do not exercise and communicate their options for the pensionary benefits sanctioned in this letter within the prescribed time limits, shall not be entitled to the benefits thereof and shall continue on their existing terms.

(2) In the case of those who opt for the pensionary benefits sanctioned in this letter:-

- (i) the amount of contributions made by Government with interest thereon to the Contributory Provident Fund of such official shall be repaid to the Government.
- (ii) The amount of subscription, together with interest thereon, which was contributed by them to the Contributory Provident Fund, Shall be transferred to the General Provident Fund and shall for all purposes be governed by the rules of that Fund; provided that interest shall be calculated at the rate prevailing in the year in which the contributions were actually made.
- (iii) The service rendered by such government servants from the date of joining the Contributory Provident Fund [[@]] shall, subject to the rules for reckoning the qualifying service for pension, count for such service.
- (iv) Such Government servants as opt for pensionary benefits under these orders shall be governed by the West Pakistan Civil Services Pension Rules, as amended from time to time.

4. Table of Pensions.- Subject to the provisions of paragraphs 6 and 7 below, the table of pensions as contained in Annexure I to this letter shall regulate all the four kinds of pensions, namely, Compensation Pension, invalid Pension, Superannuation Pension and Retiring Pension. Special additional pension provided in the existing rules shall not be admissible in addition to the pension calculated under the enclosed Table of pensions.

5. Table for calculating the commuted value of pensions,-*The table for calculating the commuted value of pensions is appended as Annexure-II to this letter.

[@] Deleted vide letter No. SOL(SR-II) F.D. 4-112/73, dated 4-12-1973. (Appendix-IV)

* Table revised vide letter No. SO(SR)V-1807-A/67 dated 20-07-1967.

6. Amount of pension for permanent Government servants.- In the case of Government servants employed in a substantive and permanent capacity in pensionable service, the amount of pension shall be regulated as follows:-

- (a) If a Government servant retires or is selected for discharge owing to the abolition of his permanent post, after completing qualifying service of 5 years but less than 10 years, he may be granted a gratuity not exceeding one month's pay for each completed year of qualifying service, subject to a maximum of Rs. 12,500
- (b) If such a Government servant has completed qualifying service of 10 years or more at the time of his retirement or discharge, as the case may be, he may be granted pension not exceeding an amount calculated in accordance with the scale given in the enclosed pension table, subject to the conditions and maxima laid down therein..

7. Amount of pension for temporary Government servants.-A Government servant in pensionable service, who is not employed in a substantive and permanent capacity, may be granted pension or gratuity, as the case may be in accordance with the provisions of paragraph 6, if he retires from service, or if he is discharged after completing qualifying service of 25 years or more, owing to the abolition of his post or replacement by a "qualified" candidate,. If such a Government servant is discharged after completing 10 years but less than 25 years qualifying service, he may be granted a gratuity not exceeding one month's pay for each completed year of qualifying service, subject to maximum of Rs. 25,000. (Also see letter No.SO(SR) V-2776/68, dated 19th February, 1969).

8. Retiring pension.- Subject to the provisions of the Essential services Maintenance Act, all Government servants shall have the right to retire on a retiring pension after completing 25 years' qualifying service, provided that a Government Servant who intends to retire before attaining the age of superannuation shall, at least three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final and shall not be allowed to be modified or withdrawn . *The right given by this para, shall not however, be available to a Government servant against whom a departmental enquiry is pending.

@9. Service in an Autonomous or Semi Autonomous Body.- For the purpose of grant of pension (including a special additional pension) under these orders, the pay drawn and the effective service rendered by a Government servant in an autonomous or semi autonomous body, the authorized capital of which is wholly subscribed by the Central and/or a Provincial Government, in a post, appointment to which is, by law, required to be made and the salary of which is required to be fixed by the Central or a Provincial Government shall be treated as pay drawn and effective service rendered in post in Government service.

It was decided that Pay (including special pay) drawn in Foreign Service will be taken into consideration if the three conditions stipulated in Para 9 of F.D's Circular No. SO(SR) V-257/67, dated 27th April, 1967 are fulfilled.

□ For liberalized provisions "see letter No.SO(SR-II)FD.4-199/77, dated 10-02-1977, (Appendix-VI).

* Added vide Government of West Pakistan FD. Letter No.So(SR)-V-3385/67, dated @ 15th July, 1968. (Appendix-V).

10. Qualifying service and condonation of deficiencies – For the purpose of grant of pension under these orders-

- @(1) Unless it be other wise provided by special rules or contract.
The service of Government servant begins to qualify for pension from the date he takes charge of the office to which he is first appointed.
- (2) a deficiency of six months or less in the qualifying service of a Government Servant shall be deemed to have been condoned.
- (3) a deficiency of more than six months but less than a year, may be condoned by the competent authority if both the conditions mentioned below were satisfied:-
- (a) If the Government servant dies while in service or retires under circumstances beyond his control, such as on becoming invalid or on abolition of his permanent post and his eventual selection for discharge, and, but for such contingency, he would have completed another year of qualifying service, and
- (b) The service rendered by the Government servant was meritorious.
- (4) a deficiency of one full year or more shall not be condoned.

CLARIFICATION.

The provisions in sub-paragraphs (2) and (3) of para 10 of FD letter No.SO(SR)-V-257/67, dated 27th April, 1967 have replaced the existing provision in sub-rule (2) of rule 2.12 of the West Pakistan Civil Services Pension Rules, viz: the Administrative Department may condone deficiency in qualifying service for pension up to six months, provided the service is meritorious and the condonation, if allowed, will bring the service upto 25 completed years of qualifying service. A question has arisen whether a deficiency upto six months shall be deemed to have been condoned at any stage of qualifying service, or is the condonation restricted to a particular stage of qualifying service. Finance Department have, after thorough examination of the matter, decided that the intention is not to restrict the operation of the concession to any particular stage but to allow condonation of a deficiency at any stage upto the 30th year. To illustrate this intention, a deficiency of six months or less will be deemed to have been condoned so as to make 4 years and 6 months qualifying service as 5 years qualifying service, 9 years and six months qualifying service as 10 years qualifying service, 24 years and six months qualifying service as 25 years qualifying service and 29 years and six months qualifying service as 30 years qualifying service. Similarly, deficiencies exceeding six months but less than one year may be condoned by the competent authority (Finance Department) at all stages subject of course to the conditions prescribed in sub-para (3) of paragraph 10 of Finance Department's Letter No. SO (SR)-V-257/67 dated the 27th April, 1967.

(Government of West Pakistan,
F.D. Letter No.SO(SR)-V-1805/67, dated 29th July, 1967)

11. Grant of increase in service pensions – Government servants who retired on or after the Ist December, 1962, but before Ist July, 1966 shall for the period from the Ist April, 1964 to 30th June, 1966 be granted the same increase in service pension as was granted to those Government servants, who retired before the Ist December, 1962, in accordance with

the Finance Department's letter No.FD/PC(III)-Pen-46/64, dated the 2nd June, 1964, as amended from time to time. In the case of those Government servants who died after the 1st December, 1962, but before 1st July, 1966, and in whose case a family pension was admissible under the existing rules the family pension for the period from the 1st April, 1964 to 30th June, 1966 shall be refixed after taking into account the pension increase sanctioned in this paragraph.

12. Revision of existing pensions – (1) The pension of Government servants who retired before 1st July, 1966 including family pensions, in course of payment on that date shall, on receipt of application from the pensioner by the Accountant-General, West Pakistan, Lahore/Comptroller, Northern Area, West Pakistan, Peshawar/Comptroller, Southern Area, West Pakistan Karachi, be revised with effect from 1st July, 1966 according to these orders; Provided that, if the existing pension plus the increase in service pension admissible before that date is more than the pension as calculated under these orders, the existing pension plus increase thereon shall continue to be paid. For the purpose of revising the pension under these orders it shall not be necessary to obtain a revised sanction from the pension sanctioning authority except in a case where an ordinary/special additional pension was reduced.

(2) In the case of existing pensioners, who have already drawn a lump sum gratuity under the West Pakistan Civil Services Pension Rules or the Rules of an Integrating Unit or have received the commuted value of a portion of their pension before 1st July, 1966, the increase in the gross pension accruing under these orders shall be paid in the shape of monthly pension and no portion of that increase shall be allowed to be commuted or converted into gratuity.

13. Rate of exchange for payment in sterling – All pensions payable under these orders, including the increase in service pension sanctioned in paragraph 11, shall when admissible for payment in Sterling, be converted into sterling at the official rate of exchange for the time being in force.

14. Non-admissibility of pension benefits in certain cases.—The pensionary benefits sanctioned in this letter shall not be admissible to pensioners residing in India or to those Pakistani pensioners who have received or are entitled to receive increases under the British Acts.

15. Application of existing rules and orders. – In any matter in respect of which no provision has been made in these orders, the existing provisions of the rules and order regulating grant of pension as applicable in each case, shall continue to apply until altered, repealed or amended; provided that the provisions of the West Pakistan Civil Services Pension Rules, or the rules of any integrating units regarding the grant of special additional pension shall not apply.

16. Necessary amendments to the rules shall be made in due course.

Your Obedient Servant,

TAJAMUL HUSSAIN,
Secretary to Government of West Pakistan,
Finance Department.

NO.SO(SR) V-257/67, dated Lahore, the 27th April, 1967.

Copies are forwarded for information, to:

- (1) The Accountant General, West Pakistan, Lahore.
- (2) The Comptroller, Northern Area West Pakistan, Peshawar.
- (3) The Comptroller, Southern Area West Pakistan, Karachi,
- (4) The Comptroller, Southern Area (Quetta and Kalat Wing), Karachi;
- (5) The Director, Audit and Accounts (Works), West Pakistan, Lahore, and
- (6) The Comptroller and Auditor General of Pakistan.

A.S. QURESHI,
Deputy Secretary (Regulations),
Government of West Pakistan,
Finance Department.

NO.SO(SR)-V257/67, dated, Lahore, the 27th April, 1967.

Copies are forwarded, for information to:-

- (1) All Administrative Secretaries to Government of West Pakistan
- (2) The Financial Adviser, Ghulam Muhammad Barrage Project Hyderabad.
- (3) All Section Officer in Finance Department.
- (4) Private Secretaries to Ministers; and
- (5) Private Secretaries to Chief Secretary , Additional Chief Secretary, and Finance Secretary.

MIRZA RAHMATULLAH,
Section Officer, SRV.
Government of West Pakistan,
Finance Department.

NO.SO(SR)-V257/67, dated, Lahore, the 27th April, 1967.

Copies are forwarded to all Heads of Autonomous and Semi Autonomous Bodies in West Pakistan for information and with the request that these instructions may be brought to the notice of all Government servants on deputation with them.

MIRZA RAHMATULLAH,
Section Officer, SRV.
Government of West Pakistan,
Finance Department.

ANNEXURE-I

PENSION TABLE

Completed years of qualifying service	Scale of Pension expressed as fractions of average emoluments	Maximum Limit of Pension per month
1	2	3
10	10/50	250
11	11/50	275
12	12/50	300
13	13/50	325
14	14/50	350
15	15/50	375
16	16/50	430
17	17/50	485
18	18/50	540
19	19/50	595
20	20/50	650
21	21/50	695
22	22/50	740
23	23/50	785
24	24/50	830
25	25/50	875
26	26/50	900
27	27/50	925
28	28/50	950
29	29/50	975
30 and above	30/50	1000

Note.-Any amount in excess of Rs. 600 per mensem calculated in accordance with the scale shown in column (2) of this Table shall be reduced by 50% and the maximum limits shown in column (3) shall be applied thereafter.

ANNEXURE-II

COMMUTATION TABLE

Age next birthday	Number of years purchased	Age next birthday	Numbers of years purchased
20	24.265	50	15.859
21	24.061	51	15.481
22	23.853	52	15.096
23	23.640	53	14.707
24	23.424	54	14.313
25	23.203	55	13.915
26	22.978	56	13.513
27	22.747	57	13.109
28	22.513	58	12.702
29	22.273	59	12.294
30	22.028	60	11.886
31	21.777	61	11.497

32	21.522	62	11.104
33	21.260	63	10.713
34	20.993	64	10.327
35	20.720	65	9.946
36	20.442	66	9.570
37	20.157	67	9.200
38	19.867	68	8.836
39	19.570	69	8.478
40	19.267	70	8.127
41	18.956	71	7.783
42	18.641	72	7.448
43	18.318	73	7.121
44	17.988	74	6.802
45	17.650	75	6.494
46	17.307	76	6.194
47	16.956	77	5.906
48	16.596	78	5.627
49	16.231	79	5.360
		80	5.104

NO.SO (SR) V-2776/68,

**GOVERNMENT OF WEST PAKISTAN
FINANCE DEPARTMENT**

Dated Lahore, the 19th February, 1969.

From

MR. FIROZ-UD-DIN AHMED, C.S.P,
Deputy Secretary (Service Regulations).

To

1. All Secretaries to Government of West Pakistan.
2. All Heads of Attached Departments and Registrar, High Court of West Pakistan.
3. All Commissioners of Divisions in West Pakistan.
4. All Regional and Zonal Heads in West Pakistan.
5. All District and Sessions Judges and Deputy Commissioners in West Pakistan.
6. The Secretary to Governor.
7. The Secretary to West Pakistan Public Service Commission.

Subject:- **REVISION OF PENSION RULES AND RATES
RECOMMENDATION OF THE PAY AND SERVICE
COMMISSION.**

Sir,

I am directed to refer to Government of West Pakistan Finance Department letter No. SO (SR) V-257/67, dated 27th April, 1967, on the subject noted above and to say that doubts have been expressed in certain quarters regarding the admissibility of pensionary benefits to the temporary Government servants in terms of para 7 of the Circular letter referred to. It is hereby clarified for general information that temporary Government servants who retire from service in the usual course i.e. on attaining the age of superannuation or on being declared incapacitated for further service or who elect to retire under para 8 of the above mentioned Circular letter are treated at par with permanent Government servants and as such are entitled to gratuity or pension, as the case may be, in accordance with para 6 of that Circular letter. If, however, a temporary Government servant is discharged from service owing to the abolition of his post or on replacement by a qualified candidate, he is entitled to an ordinary pension at the rates and subject to the conditions, laid down in the new Pension Table on completion of qualifying service of 25 years or more, and to a gratuity not exceeding one month's emoluments for each completed year of qualifying service subject to a maximum of Rs. 25,000 on completion of 10 years but less than 25 years qualifying service. No gratuity or pension is admissible

to such temporary Government servants, who at the time of discharge have rendered service of less than 10 years.

Yours Obedient Servant

FIROZ-UD-DIN AHMED, C.S.P.
Deputy Secretary (Service Regulations).

APPENDIX-II

GRANT OF PENSION IN CASES WHERE INQUIRIES ARE PENDING.

I am directed to say that it has been brought to the notice of Government that pension and gratuity are not sanctioned in the case of retired Government servants against whom inquiries are pending. The matter has been, examined in consultation with the Finance Department, with the object firstly of safeguarding the interest of Government to recover the losses allegedly caused by the retired Government servants and secondly of avoiding hardship to the retired Government servants.

2. Pension cases are generally deferred where a retired Government servant is likely to be dismissed or some recovery is expected to be made from him. It has been decided that the following action be taken in future:-

- (1) If a Government servant is likely to be dismissed or it is expected that some recovery has to be made for loss caused to Government, then pension and gratuity should not be sanctioned for a period of one year during which the administrative department should ensure that inquiry is finalized. At the end of this period, the pension and gratuity must be sanctioned even if the inquiry is not completed.
- (2) If a Government servant is not likely to be dismissed as a result of the inquiry and only recovery of some financial loss is involved then a decision should be taken as regards the amount of loss involved. If the amount can be recovered from the gratuity admissible under Rule 4.6 (3) (a) of the West Pakistan Civil Services Pension Rules, then pension may be sanctioned, but gratuity should be withheld. If the amount involved is more than the gratuity then only 80 percent or less of the pension should be allowed so as to ensure that Government loss in full could be recovered from the balance.

3. It has further been decided that in no case should an inquiry be allowed to linger on for more than one year. On conclusion of the inquiry, the whole case should be re-assessed and pension/gratuity should be finally sanctioned in the light of the result of the enquiry. In case an inquiry is not finalized within one year full pension and gratuity should be sanctioned at the end of the year.

S.G.A. & I. Department Letter
No. S.(R)58/7-46/65-SOXIII,
Dated 1st February, 1967.

APPENDIX-III

No. SO. (SR-III)FD -4-36/76.

GOVERNMENT OF NWFP
FINANCE DEPARTMENT

Dated Peshawar the 4th June, 1977.

From

Mr. ZAMIR AHMAD,
Secretary to Government, NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All heads of Attached Departments in NWFP.
3. All Commissioners of Division in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Sessions Judges in NWFP.
6. The Registrar, High Court NWFP, Peshawar.
7. The Secretary NWFP, Public Service Commission.

Subject:- **SIMPLIFICATION OF PROCEDURE REGARDING PENSIONS.**

Sir,

I am directed to refer to the subject noted above and to say that Government attaches great importance to the timely sanction of pension so that the retired Government servant is not put to financial hardship. Instructions have accordingly been issued from time to time streamlining and simplifying procedure with a view to ensuring expeditious finalization of pension cases. If those instructions are observed strictly by all concerned, there should hardly be any case in which sanction of pension is delayed. None the less, even now cases do occur in which pension is not sanctioned in time. The question of carrying out further improvement in the procedure for sanction of pension has accordingly again been considered and the following decision have been taken: -

(a) Action regarding sanction of pension should be initiated by the head of attached Department/Departments/Offices one year before the date of retirement and the papers complete in all respect should be sent to the Audit Office Six months before the date of retirement without fail, as laid down in the former Government of West Pakistan circular letter No. SO (SR)-V- I/2870/64, dated the 8th April, 1965.

(b) One of the main causes of delay in the timely sanction of pension is the incomplete entries and lack of prescribed periodic checks of the service books. To meet this difficulty, orders were issued by the former

Government of West Pakistan as contained, in circular letter No. SO (SR)-V-2870/64, dated 8th April, 1965. In order to ensure observance of the said instruction it has been decided that the Administrative Department should, where the work load so justifies, exclusively designate a whole time officer for supervising the maintenance of Service Books. In any case the responsibility in this respect should be clearly defined and assigned. The entries in the service book should be clearly made, verified and attested by the officer so designated as already laid down in Rules. Officer next above the designated officer or the head of an office where he is the designated officer by virtue of being the only officer in the office should record the annual certificate in the service book, in token of correctness of the entries made therein. In partial modification of this department's Memorandum No.SO II (SR) FD-4-36/71, dated 8th July, 1971, these service books should be got verified from the Audit Office after the 10th and 24th years of service of the official concerned. On the basis of these certificates the head of office should also record the consolidated certificates in respect of the entire service period. In the following form:-

Service.....from
.....

Verified from
..... There is no
known disqualifying spell during the above service except as detailed below:-

(The period and nature of spell (s) to be indicated)

1.....
2.....
3.....

This certificate should be recorded before submission of the case to the Audit Office. The latter shall accept it is a final proof of verification of service. .

- (c) As laid down in the Finance Departments letter No. 1671/SR- VI-64, dated 28th September, 1964 the service books should be maintained in duplicate, the duplicate copy being kept in the custody of the Government servant. Entries in the duplicate service book shall as far as possible be made simultaneously with those in the original service book. However, only the original copy of service book would constitute the authority for the sanction of pension; the duplicate service book would serve as a means of contemporary evidence. In the case of transfer of Government servant the original service book, duly completed to the date of transfer, should be sent to the new head of the department and a copy of entries relating to the office from which transfer takes place shall be maintained in that office; a certificate to *this* effect shall invariably be recorded in the covering letter under which the service books is transferred.
- (d) Under the existing orders contained in the defunct Government of West Pakistan Finance Department's Endt: No. SO (SR)- V-2289/67, dated 29th August, 1967 and this department circular letter No. SO (SR-III) FD-4-

23/73, dated 10th May, 1976 Payment of pensions is not *to* be held up for want of 'No Demand Certificate'. It is therefore not necessary *to* enclose the 'No Demand Certificate' with pension papers when they are sent to the Audit Office. It has however, come to notice that some time production of 'No. Demand Certificate' is insisted upon before sanction of pension. This is for strict compliance by all concerned. The head of the Department should, while initiating action of pension papers, simultaneously notify to the Estate Office or other organization which are likely to prefer a demand, to verify the position in respect of any demand outstanding against the official concerned within a period of three months and to keep a close supervision on the- current demands. The Attached Departments/ Departments/ Offices should also send the requisite certificate to the Audit Office 15 days before the date of issue of prescribed P. P. O. The Attached Department/ Departments/ Offices should, however, obtain an undertaking from the Government servant concerned that the outstanding dues, if any, would be paid by him from his pension provided such demand were preferred within one year of date of retirement.

- (e) Every administrative department should review the position in respect of outstanding pension cases every six months and should furnish a statement of outstanding cases, including the cases of anticipatory pensions, together with the reasons for delay and the remarks of the Accountant-General to the Finance Department.
- (f) The pension payment order should as a rule be issued:-
 - (1) In the case of normal retirement, one month before retirement; and
 - (2) in the of premature, voluntary or compulsory retirement or death, within three months from the date of the event.
- (g) The administrative/account authorities should also take timely action for ensuring that the Government servant has made proper nominations regarding beneficiaries in the event of his death.
- (h) If for any reason it is apprehended that the pension payment order cannot be issued within the prescribed time, a provisional order authorising payment of 80 percent of the .admissible pension should be issued by the Competent Authority without referring the case to the Audit Office within one month of the expiry of the prescribed time i. e., In the case of normal retirement the provisional orders must be issued within two months from the date of retirement and in the case of compulsory retirement or death within four months from the date of the event.
- (i) As in the existing rule, the period of extraordinary leave shall not be treated as qualifying service for pension but only as a bridge between the two periods of qualifying service. Interruption in service due to other reasons may be condoned provided such interruption is not due to any fault or willful act of the Government servant, like unauthorized absence, resignation or removal from service. Interruption due to removal on account of reduction and retrenchment of the post shall however be deemed to have been condoned. The periods of such interruptions shall not, however, count as qualifying service for pension. The action in respect of break in service should be completed by the head of the administrative department before forwarding the papers to the Audit Office.
- (j) All period of suspension followed by reinstatement should qualify for pension regardless of the fact whether the Government servant was or was

not allowed full pay and allowances for the period of suspension. In other words, the mere act of reinstatement should be deemed to have rendered the period of suspension as qualifying for pension.

- (k) **@ Commutation**-It should not be necessary to submit to medical examination if commutation is asked for within one year of the date of retirement. The pensioner should apply to the Accounts Officer who would authorize payment, and a copy of the letter of authority issued to the D. A. O/T. O Branch of National Bank of Pakistan will be endorsed.

In the case of issue of Provisional pension, the commutation may be provisionally paid on the basis thereof, but when the pension is finally sanctioned the final payment order shall be substituted for the (provisional payment order for the purposes of commutation) as also for all other purposes. In the case of premature retirement on medical grounds the requirement of medical examination shall not be waived. This decision shall take effect from 1st February, 1977 notwithstanding the date given in para 3 below.

- (l) **Un drawn pension arrears**-(l) It has been decided that there should be no restriction for the drawl of the pension if it falls in arrears. The arrears may be paid by the disbursing officers without any reference to the audit office or the pension sanctioning authorities.

2. All existing rules shall be deemed to have been modified to the extent Indicated above.

3. These orders will take effect from 1st July, 1977.

4. The receipt of this letter may kindly be acknowledged.

- (m) **@ Gratuity**- The gratuity equal to 25 %of gross pension is payable if the pension applies for the same before the expiry of one month from the date of his retirement. If such a request is not made while submitting the pension papers to the pension sanctioning authority and, therefore, before the receipt of the pension case in the Accounts Office, the pensioner should apply direct to the Accounts Officer, within the prescribed time limit of one month from the date of his retirement, who would authorize payment without obtaining the orders of the pension sectioning authority, but would inform him of the payment of gratuity so authorized.

Your Obedient Servant,

ZIA-UR-REHMAN,
Section Officer (SR-III).

@Sub-para (K) Substituted *vide* Government of N.W. F. P.. Finance Department letter No. SO (SR-III)FD-4-36/76. dated 28-12-1978 (Appendix-XXX1).

APPENDIX-IV

No. SO (SR. II) FD/4-112/73.
GOVERNMENT OF N.-W. F. P.
FINANCE DEPARTMENT.

Dated Peshawar, the 4th December, 1973.

From

DR. IMTIAZ AHMAD KHAN,
Secretary to Government of N.-W. F. P.,
Finance Department.

To . .

1. All Administrative Secretaries to Government of N.-W. F. P.
2. All Heads of Attached Departments in N.- W. F. P.
3. All Commissioners of Divisions in N.-W. F. P.
4. The Registrar, High Court, N.-W. F. P., Peshawar.
5. All Deputy Commissioners/Political Agents in N.-W. F. P.
6. All District and Session Judges in N.-W. F. P.

Subject.- Revision of Pension Rules and Rates Recommendation of the Pay and Services Commission.

Sir,

I am directed to refer to the former Government of West Pakistan Finance Department's Circular letter No. SO(SR.)V-257/67, dated the 27th: April, 1967 on the subject noted above and to state that the Governor of North- West Frontier Province has been pleased to decide that the following amendment shall be made with immediate effect in the aforesaid circular:-

- (i) For Clause (iii) of sub-para 3 (2), the following shall be substituted.
- "(iii) the service rendered by such Government servant from the date of joining the contributory provident fund shall, subject to the rules for reckoning the qualifying service for pension, count for such service."
- (ii) For sub-para (I) of para 10, the following shall be substituted

"Unless it be otherwise provided by special rule or contract, the service of Government servant begins to qualify for pension from the date he takes charge of the office to which he is first appointed".

Your Obedient Servant,

ANWAR SAIFULLAH KHAN
Deputy Secretary, (Regulations)

No. SO(SR-II) FD-4-112/73, dated Peshawar, the 4th December, 1973.

A Copy is forwarded for Information to:-

1. The Accountant-General, N.-W. F. P., Peshawar.
2. The All District/Agency Accounts Officers in N.-W. F. P
3. The Treasury Officer, Peshawar.
4. All Section Officers to Government of N.-W. F. P., Finance Department.

(S. A. SHAKIR)
Section Officer (SR-II),

No. S. O. (SR-II) FD/4-112/73, dated Peshawar, the 4th December, 1973.

A Copy is also forwarded for Information to all Heads Autonomous/Semi-Autonomous Bodies in N.-W. F. P.

(S. A. SHAKIR),
Section Officer (SR-II).

GOVERNMENT OF WEST PAKISTAN,
FINANCE DEPARTMENT.

Dated Lahore, the 15th July, 1968.

From

MR. TAJAM-UL-HUSSAIN, P. M. A. S.,
Secretary to Government of West Pakistan, Finance Department.

To,

1. All Administrative Secretaries to Government of West Pakistan.
2. All Heads of Attached Departments and the Registrar High Court of West Pakistan.
3. All Commissioners of Divisions in West Pakistan.
4. All Regional Heads in West Pakistan.
5. All District and Sessions Judges and Deputy Commissions/Political Agents in West Pakistan; and
6. All Heads of Offices in West Pakistan.

Subject:- **Revision of Pension Rules and Rates-Recommendations of the pay and Services Commission.**

Sir,

I am directed to refer to Finance Department's Circular letter No.SO(SR.)-V-257/67, dated the 27th April, 1967, on the above subject and say that the following sentence may be added at the end of para 8 of the circular letter referred to above:-

The right given by this para shall not however, be available to a Government servant against whom a departmental enquiry is pending

Your Obedient Servant.

SAGHIR ASAD HASAN, C. S.P.
Deputy Secretary (Regulations).

No. S. O. (SR-V)3385/67, *Dated Lahore~ the 15th July, 1968.*

Copies are forwarded, for Information, to-

1. The Accountant-General, West Pakistan, Lahore;
2. The Comptroller, Northern Area, West Pakistan, Peshawar;
3. The Comptroller, Southern Area, West Pakistan, Karachi,
4. The Director, Audit and Accounts Works, West Pakistan, Lahore; and
5. The Comptroller and Auditor-General of Pakistan, Lahore.

MIRZA REHMATULLAH,
Section Officer SR, (V).

No. S O(SR-V)3385/67, Dated Lahore, the 15th July, 1968.

Copies are forwarded, for Information, to-

1. The Financial Advisor, Ghulam Muhammad Barrage Project, Hyderabad;
2. Section Officers in Finance Department;
3. Private Secretaries to Ministers; and
4. Private Secretaries to Chief Secretary, Additional Chief Secretary and Finance Secretary

MIRZA REHMATULLAH,
Section Officer-SR (V)

APPENDIX-VI.

No. S. O. (S. R.-III) FD-4-199/77.

GOVERNMENT OF N. W. F. P
FINANCE DEPARTMENT.

Dated Peshawar, the 10th February, 1977,

From

MR. ZAMIR AHMAD,
Secretary to Government of N.W. F. P., Finance Department.

To.

1. All Administrative Secretaries to Government of N.W. F. P.
1. All Heads of Attached Departments in N .W. F. F.
2. All Commissioners of Divisions in N.W .F .P .
3. All District and Sessions Judges in N.W F. P.
4. All Deputy Commissioners/Political Agents in N.W. F. P.
5. The Registrar, High Court, N. W. F. P, Peshawar,
- 7 . The Secretary, N.W. F. P. Public Service Commission.

Subject:- **LIBERALIZED PENSION RULES FOR CIVIL SERVANTS.**

Sir,

I am directed to state that in modification of the West Pakistan Civil Services Pension Rules, 1963, the then Government of West Pakistan issued fresh pension rules and rates in their circular letter No. S. O. (SR) V -257/67 dated 27th April, 1967. The question of liberalizing the existing pensionary benefits has been under consideration of the Government *for* sometime past. The Government of North-West Frontier Province has now been pleased to decide that pension and retirement benefits of civil servants who retired or expired on or after the 1st March, 1972, should be determined in accordance with the provisions, that follow.

2. (a) Pension shall be calculated at the rate of 70 percent of the average emoluments on completion of 30 years qualifying service where qualifying service is less than 30 years, but not less than 10 years, proportionate reduction in percentage shall be made. Any amount of pension in excess of Rs. 1,000 shall be reduced by 50 percent. A revised Pension table regulating all the four pensions namely, compassionate Pension, Superannuation Pension, Invalid Pension and Retiring Pension is enclosed in Annexure-I.

(b) If, for a pensioner with a qualifying service of 30 years or more, the amount of a pension calculated under para 2 (a) above falls short of the amount of pension (inclusive of dearness increases) that would have been admissible under the existing rules, or exceeds it by less than Rs. 45, the amount shall be so increased as to make such difference one of

Rs. 45.. Where the qualifying service *is* less than 30 years, but not less than 10 years, proportionate reduction. at the rate of Rs. 1.50 for each year short of 30 years shall be made while working out the amount of minimum Increase mentioned above.

(c) The term "average emoluments", *i. e.*, pension able pay, shall include dearness allowances sanctioned from *time* to time.

(d) On the pension sanctioned under *this* circular letter such dearness increases in pensions shall not be admissible as were sanctioned before *1st* February, 1977.

3. (a) In the case of a person retiring after completing 5 or more but less than 10 years, the existing rate of gratuity shall continue. If, however, , retirement is due to invalidation, or *if* a civil servant dies in service, the rate shall be 1½ months of pay for each completed year of service.

(b) The maximum limit of Rs. 12,500 shall be removed.

4. (a) In the case of person who retires after completing 10 years service or more, a pensioner shall, subject to sub-paras (b) and (c) below, be allowed to draw full gross pension, *i. e.*, one fourth of the pension need not compulsorily be paid in the form of gratuity.

(b) If a pensioner so wishes, he may, at any time before the expiry of one month from the date of his retirement, ask for *gratuity* up to 25 percent of his gross pension together with the remaining net amount of pension, the gratuity shall be paid at the existing rates.

(c) The existing provision for commutation of further 25 percent of the gross pension shall continue to be *in* force; the commutation shall be at the existing rates. Commutation shall, however, not be subject to medical certification if *it is* asked for within one year of the date of retirement.

5. (a) In the case of death of a civil servant while in service, gratuity in lieu of one-fourth of the gross pension will be allowed at the existing rates. In addition, family pension shall be admissible for a period of 10 years at 50 percent of the gross pension.

(b) In the case of death within 10 years of retirement, family pension shall be admissible for the unexpired portion of 10 years at 50 percent of his pension (net or gross, as the case may be).

6. Disability pension and gratuity shall be allowed at the following scales:-

CLASS OF INJURY	PENSION	GRATUITY	CHILDREN'S PENSION	
			CHILD WITHOUT OWN MOTHER	CHILD WITH OWN MOTHER LIVING
A.	20 percent of pay subject to a maximum of Rs. 600 and a minimum of Rs. 100 p.m. (Note-After death it will devolve on the widow).	6 months pay	5 Percent of pay subject to a maximum of Rs. 100 and a minimum of 50 per child.	2 ½ percent of pay subject to a maximum of Rs. 50 and a minimum of Rs. 25 per child.
B.	15 percent of pay subject to a maximum of Rs. 450 and minimum of Rs. 75 PM.	Nil	4 percent of pay subject to a maximum of Rs. 80 and a minimum of Rs. 40 per child.	2 percent of pay subject to a maximum of Rs. 40 and a minimum of Rs. 20 per child.
C.	15 percent of pay subject to a maximum of Rs. 450 and a minimum, of Rs. 75 P.M.	Nil	Nil	Nil
In case of the death, these shall be allowed at the following scales.				
	20 percent of pay subject to a maximum of Rs. 600 and a minimum of Rs. 100 P.M.	6 months pay	5 percent of pay subject to a maximum of Rs. 100 and a minimum of Rs. 50 per child.	2 ½ percent of pay subject to a maximum of Rs. 50 and a minimum of Rs. 25 per child

Note:- As at present, the pensions/gratuities mentioned in this para, will be in addition to the pensions and/or gratuities mentioned in paras 4 and 5 above.

The classification of disabilities and the criteria for determining whether these were attributable to service, have been detailed in Annexure-II and I am to express the hope that necessary precautions will be taken by all concerned in determining this question.

7. In the case of pensioners who retired before 1st March, 1972, they shall have the following choice in re-calculating their retirement pensions:-

(i) To have their pensions re-calculated on the basis mentioned in para 2 (a) above, on their average emoluments without dearness increases sanctioned before 1st February, 1977;

OR

(ii) To receive an increase of 5 percent (in the case of employees who retired between 1st July, 1963 and 29th February, 1972) or 12 1/2 percent (in case of employees who retired upto 30th June, 1963), over their existing gross pension *plus* dearness increases admissible thereon. For the purpose of these [@]Computations, the average emoluments, as calculated at the time of retirement, will remain the same. Gratuity will not be revised or re-calculated. Commutation will be allowed on the basis of the original gross pension.

8. If the demise of an existing pensioner who retired before 1st March, 1972 occurs, or occurred, on or after 1st March, 1972, within ten years of his retirement, family pension will be admissible for the unexpired portion of ten years.

[@] The word "Commutations" substituted by the word "Computation" vide letter No. SO (SR-III)/FD-4-199/77 dated 4th February, 1978. Appendix-XI.

9. Family pensions *in existence* on 1st March, 1972 shall continue upto a period of ten years from the date of death at the existing amounts.

10. The provisions of this circular letter will take effect from the 1st March, 1972, but the financial benefits shall be paid with effect the 1st February, 1977.

11. A Government servant seeking the benefits allowed under this circular letter shall apply to the audit officer who issued his P. P.O., and while doing so, shall mention the number of his P. P.O., and the name of the treasury at which he is drawing his pension.

12. I am to add that the existing rules and general orders on this subject shall be deemed to have been modified to the extent indicated above, and necessary amendments shall be notified in the rules in due course.

Your Obedient Servant,

MOHAMMAD AMIN,
Additional Secretary, Finance Department,
Government of N.W. F. P.

Endst. No. S. O. (SR-III) FD-4-199/76.

Dated Peshawar, the 10th February, 1977.

Copy forwarded for Information and necessary action to:-

1. The Accountant-General, North-West Frontier Province, Peshawar.
2. All District/ Agency Accounts Officers in North- West Frontier Province.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-autonomous Bodies in North-West Frontier Province.
5. All Deputy Secretaries in the Finance Department.
6. All Section/Budget Officers in the Finance Department.
7. The Section Officer (Services-III) , Government of North-West Frontier Province, Services and General Administration Department.

ZIA-UR-REHMAN,
Section Officer, (SR-III),
Finance Department.

**ANNEXURE-I
REVISED PENSION TABLE.**

Completed years of qualifying service	Scale of Pension expressed as fractions of average emoluments
10	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300
21	147/300
22	154/300
23	161/300
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30 and above	210/300

Note:- Any amount in excess of Rs.1,000 P.M. calculated in accordance with the scale shown in column (2) of this Table shall be reduced by 50 percent.

ANNEXURE- II
PART-I
CLASSIFICATION OF DISABILITY

Class-‘A’.

1. Loss of hand and a foot or loss of use of two more limbs.
2. Total loss of eye-sight. ;
3. Total Loss of speech.
4. Total deafness both ears.
5. Paralegia or hemiplegia.
6. Lunacy.
7. Very severe facial disfigurement.
8. Advanced cases of incurable disease.
9. Wounds, injuries or diseases resulting in a disability due to which " a person becomes in capacitated.
10. Emasculation.

Note.-'Wounds, injuries or disease of limb resulting in damage of nerves joints, or muscles making the whole of limb useless' would mean loss of that limb. Cases in which a partial function is retained will not be included in this class. However, if the partial retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the civil servant has been totally impaired due to the invaliding disability.

'Class-"B".

1. Loss of a thumb or at least three fingers of hand.
2. Partial loss of one or both feet at or beyond tarsometatarsal joint.
3. Loss of vision of one eye.
4. Loss of all toes of one or both feet.

Class-"C".

1. Limited restriction of movement of joint due to injuries.
2. Disease of limb restricting performance of duties.

General Note:- When the wound, injury or *illness* causing the disability is not entered in the above Schedule. the disability shall be assessed by the medical board at the classification most closely corresponding to those given above.

PART-II

**PRINCIPLES AND PROCEDURE FOR DETERMINING
ATTRIBUTABILITY TO SERVICE OF DISABILITY.)**

- (a) Casualties due to wound or injury:- ,

1. It should be established in such cases that the cause of casualty - was the result of duty in service.
2. Where the injury resulted from the risk inherent in service, attributability will be conceded.
3. An individual is on duty for 24 hours of the day except when on leave other than casual leave.
4. An individual will be deemed to be in the performance of duty when:-
 - (i) *he is* physically present in his headquarters.;
 - (ii) he is traveling on leave at Government expenses;
 - (iii) when traveling to or from duty (*e. g.*, from residence to place of duty and back but not whilst he is in his residence);
 - (iv) whilst traveling on duty *i. e.*, where it is established that but for the duty he would not have been traveling at all.
5. Disability resulting from purely personal acts such as shaving or similar private pursuits would not normally be treated as attributable to service.
6. Disability resulting from violence provoked by performing of duty will be viewed as attributable to service unless the circumstance of the case warrants a different conclusion.
7. If circumstances are such that service played no part in the causation of disability, attributability will not be conceded.

Illustration:- If a person driving a motor cycle, etc., on duty collides with a truck the injury received may be attributed to service but if he is out for a walk and sustains injury from a passing truck, his case will not qualify for the concession.

(b) Casualties due to Disease:- .

- (a) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risk which may be regarded as peculiar *to* the circumstances of duty in the service. In determining attributability in such cases due regard should be paid to the question whether service in a particular Region, or of a particular type, involved exposure to exceptional risk of contraction of, or infection by a disease, as well as to the actual circumstances of the case.
- (b) Attributability will not be conceded if, though contracted during the period of actual performance of duty, the disease, is in the opinion of the medical authorities concerned, due to risk which cannot be regarded as peculiar to such duty in service
- (c) Where a disease or its aggravation resulted from the risk of duty, attributability/aggravation will be conceded.

- (d) All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravated by service where the medical opinion is in favour of the acceptance.
- (e) Attributability/aggravation in all cases of Cardiac disease will be determined in accordance with the guide lines mentioned at the end of this part.
- (f) where medical or other supporting documents are incomplete, cases will be dealt with on merits with due regard to medical opinion and other evidence.

Guide lines for determining attributability/aggravation in cases of cardiac disease.

1. There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pin-pointed as being responsible for such an attack. It is, therefore, not easy to lay any hard and fast rule for awarding attributability/aggravation in such cases. For the guidance of medical and administrative authorities some of the factors which may precipitate the attack of heart disease are enumerated below :-

- (a) *Physical Exertion*-Coronary occlusion is known to have precipitated during or immediately following physical exertion. physical exertion may not necessarily be of an unusual character *i.e* lifting of a heavy trunk/bundle, pushing a stalled vehicle or an up-hill climbing have in many instances been followed by an attack of Coronary occlusion. The effects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress. Attributability will be conceded if a person undergoing stress and strain, pressure and counter pressure by virtue of the nature of his duties, develops psychiatric problem.
- (b) *Emotional Strain*-The occurrence of Coronary disease in persons who had been under an unusually severe and protracted emotional strain points to a probable relationship between the two. Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological problem.

2. The question of attributability/aggravation of heart disease on occurrence in other wise normal individual who is subjected to the above mentioned factors will, therefore, have to be considered and decided in the light of known history and merits of each case.

3. While dealing with cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as a ward of attributability/aggravation depends on their candid opinion.

No. S. O. (SR-III) F.D-4-199/77

**GOVERNMENT OF N.W. F. P.
FINANCE DEPARTMENT.**

Dated Peshawar, the 17th February, 1977.

From:

MR. ZAMIR AHMAD,
Secretary to Government of N.W: F. P. Finance Department.

To

1. All Administrative Secretaries to Government of North-West Frontier Province.
2. All Heads of Attached Departments in North-West Frontier Province.
3. All Commissioners of Divisions in North-West Frontier Province.
4. All District and Sessions Judges in North-West Frontier Province.
5. All Deputy Commissioners/Political Agents in North-West Frontier Province. .
6. The Registrar, High Court, Peshawar.
7. The Secretary, North-West Frontier Province Public Service Commission.

Subject:- **LIBERALIZED PENSION RULES FOR CIVIL SERVANTS**

Sir ;

I am directed to refer to this department's letter No. S. O. (SR-III)FD-4-199/77, dated the 10th February, 1977 on the subject indicated above and to state that under para 9 thereof only the life of family pension has been extended from 5 to 10 years. Other conditions remain unchanged. Accordingly if a family pension in existence on 1st March, 1972 related to, a civil servant who died while in service the period of family pension would be 10 years in all after the date of death. If a family pension in existence on 1st March, in 1972 related to a civil servant who died within 5 year of his retirement, then the family pension such a case would now be admissible for the unexpired portion of 10 years.

Your Obedient Servant,

ZIA-UR-REHMAN,
Section Officer. (SR-III),
Finance Department.

Endst. No. S, O. (SR-III) FD-4-199/77, Dated Peshawar, the 17th February, 1977,

Copy forwarded for Information and necessary action to:-

1. The Accountant-General, North-West Frontier Province, Peshawar.
2. All District/Agency Accounts Officers in North-West Frontier Province.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-autonomous Bodies in North-West Frontier Province.

5. All Deputy Secretaries in the Finance Department.
6. All Section/Budget Officers in the Finance Department.
7. The Section Officer (Services-III), Government of North-West Frontier Province, Services and General Administration Department.

ZIA-UR-REHMAN,
Section Officer, (SR-III),
Finance Department.

No. S. O. (SR-III) FD-4-199/77.
GOVERNMENT OF N.W. F. P.
FINANCE DEPARTMENT.

Dated Peshawar, the 28th March, 1977.

From

MR. ZAMIR AHMAD,
Secretary to Government of N.- W. F. P.
Finance Department.

To

1. All Administrative Secretaries to Government of North-West Frontier Province.
2. All Heads of Attached Departments in North- West Frontier Province.
3. All Commissioners of Divisions in North-West Frontier Province
4. All District and Sessions Judges in North-West Frontier Province.
5. All Deputy Commissioners/Political Agents in North-West Frontier Province.
6. The Registrar, High Court, North-West Frontier Province, Peshawar.
7. The Secretary, North-West Frontier Province Public Service Com- mission.

Subject:- **LIBERALIZED PENSION RULES FOR CIVIL SERVANTS**

Sir

I am directed to refer to this Department's letter No. SO (SR-III) FD-4-199/77, dated the 10th February, 1977 on the subject noted above and to state that the term Dearness Increases, wherever occurring in the above- quoted letter include the following four increases granted as relief to pensioners:-

1. Adhoc Increase sanctioned *vide* this Department's letter No. S.O. (SR-III) FD-4-23/71, dated 2nd October, 1973.
2. Dearness Increase sanctioned *vide* this Department's letter No. S.O. (SR-III) FD-4-23/71, dated 11th December, 1973.
3. Special Dearness Increase sanctioned *vide* this Department's letter No. S.O. (SR- III)FD-4-23/71, dated 25th June, 1974.
4. Additional Dearness Increase sanctioned *vide* this Department's letter No. SO (SR-III) FD-4-23/71, dated 16th April, 1975.

Your Obedient Servant.

ZIA-UR-REHMAN,
Section Officer, (SR-III) ,
Finance Department.

Endst. No. S. O. (SR-III) FD-4-199/77. Dated Peshawar, the 28th March, 1977.

Copy forwarded for information and necessary action to :-

1. The Accountant-General, North-West Frontier Province, Peshawar.
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5. All Deputy Secretaries in the Finance Department.
6. All Section/Budget Officers in the Finance Department.
7. The Section Officer (Services-III) , Government of North-West Frontier Province, Services and General Administration Department.

ZIA-UR-REHMAN,
Section Officer, (SR-III),
Finance Department.

No. SO (SR-III) FD-4-199/77
GOVERNMENT OF N.-W. F. P.
FINANCE DEPARTMENT.

Dated Peshawar, the 28th March, 1977.

From

MR. ZAMIR AHMAD,
Secretary to Government of N.-W. F. P.,
Finance Department.

To

1. All Administrative Secretaries to Government of North- West Frontier Province.
2. All Heads of Attached Departments in North-West Frontier Province.
3. All Commissioners of Divisions in North- West Frontier Province.
4. All District and Sessions Judges in North-West Frontier Province. .
5. All Deputy Commissioners/Political Agents in North-West Frontier Province.
6. The Registrar, High Court, Peshawar.
7. The Secretary, North-West Frontier Province Public Service Commission.

Subject:- **Liberalized Pension Rules for Civil Servants.**

Sir,

I am directed to refer to this Department's letter No. SO (SR-III) FD-4-199/76, dated 10th February, 1977 on the subject indicated above and to state that various points which have cropped up as a result of implementation of the orders contained therein, are clarified in the succeeding paragraphs.

2. GRATUITY IS THE DIFFERENCE BETWEEN THE GRATUITY (*i.e.*, THE AMOUNT PAYABLE IN LIEU OF ONE-FOURTH OF GROSS PENSION TO PERSONS HAVING SERVICE OF TEN YEARS OR MORE) ADMISSIBLE ON THE BASIS OF PENSION AS CALCULATED IN ACCORDANCE WITH THE OLD FORMULA PAYABLE TO PERSONS WHO RETIRED CREDITED ON OR AFTER 1st MARCH, 1972?

According to the provisions contained in para 1 and 10 of this department's letter No. SO (SR-III)FD-4-199/76, dated 10th February, 1977 pensions of civil servants who retired/retire or died /die on or after 1st March 1972 will be calculated from the date of their retirement, or death, as the case may be, but the financial benefits will be paid with effect from 1st February, 1977 are payable. Otherwise, the new rules remain effective from 1st March, 1972 in all respects; hence, any difference in gratuity that may accrue as a result of revision of the gross pension is payable.

3. COMMUTATION OF PENSION IS THE DIFFERENCE IN COMMUTED VALUE RESULTING FROM AN INCREASE IN THE AMOUNT OF GROSS PENSION AS CALCULATED UNDER THE NEW RULES PAYABLE?

To a civil servant who retired/retires on or after 1st March 1972 and has already had a certain percentage (not exceeding 25) of his gross pension commuted, the difference in commuted value is payable without medical certification, on the same percentage and at the rate applicable in the case of original commutation (s). Commutation (s) higher than that percentage (but not exceeding 25) will require medical certification and will be calculated on the basis of age next birthday.

4. GRATUITY FOR SERVICE OF LESS THAN 10 YEARS BUT NOT LESS THAN 5 YEARS; SHOULD IT BE REVISED ON THE BASIS OF THE PROVISIONS CONTAINED IN PARA 3 OF THIS DEPARTMENT'S LETTER, DATED 10TH FEBRUARY, 1977. WHERE PAYMENTS HAVE ALREADY BEEN MADE AND DIFFERENCE PAID?

In the case of these who have retired or died on or after 1st March, 1972, the gratuity is to be calculated at the new scale and difference (if any) paid.

5. FAMILY PENSIONS IN EXISTENCE ON 1ST MARCH, 1972, ARE THE ARREARS PAYABLE TO COVER THE PERIOD BEYOND 5 YEARS ?

As the life of the family pension has been extended from 5 to 10 years, It is evident that, in all cases where the period of 5 years terminated on or after 1st March 1972, the arrears will be payable to cover the remaining period beyond 5 years. The amount of pension would, of course, remain unchanged.

Your Obedient Servant.

ZIA-UR-REHMAN,
Section Officer (SR-III)

Endst: No. SO (SR-III) FD-4-199/77, dated Peshawar, the 28th March, 1977.

Copy forwarded for information and necessary action to:-

1. The Accountant-General, NWFP., Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-Autonomous Bodies in NWFP.
5. All Deputy Secretaries in the Finance Department.
6. All Section/Budget Officers in the Finance Department.
7. The Section Officer (Services-III) Government of N.-W. F, P. Services and General Administration Department.

ZIA-UR-REHMAN
Section Officer (SR-III)
Finance Department

No. S.O. (SR-III) FD-4-199/76.
GOVERNMENT OF N.W. F. P.
FINANCE DEPARTMENT.

Dated Peshawar, the 12th April, 1977.

From

MR. ZAMIR AHMAD,
Secretary to Government of N:-W. F. P.,
Finance Department.

To

1. All Administrative Secretaries to Government of North-West Frontier Province.
2. All Heads of Attached Departments in North-West Frontier Province.
3. All Commissioners of Divisions *in* North-West Frontier Province.
4. All District and Sessions Judges in North- West Frontier Province.
5. All Deputy Commissioners/Political Agents in North-West Frontier Province.
6. The Registrar, High Court, Peshawar.
7. The Secretary, North-West Frontier Province Public Service Commission.

Subject:- Liberalized Pension Rules for Civil Servants.

Sir,

I am directed to refer to this department's letter No. SO (SR-III) FD-4-199/77, dated 10th February, 1977 on the subject noted above and to state that under para 5 thereof, it has been provided inter alia that, in case of death of a civil servant while in service, family pension shall be admissible for a period of ten years; in the case of his death within ten years of retirement the family pension shall be admissible for the unexpired portion of ten years. The same benefit has been provided in respect of (i) a pensioner who retire before 1st March, 1972, and whose demise occurs or occurred on or after that date, and (ii) family pension in existence on 1st March, 1972, *vide* para 8 and 9 thereof. In other words only the life of the family pension has been extended from five to ten years but the other conditions have remained unchanged.

2. However, an impression seems to prevail in some quarters that, under para 9 mentioned above, a family pension in case of death after retirement can perhaps be admissible for full ten years instead of the un- expired portion of ten years. This impression is not correct. Therefore, in order to remove any chances of the provisions being mis-interpreted, it has been decided to substitute abinitio the existing para 9 of this department's letter referred to above dated 10th February, 1977, by the following para:-

- “9. If a family pension in existence on 1st March, 1972, related to civil servant who had died while in service, the total period of the admissibility of family pension will be ten years instead of five years. If a family pension in

existence on 1st March, 1972, related to a civil servant who had died within five years of his retirement, the total period of admissibility of the family pension in such a case shall be the un expired portion of ten years instead of five years. The amounts of Family pensions in either case shall be remain the same as on 1st March, 1972”.

Your Obedient Servant,

ZIA-UR-REHMAN,
Section Officer (SR-III).

Endst: No. SO (SR-III)FD-4-199/77, dated Peshawar, the 12th April, 1977.

A Copy is forwarded for information and necessary action to:-

1. The Accountant-General, North-West Frontier Province, Peshawar.
2. All District/Agency Accounts Officers in North-West Frontier Province.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-Autonomous Bodies in North West Frontier Province.
5. All Deputy Secretaries in the Finance Department.
6. All Section/Budget Officers in the Finance Department.
7. The Section Officer (Services-III) Government of North-West Frontier Province Services and General Administration Department.

ZIA-UR-REHMAN,
Section Officer, (SR-III)
Finance Department

No. SO (SR-III) FD-4-199/76.
GOVERNMENT OF N.-W. F. P.
FINANCE DEPARTMENT.

Dated Peshawar, the 12th April, 1977

From

MR. ZAMIR AHMAD,
Secretary to Government of N.W. F. P.,
Finance Department.

To

1. All Administrative Secretaries to Government of North-West Frontier Province.
2. All Heads of Attached Departments in North-West Frontier Province.
3. All Commissioners of Divisions in North-West Frontier Province.
4. All District and Sessions Judges in North-West Frontier Province.
5. All Deputy Commissioner/Political Agents in North-West Frontier Province.
6. The Registrar, High Court, Peshawar.
7. The Secretary, North-West Frontier Province Public Service Commission.

Subject:- **LIBERALIZED PENSION RULES FOR CIVIL SERVANTS.**

Sir,

I am directed to refer to this Department's letter No. SO (SR-III) *FD-4-199/77*, dated 10th February, 1977 on the subject noted above and to state that there might be some cases in which the "take home" pension under the liberalized rules (*viz*, gross pension as calculated under para 2 thereof, minus one-fourth surrendered for the purpose of gratuity works out to be less than the "take home " pension under the former rules (*viz*, gross pension as calculated under those rules *minus* one-fourth surrendered for the purpose of gratuity, *plus* the *ad hoc* increase and the dearness increases). The matter has been considered, and it has been decided that, if a pensioner wishes not to avail of the benefits of receiving a lump-sum by way of difference in gratuity and wished instead that his "take home" pension be not reduced, he will not be compulsorily paid that lump-sum.

2. Pensioners who do not indicate, by 30th June, 1977, their desire to forego such lump-sum payment will be presumed to have opted for the. lump-sum payment.

3. The same provision as above will also apply in the cases of commuted portion of gross pension.

Your Obedient Servant,

ZIA-UR-REHMAN,
Section Officer, (SR-III)

Endst. No. SO (SR-III) *FD-4-199j76*, dated Peshawar, the 12th April 1977.

A copy is forwarded for information and necessary action to:-

1. The Accountant-General, North-West Frontier Province, Peshawar.
2. All District/Agency Accounts Officers in North-West Frontier Province.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-Autonomous West Frontier Province.
5. All Deputy Secretaries in the Finance Department. -
6. All Section/Budget Officers in the Finance Department.
7. The Section Officer (Services-III) Government of North West Frontier Province Services and General Administration Department.

ZIA-UR-REHMAN,
Section Officer, (SR-III).

No. SO. (SR-III) FD-4-199/76.
GOVERNMENT OF N.W. F. P.
FINANCE DEPARTMENT.
Dated Peshawar, the 19th April, 1977.

From

MR. ZAMIR AHMAD,
Secretary to Government N.W. F. P.,
Finance Department.

To

1. All Administrative Secretaries to Government of North-West Frontier Province.
2. All Heads of Attached Departments in North-West Frontier Province.
3. All Commissioners of Divisions in North-West Frontier Province.
4. All Deputy Commissioners/Political Agents in North-West Frontier Province.
5. All District and Sessions Judges in North-West Frontier Province.
6. The Registrar, High Court, North-West Frontier Province, Peshawar.
7. The Secretary, North-West Frontier Province Public Service Commission.

Subject:- LIBERALIZED PENSION RULES FOR CIVIL SERVANTS.

Sir

I am directed to refer to the subject indicated above and to state that under rule 8.7 of the Civil Services Pension Rules, 1963, commutation becomes absolute, that is, the title to receive the commuted portion of the pension shall cease and the title to receive the commuted value accrues on the date on which the medical authority signs the medical certificate. A questions has now been raised as to the date on which commutation should be considered as having become absolute where, as provided in para 4(c) of this Department's letter No. SO (SR-III) FD-4-199/77, dated 10th February, 1977, the commutation is not subject to medical certification if it is asked for within one year of the date of retirement. The matter has been carefully considered. In such cases the date of application by the retired civil servant shall be the date of the commutation becoming absolute.

Your Obedient Servant.

ZIA-UR-REHMAN,
Section Officer, (SR-III).

Endst. No. SO (SR-III) FD-4-199/76, dated Peshawar, the 19th April, 1977.

A Copy is forwarded for information and necessary action to:-

1. The Accountant-General, NWFP, Peshawar.
2. All District/Agency Accounts Officer/Treasury Officer in NWFP.
3. All Autonomous and Semi-Autonomous Bodies in NWFP.
4. All Deputy Secretaries in the Finance Department.
5. All Section/Budget Officers in the Finance Department.
6. The Section Officer (Services-III), Government of NWFP, Services and General Administration Department.

ZIA-UR-REHMAN,
Section Officer, (SR-III),

No. SO (SR-III)FD/4-199/77.

GOVERNMENT OF NWFP,
FINANCE DEPARTMENT.

Dated Peshawar, the 7th December, 1977.

From

The Secretary to Government of
NWFP, Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioner of Divisions in NWFP.
4. All Deputy Commissioner/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Secretary, NWFP, Public Service Commission.

Subject:- **LIBERALIZED PENSION RULES FOR CIVIL SERVANTS.**

Sir,

I am directed to refer to this Department's circular letter No. S.O. (SR-III) FD-4-199/77, dated 28th March, 1977 on the subject noted above and to say that between the words "from 1st February, 1977" and "are payable" in para 2, the following may be inserted:-

" Only. This means that no arrears of pension for any period before 1st February, 1977".

Your Obedient Servant.

ZIA-UR-REHMAN,
Section Officer (SR-III).

Endst. No. SO (SR-III) FD-4-199/77, dated Peshawar, the 7th December, 1977.

A Copy is forwarded for information and necessary action to:-

1. The Accountant-General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-Autonomous Bodies in NWFP.
5. All Deputy Secretaries in the Finance Department.
6. The Director, Local Fund Audit, NWFP, Peshawar.
7. All Section/Budget Officer in the Finance Department.
8. The Section Officer (Services-III), Government of NWFP, Services and General Administration Department.

ZIA-UR-REHMAN,
Section Officer, (SR-III),

No. SO (SR-III)FD/4-199/77.

GOVERNMENT OF NWFP,
FINANCE DEPARTMENT.

Dated Peshawar, the 4th January, 1978.

From

The Secretary to Government of
NWFP, Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioner of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Secretary, NWFP, Public Service Commission.

Subject:- **LIBERALIZED PENSION RULES FOR CIVIL SERVANTS.**

Sir,

I am directed to refer to this Department's circular letter No. S.O. (SR-III) FD-4-199/77, dated 10th February, 1977 on the subject noted above and to say that the word "commutations" occurring in para 7-(ii) after the words "For the purpose of these" may be read as "computations".

2. This may be deemed to have been amended ab-initio.

Your Obedient Servant,

ZIA-UR-REHMAN,
Section Officer, (SR-III),

Endst. No. SO (SR-III) FD-4-199/77, dated Peshawar, the 4th January, 1978.

A Copy is forwarded for information and necessary action to:-

1. The Accountant-General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-Autonomous Bodies in NWFP.
5. All Deputy Secretaries in the Finance Department.
6. All Section/Budget Officers in the Finance Department.
7. The Section Officer (Services-III), Government of NWFP, Services and General Administration Department.
8. The Director, Local Fund Audit, NWFP, Peshawar.

Your Obedient Servant,

ZIA-UR-REHMAN,
Section Officer, (SR-III),

No. SO (SR-III)FD/4-199/77.

GOVERNMENT OF NWFP,
FINANCE DEPARTMENT,
Dated Peshawar, the 15th March, 1979.

From

MR. MUZAFFAR MAHMOOD QURASHI,
Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioner of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Secretary, NWFP, Public Service Commission.
8. The Registrar, Services Tribunal, NWFP.

Subject:- **LIBERALIZED PENSION RULES FOR CIVIL SERVANTS**

Sir,

I am directed to refer to para 4 of this Department's letter of even number, dated 10th February, 1977, on the above noted subject and to say that a question has been raised whether a pensioner who does not opt to receive gratuity equal to 25 percent of gross pension, can commute upto 25 percent of gross pension only or whether commutation may be allowed upto half of gross pension as admissible under West Pakistan Civil Service Pension Rules. It is clarified that in case a pensioner who does not opt to draw gratuity equal to 25 percent of his gross pension, he can commute upto half of the gross pension.

Your Obedient Servant,

SHEIKH MOHAMMAD AFZAL,
Additional Secretary,
Government of NWFP,
Finance Department.

Endst. No. SO (SR-III) FD-4-199/77, dated Peshawar, the 15th March, 1977.

A Copy is forwarded for information and to:-

1. The Accountant-General, NWFP, Peshawar.

2. The Treasury Officer, Peshawar.
3. All District/Agency Accounts Officers in NWFP.
4. All Autonomous and Semi-Autonomous Bodies in NWFP.
5. P. A. to Secretary/Additional Secretaries/Joint Secretary/Deputy Secretaries in the Finance Department.
6. All Section/Budget Officer in the Finance Department.
7. The Section Officer (Services-III), Government of NWFP, Services and General Administration Department.
8. The Director, Local Fund Audit, NWFP, Peshawar.

ZIA-UR-REHMAN,
Section Officer, (SR-III),
Finance Department

No. SO (SR-III)FD/4-199/77.

GOVERNMENT OF NWFP,
FINANCE DEPARTMENT.
Dated Peshawar, the 19th March, 1979.

From

MR. MUZAFFAR MAHMOOD QURASHI,
Secretary to Government, NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioner of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Secretary, NWFP, Public Service Commission.
8. The Registrar, NWFP, Services Tribunal.

Subject:- **LIBERALIZED PENSION RULES FOR CIVIL SERVANTS**

Sir,

I am directed to refer to para 8 of this Department's Letter of even number, dated 10th February, 1977 on the subject noted above and to state that it has decided that the families of those pensioners who retired within 10 years preceding to 1st March, 1972 will also be entitled to family pensions for the un-expired portion of 10 years after the death of the pensioner.

Your Obedient Servant,

SHEIKH MOHAMMAD AFZAL,
Additional Secretary to Government
of NWFP., Finance Department.

Endst. No. SO (SR-III) FD-4-199/77, dated Peshawar, the 19th March, 1979.

Copy forwarded for information to:-

1. The Accountant-General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-Autonomous Bodies in NWFP.
5. P.A. to Secretary/Additional Secretary/Deputy Secretaries in the Finance Department.
6. All Section/Budget Officers in Finance Department.
7. The Section Officer (Services-III), Government of NWFP, Services and General Administration Department.
8. The Director, Local Fund Audit, NWFP, Peshawar.

ZIA-UR-REHMAN,
Section Officer, (SR-III),

No. SO (SR-III)FD/4-199/77.

GOVERNMENT OF NWFP,
FINANCE DEPARTMENT.

Dated Peshawar, the 31st March, 1979.

From

MR. MUZAFFAR MAHMOOD QURASHI,
Secretary to Government, NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioner of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Secretary, NWFP, Public Service Commission.
8. The Registrar, Services Tribunal, NWFP.

Subject:- **CALCULATION OF AVERAGE EMOLUMENTS FOR THE
PURPOSE OF PENSION.**

Sir,

I am directed to refer to the above noted subject to say that under rule 4.4 (2) of the West Pakistan Civil Services pension Rules, pension is calculated on the basis of "average emoluments" of the last three years. The position has been reviewed and it has been decided that "average emoluments" shall be calculated for the purpose of pensionary benefits on the basis of the last 12 months of service.

2. These order shall be applicable to all civil servants retiring on or after 1st February, 1979.

3. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated above.

Your Obedient Servant.

SHEIKH MOHAMMAD AFZAL,
Additional Secretary to Government of NWFP,
Finance Department.(Phone:73235).

No. S.O. (SR-III) FD-4-199/77, dated Peshawar, the 31st March, 1979.

Copy forwarded for information to:-

1. Lt: Col: A. H. Tabassum, Martial Law Secretariat, Zone 'B'.
2. Secretaries Finance Department, Government of Punjab, Sind and Baluchistan.
3. All Autonomous and Semi-autonomous Bodies in NWFP.

SAFDAR ALI KHAN,
Deputy Secretary, (Regulation),
Finance Department.

No. S.O. (SR-III) FD-4-199/77, dated Peshawar, the 31st March, 1979.

Copy forwarded to:-

1. The Accountant-General, NWFP, Peshawar.
2. The Treasury Officer, Peshawar.
3. All District/Agency Accounts Officers in NWFP.
4. P.A. To Secretary/Additional Secretaries/Joint Secretary/Deputy Secretaries in Finance Department.
5. All Section/Budget Officers in the Finance Department.
6. The Section Officer (Services-III) Government of NWFP Services and General Administration Department.
7. The Director, Local Fund Audit, NWFP.

ZIA-UR-REHMAN,
Section Officer, (SR-III),
Finance Department.

No. SO (SR-III)FD/4-199/77.

GOVERNMENT OF NWFP,
FINANCE DEPARTMENT,
Dated Peshawar, the 4th August, 1979.

From

MR. MUZAFFAR MAHMOOD QURASHI,
Secretary to Government.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioner of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Secretary, NWFP, Public Service Commission.
8. The Registrar, Services Tribunal, NWFP.

Subject:- **CALCULATION OF AVERAGE EMOLUMENTS FOR THE
PURPOSE OF PENSION.**

Sir,

I am directed to refer to this Department's letter No. SO (SR-III) FD 4-199/77, dated 31st March, 1979, on the subject noted above and to say that the decision contained therein was intended to be applicable in cases where the average calculated on that basis was more favorable than under the rules previously in force. It has accordingly been decided that in the cases where the pay of a Government servant has been reduced, otherwise then as a penalty under the Government Servant (Efficiency and Discipline) Rules, the average for the purpose of pension may, at the option of the pensioner, be calculated on the basis of the emoluments drawn or which would have been drawn, during the last 3 years of service.

Your Obedient Servant,

SHEIKH MUHAMMAD AFZAL,
Additional Secretary to Government
of NWFP, Finance Department
Ph:73235

No. S.O. (SR-III) FD/4-199/77, dated Peshawar the 4th August, 1979.

Copy forwarded for information to :-

1. Lt: Col: A. H. Tabassum, Martial Law Secretariat, Zone 'B'.
2. Secretaries Finance Department, Government of the Punjab, Sind and Balichistan.
3. All Autonomous and Semi-autonomous Bodies in NWFP.

SAFDAR ALI KHAN,
Deputy Secretary, (Regulations).

Endst. No. S.O. (SR-III) FD/4-199/77, dated Peshawar the 4th August, 1979.

Copy forwarded to:-

1. The Accountant-General, NWFP., Peshawar.
2. The Treasury Officer, Peshawar.
3. All District/Agency Accounts Officers in NWFP.
4. P. A. to Secretary/Additional Secretaries/Joint Secretary/Deputy Secretaries in the Finance Department.
5. All Section/Budget Officers in the Finance Department.
6. The Section Officer (O&M) Government of NWFP, Services and General Administration Department.
7. The Director, Local Fund Audit, NWFP., Peshawar.

ZIA-UR-REHMAN,
Section Officer, SR (III).

Appendix-VII

No.SO(SR)V-4 (7)70-306/70

GOVERNMENT OF WEST PAKISTAN,
FINANCE DEPARTMENT,

Dated Lahore, the 17th April, 1970.

From

Mr. G.D MEMON, T. Pk,
Additional Finance Secretary

To

1. All Administrative Secretaries, Govt. of West Pakistan;
2. All Head of Attached Departments and the Registrar, High Court of West Pakistan
3. All Commissioners of Divisions in West Pakistan
4. All Regional Heads in West Pakistan
5. All District and Sessions Judges and Deputy Commissioners/Political Agents in West Pakistan
6. All Heads of Offices in West Pakistan

Subject:-

PENSION RULES AND RETIREMENT BENEFIT.

Sir,

I am directed to state that the Governor of West Pakistan has been pleased to decide that the existing rates for calculation of gratuity, laid down in Section III-A under Rule 4.6 (3) (a) of the West Pakistan Civil Services Pension Rules, 1963, admissible in lieu of 1/4th surrendered value of the total pension, shall be further revised as shown below:-

	Rs
1. If qualifying service is 10 years or more but less than 15 years	187
2. If qualifying service is 15 years or more but less than 20 years.	173
3. If qualifying service is 20 years or more	160

2. These orders will take effect from 1st January, 1970. The revised rates mentioned above will not apply in the cases of Government servants who retired or died before that date.

Your Obedient Servant

G.D MEMON, T. Pk
Additional Finance Secretary

Copies are forwarded, for information, to:-

1. The Accountant General, West Pakistan Lahore;
2. The Comptroller, Northern Area, West Pakistan, Peshawar;
3. The Comptroller Southern Area, West Pakistan, Karachi;
4. The Director, Audit and Accounts Works, West Pakistan Lahore.
5. The Comptroller and Auditor-General of Pakistan, Lahore.
6. The Financial Advisor, Ghulam Muhammad Barrage Project, Hyderabad;
7. The Section Officers in Finance Department.
8. The Private Secretaries to Chief Secretary, Additional Chief Secretary and Finance Secretary.
9. All Heads of Autonomous and Semi Autonomous Bodies in West Pakistan.
10. All Treasury Officers in West Pakistan.

S.M.S BUKHARI,
Section Officer-SR (V),
Government of West Pakistan.

APPENDIX-VIII

No. S. O. (SR) V-2477/68

GOVERNMENT OF WEST PAKISTAN,
FINANCE DEPARTMENT.

Dated Lahore, the 6th December, 1968.

From

MR. SAFDAR HUSSAIN, C. S. P.,
Additional Finance Secretary-II,
Government of West Pakistan.

To

1. All Administrative Secretaries to Government of West Pakistan.
2. All Heads of Attached Departments in West Pakistan.
3. All Commissioner of Divisions in West Pakistan.
4. All Heads of Regional Offices In West Pakistan.
5. All Deputy Commissioners Political Agents and District and Session Judges in West Pakistan.
6. The Registrar, (including Additional Registrars), High Court of West Pakistan.
7. The Secretary, West Pakistan Public Services Commission, Lahore.

Subject:- **GRANT OF ANTICIPATORY PENSION/GRATUITY.**

Sir,

I am directed to state that provision already exists in Chapter-VI of the West Pakistan Civil Services Pension Rules regarding payment of anticipatory pension and gratuity to a retiring Government servant before his pension is finally assessed and sanctioned. Under Rule 6.5 *ibid*, if a Government servant is entitled to a gratuity, 1/6th of 75 percent of the amount of the probable gratuity is allowed to be disbursed to him for a maximum period of six months until the amount is finally settled. This interim gratuity as well as the anticipatory pension are to be paid from the date the Government servant proceeds on retirement. In some cases, however, anticipatory pension and gratuity are sanctioned after a Government servant has actually retired. Doubts have been expressed whether the anticipatory gratuity is to be paid in six months from the date of sanction or from the date a Government servant has actually retired.

2. It is clarified for the information of all concerned that both the anticipatory pension and the anticipatory gratuity are to be paid from the date of retirement of a Government servant and not from the date of sanction. For example, when a Government servant retires on 1st of January, but his anticipatory pension and gratuity are sanctioned from the 1st of July he will be paid arrears of anticipatory pension from 1st January and the anticipatory gratuity, the extent of 75 percent of his problem gratuity, should be paid in lump sum on 1st of July.

3. The above instructions may kindly be brought to the notice of all the pension sanctioning authorities so that retiring Government servants are not put to unnecessary financial difficulties.

Your Obedient Servant

SAFDAR HUSSAIN, C. S. P.,
Additional Finance Secretary, II.

Endst. No. S.O. (SR) V-2477/68, dated Lahore, the 6th December, 1968.

Copies are forwarded, for information to:-

1. The Accountant-General, West Pakistan, Lahore.
2. The Comptroller, Northern Area, West Pakistan, Peshawar.
3. The Comptroller, Southern Area, West Pakistan, Karachi.

FIROZ-ZUD-DIN AHMED, C. S. P.,
(Deputy Secretary (Regulations)).

APPENDIX-IX

No.FD-PC (III)-Pen-46/64.

GOVERNMENT OF WEST PAKISTAN,
FINANCE DEPARTMENT,
Dated Lahore, the 2nd June, 1964.

From

MR. V. A. JAFAREY, C.S.P.,
Secretary to Government.

To

1. All Administrative Secretaries to the Government of West Pakistan.
2. All Heads of Attached Department.
3. All Commissioners of Divisions.
4. The secretary to Governor of West Pakistan.
5. All Regional Heads of Department.
6. The Registrar, High Court of West Pakistan, Lahore and
7. All Deputy Commissioners, Political Agents and District and Session Judges in West Pakistan.

Subject:- **INCREASE IN SERVICE PENSIONS**

Sir,

I am directed to state that after consideration of the recommendations made by the Pay and Services Commission in respect of relief to Pensioners and the representations received from the pensioners in this behalf, the Governor of West Pakistan has been pleased to decide, in suppression of all the existing orders of former Governments of all Integrating Units, that increases shall be made in civil pensions of Provincial Government servants who retired from Government service prior to 1st December 1962, so as to give the revised pensions as shown in column 2 of the enclosed schedule.

2. @ The revised increases sanctioned above shall take effect from the 1st April, 1964, i.e., on pensions for the month of April, 1964 payable on 1st May, 1964.
3. The increases in pensions will be subject to the following conditions:-
 - (i) The increases will be allowed on gross pension as shown in the schedule.
 - (ii) Commutation of the increases or any part thereof will not be permitted.

- (iii) The increase will be allowed only on service pensions, including family and extraordinary pensions.
- (iv) If a pensioner is in receipt of more than one pension, the increase will be allowed on the total of all the pensions.

Your Obedient Servant,

V. A. JAFAREY,
Secretary to Government.

No. FD-PC (III)-Pen-46/64, dated Lahore, 2nd June, 1964.

Copy forwarded, for information, to-

1. The Accountant-General, West Pakistan, Lahore.
2. The Comptroller, Southern Area, West Pakistan, Karachi.
3. The Comptroller, Northern Area, West Pakistan, Peshawar.
4. All officers in the Finance Department; and
5. The Deputy Secretary to Government of Pakistan, Ministry of Finance (Implementation) Unit, Karachi (10 Copies).

SAGHIR-UD-DIN,
Section Officer PC-III

No. FD-PC-(III)-Pen-46-64, dated Lahore, the 2nd June, 1964.

Copy forwarded, for information, to_

1. The Financial Adviser and Chief Accounts Officer, Pakistan Western Railway, Lahore.
2. The Chairman, Water and Power Development Authority, West Pakistan.
3. The Chairman, West Pakistan Industrial Development Corporation, Karachi.
4. The Chairman, Agriculture Development Corporation, Lahore.
5. The Chairman, Co-Operative Development Board, Lahore.
6. The Registrar, University of Peshawar/Lahore/Hyderabad/Karachi.
7. The Registrar, University of Engineering and Technology, Lahore.
8. The Registrar, Agriculture University, Lyallpur.

SAGHIR-UD-DIN,
Section Officer PC-III,
Government of West Pakistan,
Finance Department.

@ Revised increases in pension as sanctioned under letter No.FD-PC-(III)Pen-46/64 dated 2-6-1964 not admissible to any category of officials during the period of re-employment vide Govt. of West Pakistan No.FD-PC-(III)Pen-46/64 dated 28-10-1964.

SCHEDULE

Existing (gross) pension		Revised (gross) pension	
1		2	
Rs.	Rs.		Rs.
1.00	..		5
1.01	2.00		6
2.01	3.00		7
3.01	4.00		8
4.01	4.50		9
4.51	5.00		10
5.01	5.50		11
5.51	6.00		12
6.01	6.50		13
6.51	7.00		14
7.01	7.50		15
7.51	8.00		16
8.01	8.50		17
8.51	9.00		18
9.01	9.50		19
9.51	10.00		20
10.01	11.49		21
11.50	12.49		22
12.50	13.49		23
13.50	14.49		24
14.50	15.49		25
15.50	16.49		26
16.50	17.49		27
17.50	18.49		28
18.50	19.49		29
19.50	20.49		30
20.50	21.49		31
21.50	22.49		32
22.50	23.49		33
23.50	24.49		34
24.50	25.49		35
25.50	26.49		36
26.50	27.49		37
27.50	28.49		38
28.50	29.49		39
29.50	30.49		40
30.50	31.49		41
31.50	32.49		42
32.50	33.49		43
33.50	34.49		44

34.50	35.49	45
35.50	36.49	46
36.50	37.49	47
37.50	38.49	48
38.50	39.49	49
39.50	40.49	50
40.50	41.49	53
41.50	42.49	54
42.50	43.49	55
43.50	44.49	56
44.50	45.49	57
45.50	46.49	58
46.50	47.49	59
47.50	48.49	60
48.50	49.49	61
49.50	50.49	62
50.50	51.49	65
51.50	52.49	66
52.50	53.49	67
53.50	54.49	68
54.50	55.49	69
55.50	56.49	70
56.50	57.49	71
57.50	58.49	72
58.50	59.49	73
59.50	60.49	74
60.50	61.49	77
61.50	62.49	78
62.50	63.49	79
63.50	64.49	80
64.50	65.49	81
65.50	66.49	82
66.50	67.49	83
67.50	68.49	84
68.50	69.49	85
69.50	70.49	86
70.50	71.49	89
71.50	72.49	90
72.50	73.49	91
73.50	74.49	92
74.50	75.49	93
75.50	76.49	94
76.50	77.49	95
77.50	78.49	96
78.50	79.49	97
79.50	80.49	98

80.50	81.49	102
81.50	82.49	103
82.50	83.49	104
83.50	84.49	105
84.50	85.49	106
85.50	86.49	107
86.50	87.49	108
87.50	88.49	109
88.50	89.49	110
89.50	90.49	111
90.50	91.49	114
91.50	92.49	115
92.50	93.49	116
93.50	94.49	117
94.50	95.49	118
95.50	96.49	119
96.50	97.49	120
97.50	98.49	121
98.50	99.49	122
99.50	100.49	123
100.50	101.49	124
101.50	102.49	125
102.50	103.49	126
103.50	104.49	127
104.50	105.49	128
105.50	106.49	129
106.50	107.49	130
107.50	108.49	131
108.50	109.49	132
109.50	110.49	133
110.50	111.49	135
111.50	112.49	136
112.50	113.49	137
113.50	114.49	138
114.50	115.49	139
115.50	116.49	140
116.50	117.49	141
117.50	118.49	142
118.50	119.49	143
119.50	120.49	145
120.50	121.49	146
121.50	122.49	147
122.50	123.49	148
123.50	124.49	149
124.50	125.49	150
125.50	126.49	151

126.50	127.49	152
127.50	128.49	153
128.50	129.49	154
129.50	130.49	155
130.50	131.49	158
131.50	132.49	159
132.50	133.49	160
133.50	134.49	161
134.50	135.49	162
135.50	136.49	163
136.50	137.49	164
137.50	138.49	165
138.50	139.49	166
139.50	140.49	167
140.50	141.49	170
141.50	142.49	171
142.50	143.49	172
143.50	144.49	173
144.50	145.49	174
145.50	146.49	175
146.50	147.49	176
147.50	148.49	177
148.50	149.49	178
149.50	150.49	179
150.50	151.49	182
151.50	152.49	183
152.50	153.49	184
153.50	154.49	185
154.50	155.49	186
155.50	156.49	187
156.50	157.49	188
157.50	158.49	189
158.50	159.49	190
159.50	160.49	191
160.50	161.49	194
161.50	162.49	195
162.50	163.49	196
163.50	164.49	197
164.50	165.49	198
165.50	166.49	199
166.50	167.49	200
167.50	168.49	201
168.50	169.49	202
169.50	170.49	203
170.50	171.49	206
171.50	172.49	207

172.50	173.49	208
173.50	174.49	209
174.50	175.49	210
175.50	176.49	211
176.50	177.49	212
177.50	178.49	213
178.50	179.50	214
179.50	180.49	215
180.50	181.49	218
181.50	182.49	219
182.50	183.49	220
183.50	184.49	221
184.50	185.49	222
185.50	186.49	223
186.50	187.49	224
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500.00	575.00	575

APPENDIX-X

No.SO(SR)-V-3466/66
GOVERNMENT OF PAKISTAN
FINANCE DEPARTMENT

Dated Lahore, the 26th March, 1967

From

MR.S. AKHLAQUE HUSSAIN, T.Q.A.C.S.P,
Additional Secretary-II,
Government of West Pakistan,
Finance Department.

To

1. All Administrative Secretaries to Government of West Pakistan.
2. All Authorities Administering Local Funds.

Subject: **FIXATION OF PAY OF GOVERNMENT PENSIONERS RE-EMPLOYED IN AUTONOMOUS AND SEMI-AUTONOMOUS BODIES.**

Sir,

I am directed to refer to the Finance Department's circular letter No.188-S. OE(Pens)-62, dated the 15th March, 1962, on the above subject and to state that instances have come to notice in which pay of some re-employed Government servants was fixed by certain authorities administering Local Funds, in relaxation of the normal principle of pay last drawn minus pension, without assigning adequate reasons for this departure from the normal principles. While Government has no intention to restrict or curb the powers already delegated to the Statutory Bodies in this behalf, Government takes this opportunity to emphasize that the power should be exercise only in "really special circumstances" and detailed reasons for allowing higher emoluments recorded in full by the Chief Executive of the Authority Administering the Local Fund.

2. Under rule 9.5 (i) of the West Pakistan Civil Services Pension Rules, when a person, who was formerly in Government employ, obtains re-employment, whether temporarily or permanently in Government service or in the service of a Local Fund, it shall be incumbent on him to declare to the appointing authority the amount of any gratuity/Bonus or full pension (inclusive of 1/4th surrendered portion or commuted portion of the pension) originally granted to him in respect of his previous employment. A case has come to notice in which a Government pensioner re-employed by an autonomous body on pay plus pension, drew his pension from the Treasury by producing false declarations with his pension bills that he had not been re-employed. In order to maintain a check on the

recurrence of such irregularities and also that higher emoluments in relaxation of the rules are allowed only in really special circumstances, it is requested that the full details of cases of re-employment of Government pensioners should invariably be reported to the audit offices concerned as required under note 5 to rule 9.5 of the West Pakistan Civil Services Pension Rules.

Your Obedient Servant

(S.AKHLAQUE HUSSAIN), T.Q.A.C.S.P.,
Additional Secretary (II),
Government of West Pakistan,
Finance Department

No.SO(SR)-4-3466/66,

Dated Lahore, the 26th March, 1967

Copies are forwarded for information to:-

1. The Accountant General, West Pakistan, Lahore in continuation of Finance Department's Memo No.SO(SR-V)-1900/-66, dated 4th November, 1966
2. The Comptroller, Northern Areas, West Pakistan, Peshawar.
3. The Comptroller, Southern Area, West Pakistan, Karachi.

They are requested to watch the progress made and to furnish a report to Government after every six months.

(S.A. QURESHI)
Deputy Secretary (Regulations),
Government of West Pakistan,
Finance Department.

APPENDIX-XI

Copy of office memorandum NO.F4(9)-R6/67, dated the 18th March 1968, from the Government of Pakistan Ministry of Finance addressed to all Ministries and Divisions, etc., Islamabad/Rawalpindi/Karachi and copies endorsed to Provincial Governments, etc.

Subject: **DRAWAL OF PENSION AND PROVIDENT FUNDS IN STERLING.**

The undersigned is directed to state that according to the Provision to Section 3 of the President's Order No.14 of 1959, a person is entitled to receive his pension in sterling for the period of his residence outside Pakistan. The term "residence" includes temporary visits abroad. A question has been raised whether the term "residence" also includes the time spent in transit from the point of exit from Pakistan to the point of entry in Pakistan. The matter has been considered in this Ministry and it has been decided to follow the analogy of leave salary ex-Pakistan as given in the government decision No.(1) below FR. 91.

GOVERNMENT OF WEST PAKISTAN FINANCE DEPARTMENT

No.SO(SR)-V-762/68.

Dated Lahore, the 5th July, 1968

A copy is forwarded, for information and guidance to:-

1. All Heads of attached Departments and the Registrar, High Court of West Pakistan.
2. All Commissioners of Divisions in West Pakistan;
3. All Regional Heads in West Pakistan;
4. All District and Session Judges and Deputy Commissioners/Political Agents in West Pakistan; and
5. All Heads of offices in West Pakistan.

SAGHIR ASAD HASAN, C.S.P.
Deputy Secretary (Regulations)

No.SO(SR)-V-762/68.

Dated Lahore, the 5th July, 1968

Copies are forwarded, for information and guidance, to:-

1. The Accountant General, West Pakistan, Lahore.
2. The Comptroller, Northern Area, West Pakistan, Peshawar.
3. The Comptroller, Southern Area, West Pakistan, Karachi.
4. The Director, Audit and Accounts Works, West Pakistan, Lahore and
5. The Comptroller and Auditor General of Pakistan

SAGHIR ASAD HASAN, C.S.P.
Deputy Secretary (Regulations)

No.SO(SR)-V-762/68.

Dated Lahore, the 5th July, 1968

Copies are forwarded for information and necessary action to:-

1. All Administrative Secretaries to Government of West Pakistan.
2. The Financial Adviser, Ghulam Muhammad Barrage Project, Hyderabad.
3. All Section Officers in Finance Department.
4. Private Secretaries to Ministers and
5. Private Secretaries to Chief Secretary, Additional Chief Secretary and Finance Secretary.

MIRZA REHMAT ULLAH
Section Officer – SR- (V)

No.SO(SR)-V-762/68.

Dated Lahore, the 5th July, 1968

Copies are forwarded to all Heads of Autonomous and semi-autonomous bodies in West Pakistan, for information and guidance.

MIRZA REHMAT ULLAH
Section Officer – SR- (V)
Government of West Pakistan
Finance Department

Copy of Office Memorandum No.F.4(9)-RI/67, dated the 13th March, 1969, from the Government of Pakistan, Ministry of Finance, addressed to all Ministries and Divisions, etc. Islamabad/Rawalpindi/Karachi, and copies endorsed to Provincial Governments, etc.

Subject:- **PAYMENT OF PENSION IN FOREIGN CURRENCIES.**

The undersigned is directed to say, that under the provision below Para 3 of the Pensions and Provident Funds (Payment in Rupees) Order, 1959, a pensioner is entitled to draw his pension in sterling during the period he resides outside Pakistan. A question has been raised whether a pensioner who resides abroad in a country in which sterling is not the currency, can be paid his pension in the currency of that county.

The President is pleased to decide as follows:-

- i) If a pensioner, who has opted for the New Pension Rules and Rates as contained in this Ministry's Office Memorandum No.OB-2/12/63-IMP(I)/66, dated the 18th August, 1966, and whose pension when payable in sterling is to be converted into sterling at the official rate of exchange for the time being in force, resides abroad in a country where currency is other than the sterling and has not demanded payment in sterling, payment of pension shall be made to him for the period of his residence in that country in the currency of that country at the rate of exchange prevalent on the date of payment without first converting rupees into sterling. However, if the pensioner demands payment in sterling in such a country, he would be entitled to draw his pension in sterling.
- ii) If a pensioner, who continues to be governed by his old pension rules and whose pension when payable in sterling for the period of his residence abroad, resides in a country where the currency is not sterling, payment of his pension shall be made to him by first converting it into sterling at the rate exchange as prescribed in Para 4 of the order referred to above or in the proviso to that paragraph as the case may be and thereafter, it should be converted into the currency of that country at the official rate of exchange between the sterling and the currency of that country prevalent at the time of payment.

Endst. No.SO(SR)-V-708/69,

Dated Lahore, the 2nd April 1969

Copies are forwarded, for information and guidance, in continuance of this Government's Endorsement No. SO(SR)-V-762/68, dated the 5th July, 1968, to—

1. All Administrative Secretaries to the Government of West Pakistan.
2. All Heads of Attached Departments and the Registrar, High Court of West Pakistan;
3. All commissioners of Divisions in West Pakistan;
4. All Regional Heads in West Pakistan;

5. All District and Sessions Judges and Deputy Commissioners/Political Agents in West Pakistan;
6. All Heads of Offices in West Pakistan;
7. The Accountant General, West Pakistan Lahore;
8. The Comptroller, Northern Area, West Pakistan, Peshawar;
9. The comptroller Southern Area, West Pakistan, Karachi;
10. The Director Audit and Accounts Works West Pakistan Lahore.
11. The comptroller and Auditor-General of Pakistan, Lahore.
12. The Financial Advisor, Ghulam Muhammad Barrage Project, Hyderabad;
13. The Section Officers in Finance Department.
14. The Private Secretaries to Ministers and
15. The Private Secretaries to Chief Secretary, Additional Chief Secretary and Finance Secretary.

RIAZ AHMED KAZIMI
Section Officer (SR-V)
Government of West Pakistan
Finance Department.

APPENDIX-XII

No.SO.II(SR)FD-4-36/71

GOVERNMENT OF NWFP
FINANCE DEPARTMENT

Dated the 8th July, 1971

From

The Secretary, to Government of NWFP,
Finance Department, Peshawar

To

1. All the Administrative Secretaries.
2. All the Heads of the attached Departments.
3. All Commissioners of Divisions in NWFP.
4. All District and Sessions Judges in NWFP.
5. All Deputy Commissioners in NWFP.
6. All Political Agents in NWFP.
7. Registrar High Court, NWFP, Peshawar
8. Secretary, Public Service Commission, NWFP, Peshawar.

Subject:

**MEASURE TO CHECK DELAYS IN THE SETTLEMENT OF
PENSION CASES PERIODICAL VERIFICATION OF SERVICE
RECORD BY ADUIT.**

MEMORANDUM

I am directed to say that with a view to eliminate the delay in the finalization of Pension cases of Government Servants, the Government of North-Wet Frontier Province have at the instance of the Government of Pakistan Ministry of Finance has decided that:-

1. The services of a Government Servant should be got verified by the Audit Office as soon as he has completed 10 years service.
2. Thereafter, the next verification should be on completion of 25 years services i-e., in respect of the intervening 15 years, and
3. Finally, it should be verified, in respect of period after 25 years when a Government servant is actually due to retire.

The length of pensionable service accepted in Audit through the verification at different stages mentioned above may in the case of non-gazetted Government servants be recorded in both the copies of the Service Books with the stamp of verification duly authenticated. In the case of Gazetted Officers the fact of verification will appear in the

history of services but if the history is not kept up to-date at frequent interval, the Officers concerned may be informed of the accepted length of pensionable service through a letter.

PIR BAD SHAH-I-MULK,
Section Officer-II (Service Regulation).
Government of N.W.F.P.,
Finance Department.

Copy for information to:

1. The Comptroller, N.W.F.P. Peshawar
2. The Secretary, Pension Disposal Committee, (S&GAD) Government of N.W.F.P., Peshawar.
3. The Director Modernization of Accounts, Lahore with reference to his memo No.107/Re-org./9-69 PT-II, dated 22nd April, 1971.

PIR BAD SHAH-I-MULK,
Section Officer-II (Service Regulation).
Government of N.W.F.P.,
Finance Department.

APPENDIX-XIII

No. SO-II (SR) FD-4-54/72.
GOVERNMENT OF N.W.F.P
FINANCE DERPARTMENT.
Dated Peshawar, the 11th February, 1972.

From

The Secretary,
Government of N.W.F.P.,
Finance Department.

To

1. All Administration Secretaries to Government of N.W.F.P.
2. All Heads of Attached Departments in N.W.F.P.
3. All Commissioners in N.W.F.P.
4. All District and Session Judges in N.W.F.P.
5. All Deputy Commissioner/Political Agents in N.W.F.P.
6. Registrar, High Court, Peshawar
7. Secretary, Public Services Commission, N.W.F.P. Peshawar.

Subject:- **GRANT OF EXTRA ORDINARY PENSION TO OR IN RESPECT OF GOVERNMENT SERVANTS INJURED/KILLED DURING THE DISTURBANCE IN EAST PSKISTAN.**

Sir,

I am directed to state that the question whether awards of extra-ordinary pension would be admissible under the provision of Rules 10.1 to 10.10 relating to extra-ordinary pension as contained in Chapter X of the West Pakistan, Civil Services Pension Rules, 1963, to Government servants (including Officers of the Provincial Services) who are injured or to their families in the event of those who have been killed in East Pakistan during the disturbances before the out break of war with India, has been considered by Government and it has been decided that awards of extra ordinary pension shall be granted to or respect of Government servants in question in accordance with the provision of the above-mentioned Rules as if the injury/death has been caused as a result of:-

- (i) a risk of suffering injury by violence;
 - (ii) a risk of injury by accident to which a Government servant is exposed in the course of and as a consequence of the performance of any particular duty which has the *effect of materially increasing his liability to such injury beyond the normal risks of his office.
2. In accordance with the procedure laid down in Rule 10.8 of the West Pakistan Civil Services Pension Rules, 1963, the Head of the Department/Attached Department/Office in which the injured or deceased Government servant was employed,

shall forward the claim through the usual channel to the Finance Department with the following documents:-

- (1) A full statement of circumstances in which the injury was received, the disease was contracted or the death occurred.
- (2) The application for injury pension in Form 9 (Pen) or the application for family pension in Form 10 (Pen.)
- (3) In the case of an injured Government servant or one who has contracted a disease a medical report in Form 11 (Pen). In the case of a deceased Government servant a medical report as to the death or reliable evidence as to the actual occurrence of death if the Government servant lost his life in such circumstances that a medical report cannot be secured.

In view however, of the circumstances, in which the injury had been sustained or death occurred in the case of Government servants covered by Para 1 above and the present political situation in East Pakistan, It has been decided that the requirement of prescribed documents mentioned at (1) and (3) above need not be insisted upon. The claims for grant of injury/family awards in these cases may be processed as indicated in the following paragraph:-

3. The Government servant, if he is injured or the head of the family, if he has been killed, shall submit a formal application, a specimen form of which is enclosed, to the services and General Administration if the injured/deceased Government servant belonged to the P.C.S. and in the case of Officers of other Provincial Services including Government servants who were transferred from North-West Frontier Province to serve in connection with the affairs of the Central or Provincial Government, to the Head of the office or of the Department in which he was employed before his transfer to East Pakistan. The authority receiving the formal application shall immediately draw the application in Form 9 (Pen) or Form 10 (Pen) (copies enclosed) as may be applicable and forward it to the Audit office concerned in NWFP., for the report as to the amounts of the awards admissible under the Rules in each case. On receipt of this report the claim will be sanctioned by the competent authority with the concurrence of Finance Department as per provision of Rule 10.5 of the West Pakistan Civil Services Pension Rules.

Your Obedient Servant,

(MUHAMMAD AMJAD, CSP.,
Deputy Secretary (Regulation),
Government of NWFP.,
Finance Department.

No.S.O.II(SR)FD-4-54/72. Dated Peshawar, the 11th February, 1972.

Copy forwarded to:-

The Comptroller NWFP Peshawar for information.

S.A SHAKIR

Section Officer (SR-II)
Government of NWFP
Finance Department.

No.S.O.II(SR)FD-4-54/72.

Copy forwarded to the Section Officer, Government of Pakistan, Ministry of Finance (Regulation Wing), Islamabad for information with reference to his Endst. No. F2) Reg-7/71 dated 12th January, 1972.

S.A SHAKIR

Section Officer (SR-II)
Government of NWFP
Finance Department.

FORM OF APPLICATION FOR INJURY PENSION

To

The.....

.....

.....

Sir,

I beg to say that I have been injured during the disturbances in East Pakistan onI, therefore, request that the extraordinary Pension admissible under the West Civil Services pension Rules, 1963 may kindly be sanctioned to me.

2. I declare that I have neither applied nor received any pension for this injury, nor I shall submit- any application hereafter without quoting a reference to this application and to the orders which may be passed on it.

3. I wish draw the pension from the Government Treasury/Sub-Treasury at.....

4. The following documents duly attested are enclosed:-
- (i) Three specimen signatures of mine;
 - ** (ii) Three copies of my photographs;
 - ** (iii) Two sets of my thumb and fingers impressions.

Your Obedient Servant,

Signature of.....

Name.....

Son of.....

Post held on the date of Injury.....

Postal Address.....

**Not required in the case of Gazetted Officers.

FORM OF APPLICATION FOR FAMILY PENSION

To

The.....

.....

.....

Sir,

I have the honour to say that Mr.....who was employed in.....as.....has been killed/died of injuries sustained during the disturbances in East Pakistan. It is requested that the extraordinary pension admissible under the West Pakistan Civil Services Pension Rules, 1963 may kindly be sanctioned to his/her family.

2. I declare that neither I nor any other member of the deceased family have applied for nor received any pension after his death. I further declare that neither I nor any member of the deceased family shall submit any application hereafter without quoting a reference to this application and to the orders which may be passed on it.

3. The pension will be drawn from the Government Treasury/Sub Treasury at

4. The following documents duly attested are enclosed:-

- (i) Three specimen signature of mine;
- (ii) Three copies of my photographs;
- (iii) Descriptive Rolls (in duplicate);
- (iv) List of family members of the deceased showing their relationship with the deceased and their ages.

Your Obedient Servant.

Signature of.....

Name.....

Widow/Son/Daughter of

Postal Address.....

FROM 9 (PEN)

(Referred to in Rule 10.8)

FORM OF APPLICATION FOR INJURY PENSION.

1. Name of applicant
2. Father's name.
3. Race, sect and cost.
4. Residence, showing village, Tehsil and District/Pargana.
5. Present or last employment including name of Establishment.
6. Date of beginning of service.
7. Length of service, including interruptions-
 - (a) Superior service.
 - (b) Class IV service
 - (c) Non-qualifying service and interruption.
8. Classification of injury.
9. Pay at the time injury.
10. Proposed pension or gratuity .
11. Date of injury.
12. Place of Payment
13. Special remarks if any.
14. Date of applicant's birth by Christian era.
15. Height.
16. Remarks.

Thumb and finger-impression
Thumb, Fore finger, Middle finger, Ring Finger,
Little finger.

17. Date on which the applicant applied for pension.

Signature of Head of Office/Department/Attached Department.

Note.-In the case of ladies gazetted Government servants Government title holders and other persons who may be specially exempted by Government, thumb and finger-impression and particulars of height and personal marks are not required.

If not known exactly, must be stated on the last information or estimate.

FORM 10 (PEN)
(Referred to Rule 10.8)

FORM OF APPLICATION FOR FAMILY PENSION.

Application for an extraordinary pension for the family of A.B.
late.....Killed or died of (injuries received in the execution of duty).

Submitted by the

- | | | |
|---|---|--|
| Description of Claimants | { | 1. Name and residence, showing village, Tehsil and District. |
| | | 2. Age. |
| | | 3. Height. |
| | | 4. Race, caste or tribe. |
| | | 5. Marks for identification. |
| | | 6. Present occupation and pecuniary circumstance. |
| | | 7. Degree of relationship to deceased. |
| | | 8. Name |
| | | 9. Occupation and Services. |
| | | 10. Length of services. |
| Description of deceased- | { | 11. Pay when killed |
| | | 12. Nature of injury causing death. |
| | | 13. Amount of pension or gratuity proposed. |
| | | 14. Place of payment. |
| | | 15. Date from which pension is to commence |
| | | 16. Remarks. |
| Name and age of surviving Kindred of Deceased | { | Name Date of Birth by Christian era. |
| | | Sons. |
| | | Widows |
| | | Daughters |
| | | Father |
| | | Mother. |

Note:- If the deceased has left no son, widow, daughter, father or mother surviving him, the word “non” or “dead” should be entered opposite to such relative.

Place.

Signature of Head of Office/
Department/Attached Department.

Dated.....

Note:- Entries 1,4,8 and 14 to be entered in Block Capitals.

APPENDIX-XIV

No.SO (SR-II) FD-4-23/71

GOVERNMENT OF N.W.F.P.
FINANCE DEPARTMENT.

Dated Peshawar, the 2nd October, 1973.

From

DR. IMTIAZ AHMED KHAN
Secretary to Government of N.-W.F.P.,
Finance Department, Peshawar.

To,

1. All administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, High Court, NWFP, Peshawar.
7. The Chairman, NWFP, Public Service Commission.

Subject:- **ADHOC INCREASE IN PENSION.**

Sir,

I am directed to state that with a view to giving some relief to the Pensioners, the provincial Government had under consideration the question of grant of adhoc increase in pension of the Provincial Government Pensioners on the lines allowed by the Government of Pakistan. The Governor, North-West Frontier Province, has now been pleased to sanction ad hoc increase in pension at the rates and to the extent indicated below to the existing pensioners of the Provincial Government with effect from 1st June, 1973, i.e., on pension due for the month of June payable on the 1st July, 1973:-

Amount of pension	Ad hoc Increase
(a) Not Exceeding Rs.50	20 percent subject to a minimum of Rs.5.
(b) Exceeding Rs. 50 but not exceeding Rs. 100	15 percent subject to a minimum of Rs. 10
(c) Exceeding Rs. 100 but not exceeding Rs. 500.	15 percent subject to a maximum of Rs. 30 with marginal adjustment for pensions upto Rs. 530.

2. The ad hoc increase sanctioned above shall be subject to the following conditions:-

- (i) Increase will be allowed on the gross pension i.e., pension before commutation and/or surrender of 1/4th thereof sanctioned with effect from 1st July, 1966 or there after under the new liberalized pension rules. If, however, a pensioner is in receipt of the increase in pension sanctioned in the former Government of West Pakistan letter No.FD. PC. (III) Pen-46/64, dated 2nd June, 1964, separately, the amount of gross pension shall be taken as inclusive of the increase sanctioned therein.
- (ii) Commutation of any part of the increase will not be permitted.
- (iii) If a person is in receipt of more than one pension the increase will be allowed on the total gross amount of all the pensions.

3. The adhoc increase sanctioned above will also be admissible on family pensions and extraordinary pension sanctioned under the West Pakistan Civil Services Pension Rules, 1963.

4. If the pension sanctioned by the North-West Frontier Province Government which qualifies for the grant of increases sanctioned above is shared with any other Government in accordance with the rules laid down in part IV of Appendix III to Account Code, Vol, I the amount of increases sanctioned above will be apportioned between the NWFP Government and the other Government concerned on proportionate basis.

Your Obedient Servant,

MUHAMMAD AMIN,
Deputy Secretary (Regulations),
Government of NWFP.

No. SO (SR-II) FD-4-23/71, dated Peshawar, the 2nd October, 1973.

A Copy is forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency/Treasury Officers in NWFP.

S.A. SHAKIR
Section Office (SR-II).

No. SO (SR-II) FD-4-23/71, dated Peshawar, the 2nd October, 1973.

A Copy is forwarded for Information to:-

1. All Deputy Secretaries to Government of NWFP, Finance Deptt:
2. All Section Officers/Budget Officers to Government of NWFP Finance Deptt:
3. The Section Officer-III, Government of NWFP, Services and General Administration Department.
4. The Director of Information, NWFP.
5. All Autonomous and Semi-autonomous Bodies in NWFP.

S.A. SHAKIR
Section Office (SR-II).

APPENDIX-XVI

No. SO (SR-II) FD/4-23/71.
GOVERNMENT OF NWFP.
FINANCE DEPARTMENT.

Dated Peshawar, the 11th December, 1973

From

DR. IMTIAZ AHMED KHAN,
Secretary to Government of NWFP,
Finance Department.

To,

1. All Administrative Secretaries, to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioners of Division in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar High Court NWFP.
7. The Chairman, NWFP, Public Services Commission.

Subject:- **DEARNNESS INCREASE IN SERVICE PENSION.**

Sir,

I am directed to refer to this Department letter of even number, dated the 2nd October, 1973, on the subject noted above and to say that the Governor, North-West Frontier Province, is further pleased to decide that the Provincial Pensioners whose gross pension (i.e., Pension before commutation and/or surrender of 1/4th thereof) was not more than Rs. 700 p.m. may be allowed a further increase equal to 15 percent of their gross pension subject to maximum of Rs. 35 p.m. with effect from 1st August, 1973, i.e., on pensions for the month of August 1973, and payable on the 1st September, 1973.

It is clarified that for the purpose of calculating this increase the adhoc increase sanctioned in para 1 of the letter referred to above shall not be taken into account.

Your Obedient Servant

ANWAR SAIFULLAH KHAN
Deputy Secretary, (Regulations).

No. SO (SR-II) FD-4-23/71, dated Peshawar, the 11th December, 1973.

A Copy is forwarded for information to the:-

1. Accountant-General, NWFP., Peshawar.
2. All District/Agency Accounts Officers in NWFP,
3. Treasury Officer, Peshawar.

(S.A. SHAKIR)
Section Officer (SR-II)
Finance Department.

No. SO (SR-II) FD-4-23/71, dated Peshawar, the 11th December, 1973.

A Copy forwarded for information to the:-

1. All Deputy Secretaries to Government of NWFP, Finance Deptt:
2. All Section Officers/Budget Officers to Government of NWFP, Finance Deptt:
3. The Section Officer-III Government of NWFP., Services and General Administration Department.
4. All Autonomous and Semi-autonomous Bodies in NWFP.

(S.A. SHAKIR)
Section Officer (SR-II)
Finance Department

APPENDIX-XVII.

No. So (SR-II) FD-4-23/71.

GOVERNMENT OF NWFP,
FINANCE DEPARTMENT.

Dated Peshawar the 25th June. 1974.

From

DR. IMTIAZ AHMED KHAN.
Secretary to Government of NWFP.,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, High Court, NWFP, Peshawar.
7. The Secretary, North-West Frontier Province Public Services Commission.

Subject:- **GRANT OF SPECIAL DEARNESS INCREASE IN PENSION TO PENSIONERS OF THE PROVINCIAL GOVERNMENT.**

Sir,

I am directed to refer to the subject noted above and to say that the Governor, North-West Frontier Province, has been pleased to sanction with effect from the 8th June, 1974 and until further orders, a Special Dearness Increase in pension at 15 percent of gross pension (i.e., pension before commutation and/or surrender of 1/4th thereof subject to a maximum of Rs. 100 p.m. to all pensioners of the Provincial Government. This Special Dearness Increase will be in addition to the ad hoc increase and the Dearness Increase, where admissible as sanctioned in this department letter of even number, dated the 2nd October, 1973 and dated the 11th December, 1973 respectively. The term 'gross pension' will also include the increase in pension sanctioned in the former Government of West Pakistan, Finance Department letter No. F.D. P. C, (III)-Pens.-46/64, dated the 2nd June, 1964 where being drawn. If a person is in receipt of more pensions than one, then the Special Dearness Increase will be calculated on the aggregate of all his gross pension.

2. The Special Dearness Increase will also be admissible on family pension granted under the pension-cum-gratuity scheme 1954 and/or the Extraordinary Pension Rules as well as on the Compassionate Allowance sanctioned under rule 1.9 of the West Pakistan Civil Services Pension Rules.

3. If the gross pension sanctioned by the Government of North-West Frontier Province is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix-III of Accounts Code Volume-I the amount of the Special Dearness Increase will be apportioned between the N.W.F.P. Government and other Government (s) concerned on proportionate basis.

4. Commutation of any part of the special Dearness Increase will not be permissible.

5. In the case of re-employed pensioners, neither the Special Dearness Increase being sanctioned in the present letter nor the *ad hoc* increase and the Dearness Increase referred to in para 1 above, would be admissible, for the period of their re-employment.

Your Obedient Servant.

S.A. SHAKIR,
Section Officer (SR-II),
For Secretary to Government of N.W.F.P
Finance Department.

No. SO(SR-II) FD-4-23/71,

dated Peshawar, the 25th June, 1974.

A Copy is forwarded for information to: –

1. The Accountant General NWFP, Peshawar.
2. All District/Agency Accounts Officers/Treasury Officers in N.W.F.P.

S.A. SHAKIR,
Section Officer (SR-II),

No. SO(SR-II) FD-4-23/71,

dated Peshawar, the 25th June, 1974.

A Copy is forwarded for information to: –

1. All Deputy Secretaries to Government NWFP, Finance Department.
2. All Section/Budget Officers to Government of NWFP Finance Department.
3. The Section Officer (S-III) Government of NWFP, Service and General Administration Department.
4. The Director of Information, NWFP.
5. All Autonomous and Sami-autonomous Bodies in NWFP.

S.A. SHAKIR,
Section Officer (SR-II),

APPENDIX – XVIII
No. SO (SR-III) FD/4-23/71.

GOVERNMENT OF NWFP.
FINANCE DEPARTMENT.

Dated Peshawar, the 16th April, 1975.

From

Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, High Court, Peshawar.
7. The Secretary, NWFP Public Service Commission.

Subject:- **ADDITIONAL DEARNESS INCREASE IN PENSION.**

Sir,

I am directed to say that the Governor, North –West Frontier Province has been pleased to sanction with effect from the 7th April, 1975 and until further orders, Additional Dearness Increase in pension @ 10 percent of Gross Pension subject to a maximum of Rs.25 p.m. to all pensioners of the Provincial Government. The Additional Dearness Increase will be admissible subject to the same conditions as laid down in this Department's letter No. SO(SR-II) FD-4-23/71, dated 25th June, 1974 for the purpose of admissibility of the special dearness Increase.

Your Obedient Servant

SAFDAR ALI KHAN,
Deputy Secretary, (Regulations)

No. SO(SR-III) FD-4-23/71,

Dated Peshawar, the 16th April, 1975.

A Copy is forwarded for information to: –

1. The Accountant General, NWFP Peshawar.
2. All District Agency Accounts/Treasury Officers in NWFP.

S.A. SHAKIR,
Section Officer (SR-III),

No. SO(SR-III) FD-4-23/71,

dated Peshawar, the 16th April, 1975.

A Copy is forwarded for information to: –

1. All Deputy Secretaries to Government NWFP, Finance Department.
2. All Section/Budget Officers to Government of NWFP Finance Department.
3. The Section Officer (S-III) Government of NWFP, Service and General Administration Department.
4. The Director of Information, NWFP.
5. All Autonomous and Sami-autonomous Bodies in NWFP.

S.A. SHAKIR,
Section Officer (SR-III),

APPENDIX – XIX

No. SO (SR-III) FD/4-141/74.

GOVERNMENT OF NWFP.
FINANCE DEPARTMENT.

Dated Peshawar, the 29th January, 1975.

From

Mr. ARSHAD FARID,
Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, High Court, NWFP Peshawar.

Subject: - **NATIONAL PAY SCALES RULES – CLARIFICATION.**

Sir,

I am directed to state that the Government has under consideration the question whether the benefit of fixation of pay in the National Pay Scales will be admissible to the officials on L.P.R. on 1st March, 1972. It has been decided that the benefit of fixation of pay in the National Pay Scales in the above – mentioned rules will be admissible to officials who were on L.P.R. on 1st March, 1972. Similarly for the purposes of pension/gratuity, this benefit will also be admissible to those who resigned, retired or expired between 1st March, 1972 and 1st August, 1973.

2. I am further to say that the question as to how, for the purposes of pension, the average emoluments of those who were in service on 1st August, 1973 and retired/proceeded on L.P.R. on a subsequent date shall be calculated. It has now been decided that for the purposes of Rule 4.4 (2) of the West Pakistan Civil Services Pension Rules, the average emoluments during the prescribed period before retirement will be calculated on the basis of their pay in the National Pay Scales on 1st March, 1972 or a subsequent date in accordance with the date of their option for the National Pay Scales inspite of the fact that arrears were not allowed before 1st August, 1973.

3. It may however be pointed out that arrears of pay under the North – West Frontier Province (Gazetted) Civil Services (National Scales of Pay) Rules, 1974 and N.W.F.P. (Gazetted) Teaching Staff (National Pay Scales Rules, 1974 are not admissible from 1st March, 1972 to 31st July, 1973.

Your Obedient Servant

SAFDAR ALI KHAN

Deputy Secretary (Regulations)

Finance Department.

No. SO(SR-III) FD-4-141/74,

dated Peshawar, the 29th January, 1975.

A Copy is forwarded for information and necessary action to: –

1. The Accountant General NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.

S.A. SHAKIR,
Section Officer (SR-III),

No. SO(SR-III) FD-4-141/74,

dated Peshawar, the 29th January, 1975.

A Copy is forwarded for information and necessary action to: –

1. All Deputy Secretaries to Government NWFP, Finance Department.
2. All Section/Budget Officers to Government of NWFP Finance Department.
3. The Section Officer (S-III) Government of NWFP, Services and General Administration Department.
4. All Autonomous and Sami-autonomous Bodies in NWFP.

S.A. SHAKIR,
Section Officer (SR-III),

APPENDIX – XX

No. SO (SR-III) FD-4-36/72.

GOVERNMENT OF NWFP.
FINANCE DEPARTMENT.

Dated Peshawar, the 9th March, 1976.

From

Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, High Court, NWFP Peshawar.
7. The Chairman, NWFP, Public Service Commission.

Subject: - **SPEEDY DISPOSAL OF PENSION CASES.**

Sir,

I am directed to refer to the subject noted above and to say that with a view to eliminating delays in the disposal of pension cases simplified procedure have been introduced by the Government. According to the instructions issued from time to time it enjoins on all authorities dealing with the applications for pension to bear in mind that delay in the payment of pension involves peculiar hardship and that it is essential to ensure that a Government Servant begin to receive his pension on the date on which it becomes due. With this end in view the following provision has been made in the NWFP Civil Servants Act, 1973: –

“19 (4) If the determination of the amount of pension or gratuity admissible to a civil servant is delayed beyond one month of the date of his family as death, he on his family as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, according to the length of service of the civil servant which qualifies for pension or gratuity; and over payment of such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such civil servant or his family.”

2. The facility of granting anticipatory pension/gratuity has also been provided under the provision of rule 6.1 to 6.7 of the West Pakistan Civil Services Pension Rules, 1963 as applicable in the North – West Frontier Province. These rules provide for the grant of anticipatory pension to such Government servants whose pension cases are likely to be

delayed due to the non-completion of the pension documents. Since the Government attaches utmost importance to the timely sanction of the pension to its retiring Government servants it has been desired that the departments/subordinate offices will ensure strict compliance of the provision of the rules and the instructions issued and the procedure prescribed in this regard from time to time.

3. The instructions contained in this Department Memo. No. SOII(SR)/FD-4-36/71, dated 8th July, 1971 regarding the verification of service by Audit may please be followed rigidly.

Sd/ X X X
Section Officer (SR-III)
Finance Department.

Endst: No. SO(SR-III) FD-4-36/72,

Dated Peshawar, the 9th March, 1976.

A copy is forwarded to the Accountant General NWFP, Peshawar with reference to his memo: No.PEN.(MAIN)/CO-ORD/75-76/355-56, dated 19th February, 1976 for information.

2. As required by the Finance Department memo No.SO-II(SR)FD-4-36/71, dated 8th July, 1971 the length of pensionable service may please be verified in respect of the officers of Grade 16 and above at various stages and the accepted length of pensionable service communicated to each of them.

Sd/ X X X
Section Officer (SR-III)
Finance Department.

Endst: No. SO(SR-III) FD-4-36/72,

Dated Peshawar, the 9th March, 1976.

A copy is forwarded for information and necessary action to all Distt./Agency/Treasury officers in NWFP.

Sd/ X X X
Section Officer (SR-III)
Finance Department.

Endst. No.SO(SR-III)FD-4-36/72 dated Peshawar 9th March, 1976.

A Copy is forwarded for information to: -

1. All Deputy Secretaries to Government of NWFP, Finance Department.
2. All Section/Budget Officers to Government of NWFP, Finance Department.
3. The Section Officer (Services-III) Government of NWFP, Service and General Administration Department.

Sd/ X X X
Section Officer (SR-III)
Finance Department.

APPENDIX – XXI

No. SO (SR-III) FD-4-36/75.

GOVERNMENT OF NWFP.
FINANCE DEPARTMENT.

Dated Peshawar, the 14th September, 1977.

To

The Director of Information
NWFP, Peshawar.

Subject: - **SIMPLIFICATION OF PENSION PAYMENT PROCEDURE**

The Government has decided that with effect from 1st October, 1977 all branches of the National Bank of Pakistan will undertake the work of payment of pension. The pensioners are required to notify to the Treasury Officer concerned immediately the name of the branch of the National Bank of Pakistan through which they intend to draw their pensions from the above date. A Press Note is added. It is requested that wide publicity may kindly be given to this decision.

Sd/ X X X
Section Officer (R-III)
Finance Department.

Endst: No. SO(SR-III) FD-4-36/75, Dated Peshawar, the 14th September, 1977.

A Copy alongwith copy of Press Note is forwarded for information and necessary action : -

1. The Accountant General NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. The Manager, State Bank of Pakistan, Principal.
5. The Senior Vice President, National Bank of Pakistan, Principal Office Arbab Road Peshawar.
6. Mr. Aslam Khan, Section Officer, Government of Pakistan, Finance Division, Islamabad.

Sd/ X X X
Section Officer (SR-III)
Finance Department.

PRESS NOTE

In order to provide further facilities in the drawal of their pension by Government pensioner, it has been decided by the North-West Frontier Province Government that, with effect from 1st October, 1977, pensions would be disbursed at branches of the National Bank of Pakistan in addition to the Government Treasuries as at present. The Provincial pensioners who opt to draw their pensions directly at the National Bank of Pakistan branches are, therefore advised to immediately notify to the Treasury Officer/District Accounts Officer concerned the particular branch of the National Bank from which the payment of pension is desired in future. On receipt of this intimation the Treasury Officer/District Accounts Officer will endorse the pensioner's "Pension Payment Order (PPO)" to the nominated branch of the Bank and will also separately forward to that branch other record on the basis of which that branch will undertake disbursement of pension afterwards.

GOVERNMENT OF NWFP.
FINANCE DEPARTMENT.

Dated Peshawar, the 18th June, 1979.

From

MR. MUZAFFAR MAHMOOD QURASHI,
Secretary to Government.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Secretary, NWFP, Public Service Commission.
8. The Registrar, Services Tribunal, NWFP.

Subject:- **PENSIONARY BENEFITS TO WORK CHARGED/CONTINGENT PAID STAFF ON COMING OVER TO REGULAR ESTABLISHMENT.**

Sir,

I am directed to refer to the subject noted above and to say that the work-charged/contingent paid staff was placed on regular establishment in a phased Programme with effect from 1st July, 1973, in terms of orders contained in this Department's letter No.1/55/71/SOX-I/FD., dated 7th May, 1973, and FD.(SR-I) 2-9/72 (Vol:II), dated 29th December, 1973. Prior to coming over to regular establishment, this staff was entitled to gratuity on retirement and invalidation under the North-West Frontier province, Retiring and Invalid gratuities (Non-Pensionable Establishment) Rules, 1943.

2. On coming over to regular establishment, the above category of staff ceased to have any connection with the previous services rendered on work charged/contingent paid establishment. Pension and gratuity is now admissible to them on the basis of qualifying service rendered on regular establishment.

3. A Government servant on regular establishment is entitled to gratuity only on retirement after the age of superannuation if he has rendered at least five years qualifying service. Pension is admissible to those who render ten years qualifying service or more those who render less than five years qualifying service are not entitled to any gratuity or pension.

4. The anomalous position which has now cropped up is that the work-charged/contingent paid Government servants who superannuate within a period of five years after coming over to regular establishment are neither entitled to gratuity under the West Pakistan Civil Services Pension Rules, (their qualifying service being less than five years) nor to gratuity under the “North West Frontier Province Retiring and Invalid Gratuities Non-Pensionable Establishment) Rules, 1943” (Annexed) their past service on work charged/contingent paid establishment having lost its value as they served all connection with that service. They are thus deprived of the retirement benefits previously admissible to them while not qualified to get those granted under the new rules:-

5.

6. In order to save such Government Servants who retired/retire on superannuation with in period of five years after coming over to regular establishment from hardship it has been decided to allow them gratuity as under:-

i. Gratuity equal to 20 days’ pay for each completed year of qualifying service on regular establishment.

OR

ii. Gratuity on the basis of past service on work charged/contingent paid establishment as admissible to them previously under the North-West Frontier Province Retiring and Invalid Gratuities (Non-Pensionable Establishment) Rules, 1943.

Whichever be more beneficial.

7. These orders take effect from Ist July, 1973.

Your Obedient Servant,

Sh: MOHAMMAD AFZAL

Additional Secretary to Government of NWFP.,
Finance Department,
Phone: 73235

No. SO(SR-III)FD/4-176/75, dated Peshawar 18th June, 1979.

A copy is forwarded for information to:-

1. Lt. Col. A.H. Tabasum, Martial Law Secretariat Zone ‘B’, Peshawar.
2. Heads of all Autonomous/Semi-Autonomous Bodies/Authorities and Corporations in NWFP.
3. Secretaries Finance Department, Government of Punjab, Sind and Baluchistan.

SADAR ALI KHAN,
Deputy Secretary (Regulations),
Finance Department
Phone: 72543

No.SO(SR-III) FD/4-176/75, dated Peshawar, the 18th June, 1979

Copy is forwarded for information to:-

1. The Accountant General, NWFP.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer Peshawar.
4. The Director, Local Fund Audit, NWFP.
5. PA to Secretary/Additional Secretaries/Joint Secretary/Deputy Secretaries in Finance Department, NWFP.
6. All Section Officers/Budget Officers in Finance Department, NWFP.

ZIA-UR-REHMAN
Section Officer (SR-III)
Finance Department

**GOVERNMENT OF NWFP
FINANCE DEPARTMENT**

NOTIFICATION

31st July, 1943

No. 1965-F-15/121:- In exercise of the powers conferred by clause (b) of sub-section(2) of Section 241 of the Government of India Act, 1935, the Governor, North-West Frontier Province is pleased to make the following rules:-

1. These rules may be called the North-West Frontier Province Retiring and Invalid Gratuities (Non-Pension able Establishment) Rules, 1943.

2. These rules shall apply to persons in non-pension able service including those paid from contingencies and members of the work charged establishments. They shall not apply to persons who are subject to a contributory Provident Fund or are governed by any special system of gratuities, (e.g., Patwaris).

3. For the purposes of these rules “month’s pay” means--

- a) in the case of a whole time Government servant employed on piece of work wages, the average monthly-remuneration drawn during a period of one year immediately before retirement;
- b) in the case of a Government servant employed on daily wages, such wages drawn immediately before retirement multiplied by 30; and
- c) in the case of other Government servants to whom these rules apply, their monthly non-substantive pay drawn immediately before retirement.

4. The amount of gratuity to be paid under these rules shall be regulated as follows:

Length of non-qualifying or non-pensionable service	Retiring Gratuity	Invalid Gratuity
After a service of less than 10 years	Nil	Nil
After a service of non less than 10 years but less than 15 years	Nil	Four months pay
After a service of not less than 15 years but less than 20 years	Four months pay	Five months pay
After a service of not less than 20 years but less than 25 years	Five months pay	Six months pay
After a service of 25 years and above	Six months pay	Six months pay

Note:- (1) A retiring gratuity will be sanctioned only when a person to whom these rules apply is compulsorily retired, say on attaining the age of superannuation, or on termination of his appointment due to retrenchment, lapse of sanction of re-organization of establishments, or on his retiring voluntarily after he completes a service of 30 years. The rules regarding medical certificates in the Civil Service Regulations should be followed generally in regard to the invalidation of persons for the purpose of an “invalid gratuity” under these rules.

Note:- (2) The provisions in the Civil Services Regulations for reckoning service for pension and re-employment of pensioners should be followed in so far as they are applicable in determining service qualifying for gratuity under these rules and for the re-employment of gratuitants. The leave taken during the service of a non-pension able employee will count as service for the purpose of these rules subject to the provisions of Articles 407, 408 and 414 of the Civil Service Regulation.

Note:- (3) Government servants who entered service before 1st April, 1943, shall retire on attaining the age of 60 years, and these who entered service on or after 1st April, 1943 shall retire on attaining the age of 55 years.

5. The authorities who are at present authorized to sanction pensions are hereby empowered to sanction, on the certificate of the Comptroller, North-West Frontier Province, the gratuities admissible under these rules, Provided the service rendered has been thoroughly satisfactory, where the service has not been satisfactory, orders of the Provincial Government should be obtained through the Comptroller, North-Wet Frontier Province, who will furnish the usual audit certificate.

6. Service rolls should be maintained for temporary and non-pension able employees, members of the work-charged establishment and menials paid from contingencies. The entries made in the service rolls should be verified by the heads of offices once a year and certificate of verification recorded in the rolls as in the case of entries made in the service books of members of the regular establishments.

By order of the Governor,
N.W.F.P.

E.L.C. PRICE,
Secretary to Government of NWFP.,
Finance Department.

APPENDIX – XXIII

No. So (SR-III) FD-4-204/77.

GOVERNMENT OF NWFP.
FINANCE DEPARTMENT.

Dated Peshawar, the 8th December, 1979.

From

MR. MUZAFFAR MAHMOOD QURASHI,
Secretary to Government.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, High Court, Peshawar.
7. The Secretary, NWFP, Public Service Commission.
8. The Registrar, Services Tribunal, NWFP.

Subject:-

**ARREARS OF PAY, ALLOWANCES, PENSION, G.P. FUND,
GROUP INSURANCE BENEVOLENT FUND TO THE LEGAL
HEIR OF DECEASED PENSIONERS.**

Sir,

I am direct to refer to the subject noted above and to say that in supercession of all existing instruction it has been decided to empower the Deputy Commissioner of the concerned District to make payment of arrear of pay, allowances., pension, G.P. Fund and all other claims such as Group Insurance and Benevolent Fund to the legal heirs of deceased Government servant without any limit. The payment should be made after the production of legal authority by the legal heirs of the deceased Government servant.

2. The official/officers so handling cash relating to such claims should furnish adequate security either in the shape of cash or landed property.

Your Obedient Servant,

SH: Muhammad Afzal,
Additional Secretary to
Government of NWFP.,
Finance Department.

No.SO(SR-III)FD/4-204/77,

dated Peshawar, the 18th December, 1979

Copy forwarded to:-

1. The Accountant General, NWFP, Peshawar.
2. The District Accounts Officers in NWFP, for information.

SD/-XXX
Section Officer (SR-III)
Finance Department

APPENDIX XXIV

No.SO(SR-III)FD-4-36/75

GOVERNMENT OF NWFP
FINANCE DEPARTMENT

Dated Peshawar, the 27th September, 1977

From

MR ZAMIR AHMAD,
Secretary to Government of NWFP
Finance Department

To

1. All Administrative Secretaries to Government of North-West Frontier Province.
2. All Heads of Attached Departments in North-West Frontier Province.
3. All Commissioners of Divisions in North-West Frontier Province.
4. All Deputy Commissioners/Political Agents in North-West Frontier Province.
5. The Registrar, Peshawar High Court, Peshawar.
6. The Chairman, North-West Frontier Province Public Service Commission.

Subject: **SIMPLIFICATION OF PENSION PAYMENT PROCEDURE.**

Sir,

I am desired to inform you that it has been decided by the North-West Frontier Province Government that with effect from 1st October, 1977 pension would be disbursed at branches of the National Bank of Pakistan in addition to the Government treasuries as at present. The Provincial pensioners are required to notify to the Treasury Officer, concerned immediately the name of the branch of National Bank of Pakistan through which they intend to draw their pension from the above date.

2. A copy of procedure outlined by the Government of Pakistan Finance Division in their letter No. F. 3 (9)-I. E. IX/77-660, dated 13th August, 1977 is sent herewith for guidance and necessary action.

Your Obedient Servant.

ZIA-UR-REHMAN,
Section Officer (SR-III).

Endst: No. SO (SR-III) FD-4-36/75, dated Peshawar, the 27th September, 1977.

Copy alongwith a Copy of Finance Division letter No. F.3. (9)-IF. IX/77-660, dated 13th August, 1977 is forwarded to:-

1. Mr. M.Asalam Khan, Section Officer, Government of Pakistan Finance Division (Internal Wing) Islamabad with reference to his Endst: No. 366-IF-IX/77, dated 14th May, 1977.
2. The Accountant-General NWFP, Peshawar.
3. All District/Agency Accounts Officers in NWFP.
4. The Treasury Officer, Peshawar.
5. The Senior Vice President, National Bank of Pakistan, Arbab Road, Peshawar Cantt.
6. All Autonomous and Semi-autonomous Bodies in NWFP.
7. The Manager, State Bank of Pakistan, Peshawar.

ZIA-UR-REHMAN,
Section Officer (SR-III).

No. F.3 (9)-IF-IX/77-660

GOVERNMENT OF PAKISTAN
FINANCE DEVISION.
(INTERNAL FINANCE WING).

Dated Islamabad, the 13th August, 1977.

The Auditor-General of Pakistan, Lahore.

Subject:- SIMPLIFICATION OF PENSION PAYMENT PROCEDURE.

Sir,

As you are aware, the question of simplification of pensionery procedure has been under consideration by Government for some time past. In this context, Government instructions aimed at further improvement of the procedure for the sanction of pensions of retired Government servants have already been issued under Finance Division (Regulation's Wing-II) office memorandum No. F. 5 (1)-Reg. (6)/77, dated 24th February, 1977, addressed to Ministers/Divisions and copy endorsed to you, among others.

2. Government has since also considered the existing procedure for payment of pensions and, with a view to further facilitating the drawl of their monthly pension by retired Government servants it has been decided that the payment of pensions will also be allowed at all branches of the National Bank of Pakistan. This arrangement will take effect from 1st September, 1977, and the pensioners at their option, can choose either to continue to draw their pension from the Treasury Officer or District Accounts Officer, as the case may be, as hitherto or to draw it from a branch of the National Bank of Pakistan of their choice.

The precise arrangements to be followed to give effect to the aforesaid decision will be as indicated below:-

- (1) In addition to the existing arrangements pension payment will also be made by all branches of the National Bank of Pakistan that the pensioners may nominate for drawl of their pension.
- (2) Finance Division have already issued a Press Note announcing the decision for the information of the pensioners and requiring them to intimate in writing, to the Treasury Officer or the District Accounts Officer from whom they are drawing their monthly pension at present, the particular branch of the National Bank of Pakistan from which they wish to draw their pension in future. The information can also be furnished when the pensioner approaches the Treasury Officer/District Accounts Officer (as the case may be) for drawl of his pension for the month of July, 1977 or for any subsequent month.
- (3) The National Bank of Pakistan will immediately starts giving publicity over the information media to the new mode of payment of pensions. The bank would

also supply an up to date district-wise list of their branches all over Pakistan to:-

- (i) All Treasury Officers/District Accounts Officers.
 - (ii) All Accountant General and Comptrollers.
- (4) On their part, the Treasury Officers or the District Accounts Officer (as the case may be) concerned with payment of pensions will also ensure that an option is obtained in writing from all those pensioners who approach them for payment of their pension for the month of July, 1977, or for any subsequent month and who desire future payments of their pension to be made through the National Bank of Pakistan. The written option should invariably name the particular branch of the National Bank form which payment is desired.
- (5) After collecting options in the aforesaid manner, the Treasury Officer/District Accounts Officer will take out the disburser's portion of the relevant P.P.Os. on, record in their office, endorse them (as well as the P.P.O in the possession of pensioner which will be returned to him for presentation at the branch of National Bank of Pakistan) in favour of the nominated branch of National Bank of Pakistan. They will then list P.P. O. in Form T.R. 36 in triplicate and take further action as indicated below:-
- (i) If the nominated branch of National Bank is situated in the same Province in which the Treasury is located, the Treasury Officer will forward one copy of the completed T. R. 36 and disburser's portion of P.P. O. to the concerned Branch of National Bank of Pakistan, another copy to his Accountant-General/Comptroller and third copy will be recorded for reference in future.
 - (ii) If the nominated branch of National Bank is situated in the same District as that of the District Accounts Officer, the District Accounts Officer will forward one copy of the completed T.R. 36 and disburser's portion to the concerned branch of National Bank and another copy to the Audit Branch of his office (which will audit the payments of pensions made directly at the branches of national Bank) and the third copy will be recorded for reference in future.
 - (iii) If the nominated branch of National Bank is situated outside the District in which the District Accounts Office is located the District Accounts Officer will forward one copy of the completed T.R.36 and disburser's portion to the concerned branch of National Bank and another copy to the District Accounts Officer, in whose jurisdiction the nominated branch is situated (for audit of pension payments) and the third copy will be recorded for reference in future.

- (iv) In case the nominated branch is situated outside the Province of Treasury/District Accounts Office, the Treasury Officer/ District Accounts Officer will forward one copy of T.R. 36 and the disburser's portion to that branch of National Bank and the second copy to the Accountant-General/Comptroller of the Province where pension is being received that Accountant General will, in turn, inform the Accountant General/Comptroller of other Province so that pension payment thus made may be accounted for and audited. The third copy will be recorded for future reference. Before forwarding the documents to National Bank of Pakistan in pursuance of (i) to (iv) above the Treasury Officers/District Accounts Office will have their signatures verified in the manner stated at item 8 (below)".
- (6) Pension for the month of August, 1977, payable on and from 1st September, 1977, in respect of those pensioners who elect to be paid at the National Bank of Pakistan will be disbursed by the respective nominated branches of the Bank.
- (7) Pensioners who do not visit the Treasury Officer/District Accounts Officer for drawal of their pension for July, 1977 or for any reason even thereafter will continue to draw their monthly pension from the Treasury Officer/District Accounts Officer until they have exercised their option and wish to be paid through the National Bank of Pakistan. After exercise of the option the Treasury Officer/District Accounts Officer will take action on the lines indicated at item (5) above.
- (8) (a) The Accountant-General/Comptroller shall, in the due course, arrange to supply to the branches of the National Bank of Pakistan, the specimen signatures of their authorized Offices, including those of District Accounts Officers, to gather with the specimen of confidential seal with which the P.P. O. and other related documents will be embossed.
- (b) As an interim measure (in-as-much as it will take time to supply specimen signatures) the signatures of the Treasury Officers/District Accounts Officers/Authorised Officers of the Accountant-General Office will be verified by the Treasury branch, or the designated branch of the National Bank of Pakistan before the P.P.O. and the related documents are forwarded to the branch of the National Bank of Pakistan at which a pensioner has chosen to draw his pension, to enable the latter branch to satisfy itself about the authenticity of the document (please see item 5 above and item (9) below).

(9) In the case of new P.P.Os. The Accountant-General/Comptroller/ District Accounts Officer will ascertain from the pensioner the particular branch of the National Bank of Pakistan at which he wishes to draw his pension. When final sanction is accorded to the pension, the Accountant-General/District Accounts Officer will indicate the branch of National Bank of Pakistan (at which payment of pension will be made) in the forwarding letter and also in both halves of the P.P. O., (disburser's portion as well as pensioner's portion) and take further action as below:-

- (i) When the P.P.O is issued by an Accountant-General/Comptroller and the nominated branch of the National Bank is located in the same Province, the Accountant-General Comptroller will send both halves of the P.P. O. to the nominated branch of National Bank.
- (ii) If the nominated branch of National Bank of Pakistan is located in another Province, a copy of the letter of intimation (referred to at (i) above) will also be sent to the Accountant General/Comptroller of the other Province for necessary action i.e.' auditing etc, of the pension.
- (iii) When the P.P. O. is issued by a District Accounts Officer and the nominated branch of the National Bank is situated within his jurisdiction (District) both the halves of the P.P. O. will be sent to the nominated branch of the Bank endorsing a copy of the forwarding letter to the pensioner.
- (iv) When the nominated branch is situated outside his jurisdiction (District) both the halves of the P.P. O. will be sent to the nominated branch of National Bank, endorsing a copy of the forwarding letter to the District Accounts Officer in whose jurisdiction the nominated branch of the Bank is situated for the purpose of audit of pension payments. If, however, the branch is situated outside the province the copy should be forwarded to the Accountant-General for his Province who will, in turn, inform the Accountant-General/Comptroller of the other Province.
- (v) In all these cases i.e., (i) to (iv) above:-
 - (a) a copy of the forwarding letter (with which P.P. Os. are being sent to the bank) should be endorsed to the pensioner advising him to take his

- National Identity Card to the bank, on first appearance, for identification, and
- (b) Until specimen signature have been sent to the branch of National Bank of Pakistan vide (a) of item (8), the signatures of the Authorised Officers/District Accounts Officer will be got verified by the designated branch of National Bank of Pakistan in terms of (b) thereof.
- (10) Accountant-General/Comptrollers/District Accounts Officers ensure that P.P. Os. (both pensioner's portion and disburser's portion) bear pensioner's photograph except where not required under F. T. R. 328 (2) as well as the number and date of his National Identity Card. For this purpose, space should be provided even in the existing supply of aforesaid both portions of P. P. Os.
- (11) On receipt of P.P. Os. and completed form T.R. 36 the Manager of the concerned branch of the National Bank of Pakistan or his authorized officer will enter them in a special ledger to be maintained in a form similar to existing Form T.R-36 (Specimen at Annex-I) The particulars thus entered will serve as a permanent record with the National Bank of Pakistan.
- (12) The first payment of pension by the National Bank of Pakistan will be made to the pensioner after proper identification and after carrying out necessary checks on presentation of his P.P.O. by the pensioners or in case of new pensioners, the letter of intimation sent to him by Accountant-General/Comptroller/District Accounts Officer that his P.P.O has been sent to branch of National Bank from which he has chosen to receive his pension payment. Subsequent payment may be subjected to usual checks. Every payment of pension shall be entered under relevant date and signature of authorized bank officer both on the disburser's portion and pensioner portion of P.P.O. and also in the special ledger in Form T.R. 36 referred to in item (11) above.
- (13) Payment of pension to pensioner will be made on submission by the pensioner of a bill in the form of Pensioner's Receipt (Annexure II) duly filled in, stamped (where necessary) and signed by the pensioner.
- (14) (i) In case a pensioner desires to receive payment of his pension from another branch of the National Bank

of Pakistan, instead of the one at which it is already in course of payment, the letter branch will endorse the name of the other branch, on the disburser's portion as well as the pensioner's portion of P.P. O. and forward the disburser's portion along with a completed Form T. R. 36 to the other branch of the National Bank with a copy of the forwarding letter and completed Form T.R. 36 to the Accountant-General/Comptroller/District Accounts Officer, who issued the P.P. O. A photo copy of the P.P. O. (disburser's portion) will, however, be retained by the transferring branch for its own record and reference.

- (ii) In case the branch of the National Bank on which payment is now desired by the pensioner is outside the jurisdiction of the Accountant-General/Comptroller, a copy of completed Form T.R. 36 received from the branch of the Banks will be sent by the Accountant-General/Comptroller, to the Accountant-General/Comptroller, to the Accountant-General/Comptroller concerned (in whose jurisdiction the branch of the Bank at which Payment is desired by the Pensioners) for necessary action.
 - (iii) Where the branch of the Bank is situated outside the jurisdiction of the District Accounts Officer who issued the PPO (but within the same Province) the District Accounts Officer will on receipt of Form T.R.36, inform the concerned District Accounts Officer so that payments made in latter's jurisdiction are accounted for and audited accordingly. If, however, the other branch of the Bank is situated outside the Province the District Accounts Officer will send a copy of the completed Form T.R. 36 to his Accountant-General/Comptroller for informing the Accountant-General/Comptroller of the other Province to take necessary action (for accounting and audit).
- (15) Supply of pension payment bill forms (Annex-II) to pensioners will be arranged by the National Bank of Pakistan. For this purpose, the National Bank will be required to prepare their annual indent of requirements of this form in the shape of booklets of 50 Forms each and place an order with the Controller of Printing and Stationery, Government of Pakistan, Karachi., On receipt of supply from the Controller, the National Bank's local

- office in each Province may arrange to distribute the booklets to their respective branches.
- (16) Pending the availability of the supply in the manner indicated in item (15), the existing forms of pension payment bills in use in the Treasuries may be utilized for the time being.
- (17) In order to distinguish the pension payment bill forms for Federal and Provincial Pensioner, these forms should be provided in two different colours (White for Provincial Pensioners and Pink for the Federal Pensioners).
- (18) After payment of pensions, separate bank scrolls in the prescribed Form T. R. 36 will be prepared for Federal and Provincial Government pensioners and submitted by National Bank of Pakistan branches alongwith payment vouchers (that is, paid Pensioner's receipts) to the Treasury Officer/District Accounts Officer in the manner indicated below:-
- (i) **At places where State Bank of Pakistan Offices exist-**One or two branches of the National Bank of Pakistan shall be nominated in these cities as the "Link branches" to deal with the Treasury Officer/District Accounts Officer and the State Bank. Link branches will collect the scrolls and relevant payment vouchers (paid Pensioner's Receipts) from all branches within their area in respect of pension payment made on a particular day, consolidate them and submit the same to the Treasury Officer/District Accounts Officer on the next working day through a Credit Note showing therein the amount of Federal and Provincial Government pensions separately. On receipt of the Credit Note, the State Bank of Pakistan will credit the total amount to the National Bank of Pakistan account per contra debit through consolidated vouchers to the Federal/Provincial Government Account No.1 (Non-Food) maintained on State Bank's books.
- (ii) **At places where State Bank Offices does not exist and more than one branch of National Bank is functioning,** One of the National Bank branches (Treasury Branch) will be nominated as "Link Branch" to deal with the Treasury Officer/District Accounts Officer. The link branch will collect scrolls of pension payments of a day and payment vouchers (paid Pensioner's Receipts) from all branches of the bank in its area, consolidate them and submit the same to the Treasury Officer/District Accounts Officers on the next working day. The link branch shall advise the

consolidated figure of pension payment of the branches in its jurisdiction to its Finance Division at Head Office, Karachi, for claiming credit from the State Bank of Pakistan per contra debit to the account of the Federal/Provincial Government concerned with the State Bank in the usual manner.

- (iii) **At places where a single branch of the National Bank is functioning and a Government Treasury does not exist.-** Such branch after payment of pension bills will prepare separate scrolls for Federal/Provincial Government pensioners in duplicate and submit one copy, together with paid pension bills (paid Pensioner's Receipts), to the nearest Treasury Officer/District Accounts Officer of the District, in which the branch of National Bank is located, on the next working day. The branch will also advise the figures pension payment of a day to its Finance Division at Head Office, Karachi, on the next working day to enable the latter to claim credit from the State Bank of Pakistan in the usual manner per contra debit to the Federal/Provincial Government concerned.
- (19) The Treasury Officer/District Accounts Officer (as the case may be), will continue to prepare the accounts as and submit them to the Accountant-General/Comptroller for the purpose of accounting and audit. Inter-Provincial transactions will be put through by the Treasury Officer/District Accounts Officer in case pension payments made by the National Bank of Pakistan are recoverable from other Provinces as in the case of other Government payments.
- (20) The Accountant-General/Comptroller will supply to the National Bank of Pakistan of relevant treasury rules of the Federal and Provincial Government, governing payment of pension,. The bank in turn will supply the required number of copies to its individual branches.

4. The National Bank of Pakistan will execute an indemnity bond in respect of pension paid through it in cash or any account holder in the bank. Similar indemnity bond may be executed by the other banks in respect of the pension which are paid through them by the National Bank.

5. It may be added that, on the request of the National Bank of Pakistan that it will not be possible for them to submit 6 monthly list of defaulting pensioners and make special enquiries about pensioners above the age of 70 years it has been decided that since the banks will be making payment to the pensioners after ensuring beyond reasonable

doubt that pensioner was alive the requirement of 6 monthly list of defaulting pensioners and of making special enquiries about pensioners above the age of 70 may be dispensed with. The National Bank will issue instructions to their branches that extra precaution should be taken in such cases. The Bank will also allow the staff of the Pakistan Audit Department to carry out necessary test checks locally in respect of the payment of pensions made by its branches with reference to the record available with the Accountant General/District Accounts Officers.

6. This Division office memoranda No. F.3 (11) IF-IX/75-288 and F.3 (11)-IF-IX/75-369, dated the 8th April, and 17th May, 1977, on the subject may be treated as cancelled .

3. Necessary amendments in the Treasury Rules are being carried out.

Your Obedient Servant.

ZULFIQAR KHAN,
Deputy Secretary,
Phone No. 22387

Copy forwarded in continuation of this Division U.O. Note No. 366-IF-IX/77, dated the 14th May, 1977, to:-

1. Secretary, Finance Department Government of Punjab, Lahore. It is requested that necessary instructions may please be issued immediately to the concerned authorities under your administrative control so that the scheme is put up into operation smoothly with effect from 1st September, 1977. A copy of the instructions issued in this regard may also please be supplied to this Division. It is further requested that the Controller of Forms of your Province may please be directed to comply with the orders for supply of Pension Forms placed on him by the National Bank of Pakistan.
2. Secretary, Finance Department Government of, Sind, Karachi
3. Secretary, Finance Department Government of, N.-W.F.P, Peshawar.
4. Secretary, Finance Department Government of, Baluchistan, Quetta.

Copy also to:-

5. Mr, Affan Ahmad, Sr. Vice President, Nation Bank of Pakistan, Head Office Karachi, with the request that necessary action may please be taken immediately under intimation to this Division.
6. Mr. Muzaffar Hassan, Joint Secretary, Establishment Division O and M Wing Islamabad, for information.
7. Director of Accounts State Bank of Pakistan Central Directorate Karachi.
8. The Controller of Stationery and Forms, Seters Market Islamabad. He may please comply with the orders for supply of Pension Forms placed on him by the National Bank of Pakistan.
9. All Audit and Accounts Officers under the administrative Control of the Auditor General (2 copies)
10. All Ministers/Division. etc.

M.ASLAM KHAN
Section Officer
Phone No. 21719

Form T.R 36

REGISTER OF PENSION PAYMENT ORDERS

ON.....TREASURY

S.No	Number of pension payment order	Name of Pensioner	Monthly Amount		Remarks
1	2	3	4		5
			Rs.		

***Whose left**

CERTIFIED THAT the Pensioner who (Ministry.....).

Hand thumb and finger impression is taken

has.....singd the bill in my PANSIONERS'S RECEIPT

below is alive the.....198
Presence.

Head of Account

.....

**Name..... P.P.O.NO..... Voucher No.

Designation.....NAME OF THE PENSIONER

Received from the

Treasury/.....

Branch of National Bank of
Pakistan the sum of rupees.....

.....

.....

being the amount of my pension as

.....

For the period from.....

.....

* The thumb and finger impression need
not to be taken in the case of pensioners
who can sign their names.

Signature or thumb-
Impression of the Pensioner.

**The certificate may be signed by any
official or non-official mentioned in Rule
343 of the Federal Treasury Rules or the
corresponding Provincial Rules.

.....
the198.

If the pensioner is a female not
accustomed to appear in Public or male
who is unable to appear at the

Pay Rupees

treasury/bank in consequence of bodily
illness or infirmity the fact should be
stated in the life certificate.

Examined

Treasury Officer/Branch
Officer National Bank of
Pakistan.

(This certificate is required from pensioners of the Federal and Provincial Government of Pakistan only).

I declare that I have not received any remuneration for serving in any capacity either in Government Establishment or an Establishment paid from Local Fund during the period for which the amount of pension claimed in this bill is due.

Date198.

Signature of Pensioner,

(Certificate required from service pensioners, if re-employed).

I declare that I am at present employed as a
Permanent in theon pay of Rs.....
Temporary.

per mensem and that the pay of the appointment I held immediately before my being pensioned was Rs.....per month.

Dated.....198.

Signature of pensioner.

No.SO (SR-III) FD/4-36/75

GOVERNMENT OF N.W.F.P.
FINANCE DEPARTMENT.

Dated Peshawar, the 7th February, 1980

From

MR. MUZAFFAR MAHMOOD QURASHI,
Secretary to Government of N.W.F.P.
Finance Department.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioner of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Secretary, North-West Frontier Province Public Service Commission
8. The Registrar, Services Tribunal, North-West Frontier Province

Subject:- SIMPLIFICATION OF PROCEDURE REGARDING PENSION.

Sir,

I am directed to refer to the subject noted above and to say that it has been decided that a retired Government Servant applying for Commutation of pension and residing in a Province other than from which he retire/retired will appear before the Medical Board of the Province where he is residing and will not necessarily be required to appear before the Medical Board of the Province from which he was retired

SH: MOHAMMAD AFZAL,
Additional Finance Secretary,
North-West Frontier Province.

Endst: NO, SO (SR-III), dated Peshawar, the 7th February, 1980.

A Copy is forward for information to:-

1. Lt. Col: A. H. Tabassum, Martial Law Secretariat, Zone 'B', Peshawar.

2. Heads of All Autonomous/Semi-autonomous Bodies/Authorities and Corporations in North-West Frontier Province.
3. Secretaries, Finance Department, Government of Punjab, Sind and Baluchistan.

ABDUL HAMEED KHAN,
Deputy Secretary (Regulation),
North-West Frontier Province.

Endst: No. SO (SR-III) dated Peshawar, the 7th February, 1980.

Copy forwarded for information to:-

1. The Accountant-General, North-West Frontier Province, Peshawar.
2. All District/Agency Accounts Officers in North-West Frontier Province.
3. The Treasury Officer, Peshawar.
4. The Director, Local Fund Audit, North-West Frontier Province.
5. P. A. to Secretary/Additional Secretaries/Joint Secretary/ Deputy Secretaries in Finance Department, North-West Frontier Province.
6. All Section/Budget Officers In Finance Department.

ZIA-UR-REHMAN,
Section officer, (SR-III),
Finance Department.

APPENDIX-XXV.

NO.SO (SR-III) 4-36/76.

GOVERNMENT OF N.W.F.P.
FINANCE DEPARTMENT.

Dated Peshawar, the 7th February, 1980.

From

MR. MUZAFFAR MAHMOOD QURASHI,
Secretary to Government of N.W.F.P.
Finance Department.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioner of Divisions in NWFP.
4. All District and Session Judges in NWFP.
5. All Deputy Commissioners/Political Agents in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Secretary, North-West Frontier Province Public Service Commission
8. The Registrar, Service Tribunal, North-West Frontier Province

Subject:- PROVISIONAL/ANTICIPATORY PAYMENT OF PENSION.

Sir,

I am directed to refer to para (h) of this department letter of even number, dated 4th June, 1977, and to say that Accountant-General has pointed out that pension cases of retired Civil Servants are not submitted to the Audit Office well in time in accordance with the procedure laid down in the above referred letter. This Government with a view to save the retired Civil Servant, from financial hardship due to the delay in timely finalization of the pension case has provided in Para (h) of the above referred letter to allow anticipatory pension without referring the case to the Audit Office within two months from the date of retirement (in case of normal retirement) and in case of compulsory retirement or death within four months from the date of event.

2. It is hoped that the instruction contained in this department letter of even number, dated 4th June, 1977, will be adhered to strictly with the object to save the retired Civil Servant from undesired financial hardship.

ABDUL HAMEED KHAN
Deputy Secretary (Regulation),

Endst:- No. SO(SR-III)4-36/76, dated Peshawar, the 7th February,1980.

Copy forwarded for information to:-

1. Lt:Col: A.H. Tabassum, Martial Law Secretariat, Zone 'B', Peshawar.
2. Heads of All Autonomous/Semi-autonomous Bodies/Authorities and Corporation in North-West Frontier Province.
3. Secretaries, Finance Department, Government of the Punjab, Sind and Baluchistan.

**ZIA-UR-REHMAN,
Section Officer(SR-III).**

Endst: No. SO(SR-III)4-36/76, dated Peshawar the 7th February,1980.

Copy forwarded for information to:-

1. The Accountant General, North-West Frontier Province, Peshawar.
2. All District /Agency Accounts Officers in North-West Frontier Province.
3. The Treasury Officer, Peshawar.
4. The Director Local Fund Audit, North-West Frontier Province, Peshawar.
5. P.A. to Secretary/Additional Secretaries/Joint Secretary/Deputy Secretaries in Finance Department, North-West Frontier Province.
6. All Section/Budget Officers in Finance Department, North-West Frontier Province.

**ZIA-UR-REHMAN,
Section Officer((SR-III)**

APPENDIX XXVI.

No. FD (SR-II) 8-47/P/79

GOVERNMENT OF N.-W.F.P.
FINANCE DEPARTMENT.
(SERVICES REFULATION WING)

Dated Peshawar, the 16th February, 1980

From

Mr. MUZAFFAR MAHMOOD QUARASHI,
Secretary to Government of N.-W.F.P.,
Finance Department.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioner/Deputy Commissioner/Political Agents/ District and Session Judges in NWFP.
4. The Registrar, Peshawar High Court, Peshawar.
5. The Secretary to Governor, NWFP.
6. The Chairman, Public Service Commission, NWFP.
7. The Chairman, Services Tribunal, NWFP.
8. The Secretary, Board of Revenue, NWFP.

Subject:- RE-EMPLOYMENT DURING L.P.R OF GOVERNMENT SERVANTS RETIRING AFTER 25 YEARS OF QUALIFYING SERVICE.

Sir,

I am directed to state that Government servants who proceed on leave preparatory to retirement on voluntary or premature retirement on pro-portionate pension after completing 25 years of qualifying service and are re-employed during L.P.R., under the Central or a Provincial Government or in an Autonomous or Semi-autonomous Corporation or Body set up by or under the control of the Central or Provincial Government or in a Local Body or Local Fund, will be entitled to leave salary which shall be restricted to the amount of anticipatory pension in accordance with Government decision below F. R. 69.

Your Obedient Servant,

SHEIKH MOHAMMAD AFZAL,
Additional Secretary to Government of
N.W.F.P., Finance Department.
Tel. No.73235

No. FD (SR-II) 8-47/P/79, dated Peshawar, the 16th February, 1980.

Copy forwarded for information to:-

1. The Accountant-General, NWFP, Peshawar.
2. All District and Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. The Secretaries, Finance Department Government of the Punjab, Sind and Baluchistan.
5. Martial Law Secretariat, NWFP., Peshawar.

ABDUL HAMEED KHAN,
Deputy Secretary (Regulation),
Finance Department, NWFP.
Tel. No. 72543

No. FD (SR-II) 8-47/P/79, dated Peshawar, the 16th February, 1980.

Copy forwarded to:-

1. All Autonomous and Semi-autonomous Bodies in NWFP.
2. P. A. to Secretary/Additional Secretaries/Joint Secretary/Deputy Secretaries in the Finance Department.
3. All Section Officers/Budget Officers in Finance Department.
4. Director, Local Fund Audit, Peshawar.

MUHAMMAD SHAFI,
Section Officer-(SR-II),
Finance Department.

APPENDIX XXVII.

No. S.O.(SR-III) FD-4-23/70

GOVERNMENT OF N.W.F.P.
FINANCE DEPARTMENT.

Dated Peshawar, the 30th May, 1977.

From

The Secretary to Government of NWFP.
Finance Department.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar, High Court, Peshawar
7. The Secretary to Chief Minister, NWFP.
8. The Secretary NWFP Public Service Commission.
9. The Secretary, Services Tribunal, NWFP.

Subject: - **TREATMENT OF SENIOR POST ALLOWANCE AS
“EMOLUMENTS” RECKONING FOR PENSION.**

Sir,

I am directed to refer to the subject indicated above and to state that it has been decided by the Provincial Government that the Senior Post Allowance shall be reckoned as “emoluments” under rule 4.4(2) of the West Pakistan Civil Services Pension Rules for the purpose of pension and gratuity.

2. These orders shall apply to those Officers who retired on or after 1st May, 1977.

Your Obedient Servant,

(SAFDAR ALI KHAN),
Deputy Secretary (Regulations)

No. SO(SR-III) FD/4-23/70

Dated Peshawar, the 30th May, 1977.

Copy forwarded for information to: -

1. The Accountant General, NWFP Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-autonomous Bodies in NWFP.
5. All Deputy Secretaries/Budget and Section Officers in the Finance Department.

ZIA-UR-REHMAN,
Section Officer (SR-III)
Finance Department.

APPENDIX XXVIII.

No. S.O.(SR-III) FD/28-120/73, Vol: II

GOVERNMENT OF NWFP
FINANCE DEPARTMENT.

Dated Peshawar, the 17th July, 1980.

From

Mr. MUZAFFAR MAHMOOD QURASHI,
The Secretary to Government of NWFP.
Finance Department Peshawar.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar, High Court, Peshawar
7. Chairman, NWFP Public Service Commission, Peshawar.
8. The Chairman, NWFP Services Tribunal, Peshawar.

Subject: - **FIXATION OF PAY OF RETIRED GOVERNMENT SERANTS INCLUDING MILITARY OFFICERS RE-EMPLOYED UNDER THE GOVERNMENT AND IN AUTONOMOUS BODIES.**

Sir,

I am directed to refer to the subject noted above and to say that the question of fixation of pay of retired Government servants on re-employment in civil posts under Provincial Government and in autonomous bodies has been reviewed and the Governor has been pleased to decide that re-employment and re-employment pay of retired Government servants shall henceforth be regulated in accordance with the following principles: -

- (a) **Post on which re-employment shall be made –**
 - (i) Re-Employment of retired Civil Servants shall be made in grades equivalent to the substantive grade or temporary grade if held for one year by the Government servant before retirement.
 - (ii) In the case of officers of Armed Forces re-employment shall be made on contract in accordance with the instructions which would be issued by the (S&GAD) in due course. The re-employment shall

however, be made on contract basis in grades equal to the substantive rank or temporary rank if held for one year. The equivalent grade in the civil posts shall be determined according to the equivalence formula (Copy enclosed).

(b) Pay of retired Civil Servants on Re-employment.

- (i) When a retired Civil Servant is re-employed under Provincial Government after Superannuation or after completion of 30 years pensionable service, his initial pay shall be fixed at the minimum pay scale of the post in which he is re-employed.
- (ii) When a retired Civil Servant is re-employed under the Government owned/Controlled autonomous/Semi-autonomous bodies and corporations after Superannuation or after completion of 30 years pensionable service, the initial pay of such a Government servant shall be fixed at the minimum of the scale of pay of the post in which he is re-employed.
- (iii) A re-employed Government servant would earn increments under normal rules.
- (iv) In addition to pay as indicated in clause (i) and (ii) full pension shall be admissible to the re-employed Civil Servants.

(c) Pay of retired Military Officer on Re-employment.-

When a retired Military Officer of the rank of Major and above (or of equivalent rank in other services) is re-employed under the Provincial Government or under an autonomous body in accordance with clause (a) (ii), his pay may be fixed at the minimum of the equivalent grade in which re-employment is made and in addition, full service pension as admissible under the rules shall be paid.

(d) Pay on re-employment in other cases.-

The pay of the retired Government Servants other than those covered above shall be fixed in accordance with the provisions of rule 9.5 and 9.6 of the Civil Services Pensions Rules, 1963, as amended from time to time.

2. Existing re-employed retired Civil Servants may opt to be governed by the existing rules/orders or by the revised orders. Where such a Government servant opts to be governed by the revised orders, his initial pay should be re-fixed at the minimum of the scale of the post held by them with effect from the 1st of the month in which option is given and pension may be allowed in addition as provided in clause (b) (i) above.

3. Existing retired Officer of the Armed Forces of the Rank of Major/equivalent and above who were re-employed in Civil posts for a specified period may opt either to be governed by their existing terms and conditions or by the revised

orders. Where such re-employed officer opt to be governed by the revised order, they will be brought on the revised terms and conditions with effect from the 23rd December, 1979. From that date, their re-employment would be converted into re-employment on contract of the terms and conditions as per instructions of S&GAD which would be issued in due course for the remaining terms of re-employment or for a period of 3 years, whichever is less. Their pay will be re-fixed at the minimum of the scale of the post held by them with effect from 23rd December, 1979, and if the pay so fixed plus pensions is less than the pay received by them immediately before 23rd December 1979, the differences shall be allowed as personal pay to be absorbed in future increase of pay.

4. The option will be submitted to the Audit Officer concerned within two months from the date of issuance of policy letter under advice to the concerned Department.

Your Obedient Servant,

SHEIKH MOHAMMAD AFZAL,
Additional Finance Secretary,
Government of N.W.F.P.
Finance Department Peshawar

Endst:- No. SO(SR-III)FD/28-120/73-Vol;II dated Peshawar, the 17th July,1980.

A Copy is forwarded for information to the :-

1. Martial Law Secretariat Zone 'B', Peshawar.
2. All Autonomous and Semi-autonomous Bodies in NWFP.

ABDUL HAMID KHAN,
Deputy Secretary (Regulations),
Government of NWFP, Finance
Department.

Endst:- No. SO(SR-III)FD/28-120/73-Vol;II dated Peshawar, the 17th July,1980.

A copy is forwarded to S.O.SR-II, Government of NWFP. S&GAD, with reference to his letter No. S. O.R-II (S&GAD) 5-2/80, dated 3rd June, 1980, with the request that instructions regarding re-employment of Officers of Armed Forces in the civil posts may kindly be issued.

MOHAMMAD KHAN,
Section Officer, (SR-III),
Government of NWFP, Finance
Finance Department.

Endst:- No. SO(SR-III)FD/28-120/73-Vol;II dated Peshawar, the 17th July,1980.

A Copy is forwarded for information to:-

1. The Accountant-General, NWFP., Peshawar.
2. All District and Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. The Director, Local Fund Audit, NWFP., Peshawar.
5. P.A. to Secretary/Additional Secretaries/Deputy Secretaries in the Finance Department.
6. All Budget Officers/Section Officers in Finance Department.

MOHAMMAD KHAN,
Section Officer, (SR-III),
Government of NWFP, Finance
Finance Department.

COPY.
No. 16/4/79-AV.

GOVERNMENT OF PAKISTAN.
Cabinet Secretariat
(Establishment Division)

Rawalpindi, the 8th August, 1979.

The President has been pleased to approve the following 'Principal of equivalence' between the rank held in the Defence Services with appointments in National Pay Scales.

Defence Service Rank_____

Major –General and equivalent ..	Grade-21 or 22 at the discretion of the Government.
Brigadier and equivalent ..	Grade-20
Colonel and Lt. Col: (with 18 to 20 (years commissioned services) and equivalent	Grade-19
Major and equivalent	Grade-18
Captain and equivalent and Lt. And Second Lt. And equivalent	Grade-17.

SHAHID HUMAYUN,
Section Officer,
Tele. 67548

All Ministries/Divisions
Islamabad/Rawalpindi/Karachi.

APPENDIX XXIX.

NO. SO (SR-III) FD/4-57/80.

**GOVERNMENT OF N.-W.F.P.
FINANCE DEPARTMENT.**

Dated Peshawar, the 24th July, 1980.

From

MIAN TAYYAB HASSAN,
Secretary to Government of NWFP,
Finance Department, Peshawar.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar, High Court, Peshawar
7. Chairman, NWFP Public Service Commission, Peshawar.
8. The Chairman, NWFP Services Tribunal, Peshawar.

Subject:- **GRANT OF SPECIAL ADHOC INCREASE IN PENSION TO CIVIL SERVANTS OF THE PROVINCIAL GOVERNMENT.**

Sir,

I am directed to say the question of grant of relief to all existing pensioners was under consideration of the Government for some time past. The Government of North-West Frontier Province, has been pleased to sanction with effect from 1st July, 1980, a special ad hoc increase as under to all existing Civil Pensioners of the Provincial Government:-

<u>N.P.S</u>	<u>Rs. P. M.</u>
1-10	40
11-16	70
17-18	100
19-20	150
21-22	200

2. The above categorization in respect of those Civil Servants who retired before the introduction of the National Pay Scheme should be determined in accordance with the provision of North-West Frontier Province (Non-Gazetted), Civil Services (National Scales of pay) Rules, 1972, and the North-West Frontier Province (Gazetted) Civil Services (National Scales of Pay) Rules, 1974 (Relevant extracts annexed):-

3. The grant of special ad hoc increase will be subject to the following conditions:-

- (i) If a person is in receipt of more pensions than one the special ad hoc increase will be admissible on only one pension.
- (ii) The Special adhoc increase will also be admissible on family pension granted under the West Pakistan Civil Servants Pension Rules, 1963 as amended from time to time/ Liberalized Pension Rules 1977 and/or the extraordinary pension Rules as well as the Compassionate Allowance sanctioned under rule 1.9 of Civil Services pension Rules.
- (iii) If the pension sanctioned by the Provincial Government is shared with any other Government in accordance with the rules laid down in part-IV of Appendix-III to Account Code-Vol:-I, the amount of the special ad-hoc increase will be apportioned between the Government of North-West Frontier Province, and the other Government (s) concerned on proportionate basis.
- (iv) Commutation of any part of special adhoc increase will not be admissible.
- (v) In the case of re-employed pensioners, the special adhoc increase sanctioned in this letter shall not be admissible to them during the period of their re-employment.

Your Obedient Servant,

SHEIKH MOHAMMAD AFZAL,
Additional Finance Secretary,
Government of NWFP.

Endst:- No. SO(SR-III)FD/4-57/80, dated Peshawar, the 24th July,1980.

A Copy forwarded to:-

1. Martial Law Secretariat Zone 'B', Peshawar.
2. All Autonomous and Semi-autonomous Bodies in NWFP.

ABDUL HAMID KHAN,
Deputy Secretary (Regulations).

Endst:- No. SO (SR-III)FD/4-57/80, dated Peshawar, the 24th July,1980.

A Copy forwarded to:-

1. The Accountant-General, NWFP., Peshawar.
2. All District and Agency Accounts Officer in NWFP.
3. The Treasury Officer, Peshawar.
4. Principal Office, National Bank of Pakistan, Peshawar Cantt.
5. Zonal Offices National Bank of Pakistan, Peshawar, Mardan, Abbottabd and Bannu.

It is requested that the payment of special ad hoc increase in Pension must be paid to all the existing Provincial Pensioners alongwith pension for the month of July, 1980. In order to avoid any delay it has been decided that:-

- (i) Payment to the pensioners of grade 1-10 may be made by the Disbursing Officer without obtaining any undertaking from the pensioner concerned.
- (ii) Payment to such pensioners of grade 11-22 who produce an undertaking (in triplicate) to the effect that overpayment if any made to him/her as a result of incorrect determination of a special ad hoc increase shall be recovered from his/her pension may also be made.

MOHAMMD KHAN,
Section Officer, (SR-III),
Finance Department.

Annexure.

1. The North-West Frontier Province, (Non Gazetted) Civil Services (National Scales of Pay), Rules, 1972.

Ranges of the maximum of the existing Scales of Pay		National Scales of Pay.	
1		2	
Up to Rs. 100/-	..	Rs.100-2-116/3-140	(1)
From Rs. 101 to Rs .120	..	Rs.110-3-152/4-160	(2)
From Rs. 121 to Rs. 140	..	Rs.120-3-150/5-180	(3)
From Rs. 141 to Rs .160	..	Rs. 130-4-170/5-200	(4)
From Rs. 161 to Rs .240	..	Rs.150-6-180/8-220/10-280	(5)
From Rs. 241 to Rs .275	..	Rs.165-8-205/10-225/10-315	(6)
From Rs. 276 to Rs .300	..	Rs.180-10-230/10-280/15-370	(7)
From Rs. 331 to Rs .375	..	Rs.200-12-260/15-335/15-425	(8)
From Rs. 376 to Rs .430	..	Rs.225-15-300/16-380/20-480	(9)
From Rs. 431 to Rs .490	..	Rs.250-18-340/20-440/20-540	(10)
From Rs. 491 to Rs .550	..	Rs.275-20-375/20-475/25-600	(11)
From Rs. 551 to Rs .600	..	Rs.300-20-400/25-525/25-650	(12)
From Rs. 601 to Rs .650	..	Rs.325-25-450/25-575/25-700	(13)
From Rs. 651 to Rs. 700	..	Rs.350-25-475/25-600/30-750	(14)
Non-Gazetted Scale of pay having a maxima of more than Rs.700/-	..	Rs. 375-25-500/30-650/35-825	(15)

Note-1-In cases in which with the existing Scale of pay a special pay stood permanently attached to a post and the incumbent of the post was ordinarily not transferable to another post not carrying such special pay except on promotion or demotion the maximum referred to in column-I above will be arrived at by adding that special pay to the maximum of the existing scale of pay.

Note-2-In the case of posts carrying, in the existing scale of pay an ordinary grade as well as a selection grade the National Scale of Pay will be determined with reference to the maximum of the ordinary grade only. However, if any existing Civil Servant was in a selection grade on the 29th February 1972, the National Scale of pay may be determined with reference to the maximum of that selection grade.

Note-3-In cases in which the existing Scale of the post is a fixed rate of pay that fixed rate of pay will be deemed to be the maximum of the existing Scale of pay for the purpose of column-1 above.

II. The North-West Frontier Province, (Gazetted) Civil Services (National Scales of Pay) Rules, 1974.

Serial No	National Scales of Pay	Post to which applicable	Prescribed length of Class I Service
1	2	3	4
		Post the maximum of the consolidated pay scales of which:-	
16	400-35-750/50-1000	Does not exceed Rs. 925	Nil
17	500-50-1000/50-1250 (Junior Class-I)	Exceeds Rs. 925 but does not exceed Rs. 1,150	Nil
18	1000-75-1750 (Senior Class-I)	Exceeds Rs. 1,150 but does not exceed Rs. 1,699	5 years
19	1800-80-2200	Exceeds Rs. 1,699 but does not exceed Rs. 2,150	12 years
20	2300-100-2600	Exceeds Rs. 2,150 but does not exceed Rs. 2,700	15 years
21	2750 (Fixed)	Exceeds Rs. 2,600 but does not exceed Rs. 2,700	20 years
22	3000 (Fixed)	Exceeds Rs. 2,750	22 years

Note-1-In cases in which the pre-National Scales a Technical pay stood attached to a post or was allowed to a service the maximum referred to in column 3 above will be arrived at by adding that technical pay to the maximum of the consolidated pay scales in question.

Note-2-In the case of posts which carried in the consolidated scales an ordinary grade as well as selection grade the relevant National Scale of Pay will be determined with reference to the maximum of the ordinary grade. However, if any existing Civil Servant was in a selection grade the National Scale of pay will be determined with reference to the maximum of that selection grade.

Note-3-In cases in which the consolidated scale of the post is a fixed rate of pay will be deemed to be the maximum of the existing scale of pay for the purpose of column 3 above.

In this Annexure the term Existing "Scale of pay" mean the Pay scale applicable immediately before the introduction of the National Pay scheme.

APPENDIX XXX.
NO. SO (SR-III) FD/4-199/80.

GOVERNMENT OF N.W.F.P.
FINANCE DEPARTMENT.

Dated Peshawar, the 9th August, 1980.

From

MIAN TAYYAB HASSAN,
Secretary to Government of NWFP,
Finance Department, Peshawar.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar, Peshawar High Court, Peshawar
7. Chairman, NWFP Public Service Commission, Peshawar.
8. The Chairman, NWFP Services Tribunal, Peshawar.

Subject:-

**FURTHER LIBERALIZATION OF LIBERALIZED PENSION
RULES FOR CIVIL SERVANTS.-**

Sir,

I am directed to refer to the subject noted above and to say that the question of further liberalization of existing pensionary benefits has been under the consideration of Government for some time past. It has now been decided that with effect from 1st July, 1980 the amount of pension in excess of Rs. 2,000/- (instead of 1,000/-) shall be reduced by 50%. The figure of Rs. 1,000/- shall therefore be substituted by the figure of Rs. 2,000/- referred to in para 2 (a) of this Department's Circular Letter No. S. O. (SR-III)/ FD/4-199/77, dated 10th February 1977, and the note below the revised pension table at Annex-I thereto.

2. It has also been decided that where the enhancement of the cut off point to Rs. 2,000/- as mentioned in para 1 above result in no increase or an increase of less than Rs. 40/- in the pension, it shall be so determined that a minimum benefit of Rs. 40/- per month is ensured.

Your Obedient Servant,

SHEIKH MOHAMMAD AFZAL,
Additional Finance Secretary, II.

Endst:- No. SO(SR-III)FD/4-199/80, dated Peshawar, the 9th August,1980.

A Copy is forwarded for information to the:-

3. Martial Law Secretariat Zone 'B', Peshawar.
4. All Autonomous and Semi-autonomous Bodies in NWFP.

ABDUL HAMID KHAN,
Deputy Secretary (Regulations).
Government of NWFP, Finance
Department.

Endst:- No. SO(SR-III)FD/4-199/80, dated Peshawar, the 9th August,1980.

A Copy is forwarded for information to the:-

1. The Accountant-General, NWFP., Peshawar.
2. All District and Agency Accounts Officer in NWFP.
3. The Treasury Officer, Peshawar.
4. The Director, local Fund Audit, NWFP., Peshawar.
5. P.A. to Secretary/Additional Secretaries/Deputy Secretaries in the Finance Department.
6. All Budget Officers/Section Officers in Finance Department.

MUHAMMAD KHAN,
Section Officer (SR-III),
Government of NWFP,
Finance Department.

APPENDIX-XXXI

No. S.O.(SR-III) FD-4-36/75, Vol: I

GOVERNMENT OF NWFP
FINANCE DEPARTMENT.
(SR-III SECTION).

Dated Peshawar, the 21th April, 1980.

From

Mr. MUZAFFAR MAHMOOD QURASHI,
Secretary to Government.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar, High Court, Peshawar
7. Chairman, NWFP Public Service Commission, Peshawar.
8. The Chairman, NWFP Services Tribunal, Peshawar.

Subject: - **GRANT OF ANTICIPATORY PENSION**

Sir,

I am directed to refer to the subject noted above and to say that Government attach the utmost importance to timely sanction of pension to its retiring/deceased servants. To achieve this purpose the procedure for sanctioning pension was simplified to a great extent vide this Department letters of even number, dated 4th June, 1977, 28th December, 1978 and 7th June, 1979. (copies enclosed). If the procedure is properly observed there should hardly be any delay in the sanction of pension.

2. It has, however, been noticed that the pension cases are not settled in time for one reason or other. The retired civil servants and families of deceased civil servants are thus left without any source of subsistence.

3. The sanction of pension as a matter of policy should always synchronize with the retirement of a civil servant. But in case where it is apprehended that sanctioning of pension will be delayed beyond one month of retirement it becomes obligatory to

sanction anticipatory pension in terms of section 9 (4) of the North-West Frontier Province Civil Servants Act, 1973, which reads as under:-

“ If the determination of the amount of pension or gratuity admissible to a civil servant is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, according to the length of service of the civil servant which qualifies for pension or gratuity; and any over payment on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such civil servant or his family”.

4. The authority competent to sanction pension is also competent to sanction anticipatory pension in the manner indicated in chapter VI of Civil Service Pension Rules, 1963, read with former Government of West Pakistan Finance Department letter No. SO (SR)-V-2477/68, dated 6th December, 1968. (copy enclosed).

5. Attention is further drawn to para 1 (h) of this department letter No. SO(SRIII) FD-4(36)/77, dated 4th June, 1977, which lays down that if for any reason it is apprehended that the pension payment order cannot be issued within the prescribed time, a provincial order authorizing payment of 80% of the admissible pension should be issued by the competent authority within one month of the prescribed time.

6. I am to request you kindly to bring the contents of this letter to the notice of all concerned for information and strict compliance. The pension sanctioning authority must ensure that retiring Government servants/families of deceased Government servants are not put to unnecessary financial difficulties. Failure to sanction timely anticipatory pension if brought to notice, from this date will be dealt with severely.

7. The receipt of this letter may kindly be acknowledged.

Your Obedient Servant,

(ABDUL HAMID KHAN),
Deputy Secretary (Regulations),
Government of NWFP
Finance Department.

No. SO(SR-III) FD-4-36/75, VL-I

Dated Peshawar, 21st April, 1980

A Copy is forwarded for information to: -

1. The Accountant General NWFP. Peshawar.

2. All District and Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-Autonomous Bodies in NWFP.
5. PA to Secretary/Additional Secretaries/Deputy Secretaries in Finance Department.
6. All Section/Budget Officers in the Finance Department.
7. The Section Officer (Services-III) Government of NWFP Services and General Administration Department.
8. The Director, Local Fund Audit NWFP, Peshawar.

MUHAMMAD KHAN,
Section Officer (SR-III)

No. S.O.(SR-III) FD-4-36/76,

GOVERNMENT OF NWFP
FINANCE DEPARTMENT.

Dated Peshawar, the 28th December, 1978.

From

Mr. MUZAFFAR MAHMOOD QURASHI,
Secretary to Government of NWFP,
Finance Department.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners/Deputy Commissioners/Political Agents and District and Session Judges..
4. The Registrar, High Court, Peshawar
5. The Secretary to Governor, NWFP.
6. The Chairman, NWFP Public Service Commission.
7. The Chairman, Services Tribunal, NWFP.
8. The Secretary, Board of Revenue, NWFP.

Subject: - **SIMPLIFICATION OF PROCEDURE REGARDING PENSION.**

Sir,

I am directed to refer to this Department's letter of even number dated 4th June, 1977 on the subject noted above and to say that the existing sub-para 'k' of para 1 therefore may be substituted by the following:-

“ 1 (k) **Commutation**-It should not be necessary to submit to medical examination if commutation is asked for within one year of the date of retirement. The pensioner should apply to the Accounts Officer who would authorize payment, and a copy of the letter of authority issued to the D.A. O./T .O/Branch of National Bank of Pakistan will be endorsed.

In the case of issue of provisional pension, the commutation may be provisionally paid on the basis thereof but, when the pension is finally sanctioned the final payment order shall be substituted for the (provincial) payment order for the purpose of commutation) as also for all other purposes. In the case of premature retirement on medical grounds the requirement of medical examination shall not be waived. This decision shall take effect from 1st February, 1977 notwithstanding the date given in para 3 below”.

2. A new sub-para 1 (m) may be **Added** after sub-para (1) of that letter:-

“ 1 (m) **Gratuity**-The gratuity equal to 25% of gross pension is payable if the pensioner applies for the same before the expiry of one month from the date of his retirement. If such a request is not made while submitting the pension papers to the pension sanctioning authority and, therefore, before the receipt of the pension case in the Accounts Office, the pensioner should apply direct to the Accounts Officer, within the prescribed time limit of one month from the date of his retirement, who would authorize payment without obtaining the orders of the pension sanctioning authority, but would inform him of the payment of gratuity so authorized”.

Your Obedient Servant,

S. A. SHAKIR
Section Officer (SR-III)

No.SO(SR-III) FD-4-36/76

GOVERNMENT OF NWFP
FINANCE DEPARTMENT

Dated Peshawar, the 7th June, 1979

From

The Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP
4. All District and Sessions Judges in NWFP
5. The Registrar, Peshawar High Court, Peshawar
6. The Secretary, NWFP, Public Service Commission.
7. The Registrar, Services Tribunal, NWFP.

Subject: **SIMPLIFICATION OF PROCEDURE REGARDING PENSION.**

Sir,

I am directed to refer to this Department letter of even number dated 4th June, 1977, on the subject noted above and to say that Government has taken a number of steps to simplify pension procedure and has from time to time issued instructions towards the verification of service for pensionary purpose with a view to ensuring expeditious finalization of pension cases. It may be noted that the verification shall be done now thrice instead of twice:-

- i) once when a Government servant completes 10 years of service;
- ii) next, when he completes 24 years of service i.e. in respect of 14 intervening years since last verification, and
- iii) finally, in respect of the period after 24 years when he is actually due to retire.

2. In spite of a number of measures evolved by the Government, complaints for inordinate delay in the finalization pension cases have been brought to the notice of Finance Department. The causes of delay indicated by the Accountant-General, North-West Frontier Province, are that the documents received from the Department were still found to be incomplete in various respect e.g., the Service Books generally have omissions

on accounts of leave, increment and verification of service is not made according to instructions.

3. I am request you kindly to ensure that the Service Books are properly maintained and service verification is done in accordance with the existing orders so that unnecessary delays do not occur in the finalization of pension cases.

Your Obedient Servant,

ZIA-UR-REHMAN
Section Officer (SR-III)

GOVERNMENT OF NWFP
FINANCE DEPARTMENT.

Dated Peshawar, the October,12,1980.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP
5. All District and Session Judges in NWFP.
6. The Registrar, Peshawar High Court, Peshawar
7. Chairman, NWFP Public Service Commission.
8. The Chairman, NWFP Services Tribunal.

Subject: - **GRANT OF PENSION TO GOVERNMENT SERVANTS RETIRED
AFTER COMPLETION OF 25 YEARS SERVICE.**

Sir,

I am directed to refer the subject noted above and to say that recently it was decided that the cases of Government servants who have completed, or will complete 25 years qualifying service for pension and other retirement benefits, should be reviewed and those who have outlived their usefulness for retention in service for one reason or the other should be retired in terms of section 13 Civil Servant Act, 1973. This was not strictly punitive exercise really the Government was exercising its right to keep only the best people in employment after they have put in 25 years qualifying service. In view of this Governor has been pleased to decide that the Government servants who have been or may be retired as a result of above review of their service care shall be granted full pension admissible after completion of 30 years of qualifying service even if the length of qualifying service in any such case falls short of 30 years. Provided that this concession will not be allowed to persons retired on grounds of reputation of corruption or living beyond means or involving in financial irregularities or persistent in different record.

2. I am to request you kindly to bring the above decision to the notice of all concerned.

Your Obedient Servant,

SHEIKH MOHAMMAD AFZAL,
Additional Secretary-(II).

No. S.O. (SR-III) FD/4-43/80, dated October 12, 1980.

A copy is forwarded to:-

1. Martial Law Secretariat Zone "B", Peshawar.
2. All Autonomous and Semi-autonomous Bodies in NWFP.

Sd/- X X X
for Deputy Secretary (Regulation).

No. S.O. (SR-III) FD/4-43/80, dated October 12, 1980.

A copy is forwarded to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. Treasury Officer, Peshawar.
4. All Personal Assistant in Finance Departments.
5. All Budget Officers/Section Officers in Finance Department.

WAZIR ALI SHAH
Section Officer(SR-III)

APPENDIX-XXXIII

No. S.O.(SR-III) FD-/4-199/80

GOVERNMENT OF NWFP
FINANCE DEPARTMENT.

Dated Peshawar, the 22nd December, 1980.

From

MIAN TAYYAB HASSAN,
Secretary to Government of NWFP,
Finance Department.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP
5. All District and Session Judges in NWFP.
6. The Registrar, Peshawar High Court, Peshawar
7. Chairman, NWFP Public Service Commission.
8. The Chairman, NWFP Services Tribunal.

Subject:

**FURTHER LIBERALIZATION OF LIBRALIZED PENSION RULES
FOR CIVIL SERVANTS.**

Sir,

I am directed to refer to this Department's letter of even number, dated 9th August, 1980 on the subject noted above and to say that orders issued by this Department regarding special Adhoc Increase admissible to Civil Pensioners existing on or before 30th June, 1980 have created certain anomalies vis-à-vis pensions accruing after 30th June, 1980. In order to remove the anomaly, it has been decided by the Provincial Government that if employees in grade 11-16 and 17-18 get an increase of less than Rs. 70 per month and Rs. 100/- P.M. respectively by the enhancement of the cut-off point to Rs.2,000/- the increase shall be so determined that minimum benefit of Rs. 70/- per month or Rs. 100/- per month as the case may be, is ensured.

2. If the increase allowed under this Department's letter of even number, dated 9th August, 1980 on the above noted subject read with the present letter result in an increase less than the special Adhoc Increase viz:-

N.P.S	Rs. P.M.
1 -10	40
11-16	70
17-18	100

19-20 150
21-22 200

In family pension, extra-ordinary Family Pension Disability Pension and Compassionate allowance accruing on or after 1st July 1980, they shall be so determined that a minimum benefit equal to the Special Adhoc Increase mentioned above is ensured.

Your Obedient Servant

SHEIKH MOHAMMAD AFZAL
Additional Finance Secretary – II

No.SO(SR-III)FD/4-199/80, Dated Peshawar, the 22nd December, 1980

Copy forwarded to the:-

1. Martial Law Secretariat Zone “B”, Peshawar.
2. All Autonomous and Semi-autonomous Bodies in NWFP.

ABDUL HAMID KHAN,
Deputy Secretary (Regulation).
Finance Department, Peshawar

No.SO(SR-III)FD/4-199/80, Dated Peshawar, the 22nd December, 1980

A copy is forwarded to the:-

1. Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. Treasury Officer, Peshawar.
4. Director, Local Fund Audit, NWFP, Peshawar
5. P.A. to Secretary/Additional Secretaries/Deputy Secretaries in Finance Department.
6. All Budget Officers/Section Officer in Finance Department.
7. Budget and Accounts Officer (Forest).

MOHAMMAD KHAN,
Section Officer (SR-III)
Finance Department, Peshawar

APPENDIX-XXXIV

No. S.O.(SR-III) FD-/4-43/80

GOVERNMENT OF NWFP
FINANCE DEPARTMENT.

Dated Peshawar, the 25th January 1981.

To,

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP
5. All District and Session Judges in NWFP.
6. The Registrar, Peshawar High Court, Peshawar
7. Chairman, NWFP Public Service Commission.
8. The Chairman, NWFP Services Tribunal.

Subject: **GRANT OF PENSION TO GOVERNMENT SEERVANTS RETIRED
AFTER COMPLETION OF 25 YEARS SERVICE.**

Sir,

I am directed to refer to the subject noted above and to state that the concession allowed under this Department letter No. S.O. (SR-III) FD/4-43/80, dated 12th October, 1980 will not be admissible to Government servants retired compulsorily after 31st December, 1980.

Your Obedient Servant

SHEIKH MOHAMMAD AFZAL
Additional Finance Secretary – II

No. SO(SR-III)FD/4-43/80, Dated Peshawar, the 25nd January, 1981

A copy is forwarded to the:-

3. Martial Law Secretariat Zone “B”, Peshawar.
4. All Autonomous and Semi-autonomous Bodies in NWFP.

ABDUL HAMID KHAN,
Deputy Secretary (Regulation).

No. SO(SR-III)FD/4-43/80, Dated Peshawar, the 25th January, 1981

A copy is forwarded to the:-

1. Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. Treasury Officer, Peshawar.
4. All P.As in Finance Department.
5. All Budget Officers/Section Officer in Finance Department.

MOHAMMAD KHAN,
Section Officer (SR-III)
Finance Department, Peshawar

FINANCE DEPARTMENT

Dated Peshawar the 12th April 1982.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Commissioners of Divisions in NWFP.
3. All Heads of Attached Departments in NWFP.
4. All Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
5. The Registrar, Peshawar High Court, Peshawar.
6. The Secretary to Governor, NWFP.
7. The Secretary, Public Service Commission, NWFP.
8. The Chairman, Services Tribunal, NWFP.
9. The Secretary, Board of Revenue, NWFP.

SUBJECT: RECOVERY OF LEAVE SALARY AND PENSION CONTRIBUTION.

Sir,

I am directed to refer to FR-116 in accordance with which the rate of contribution payable on account of pension and leave salary shall be such as may be prescribed by the General orders. The existing rates are contained in appendix 11-A of Fundamental Rules and the Supplementary Rules Vol:II. The question regarding revision of rates and mode of recovery etc. of leave salary and pension contribution has been engaging the attention of the Government for some time past. It has now been decided to prescribe a uniform rate of recovery of pension contributions at 33-1/3 % of the mean of minimum and maximum of the pay scale of the grade held by the Government servant concerned at the time of his proceeding on foreign service, plus other emoluments (reckonable for pension) which would have been admissible to him had he not been deputed on foreign service. The above-prescribed rate of pension contributions shall apply to all the Provincial Government employees whether on deputation to foreign service within Pakistan or abroad.

2. In future, the pension contribution in all cases shall be payable by the foreign employees, however, in the case of Government servants presently on deputation to foreign service within Pakistan or abroad, pension contributions shall be paid by the foreign employer or the Government servants concerned, as the case may be according to the agreed terms of deputation.

3. As regards leave salary contribution, it has been decided that no leave salary contributions shall be recovered from the foreign employers but leave/leave salary shall be sanctioned/paid during the period of foreign service by the foreign employers. The Provincial Government employees sent on deputation to foreign service who, under the revised procedure, are granted leave and paid leave salary by the foreign employers, shall not count the period spent on foreign service for earning leave under the Government of NWFP.

4. These orders shall come into force with effect from 1.1.1982.

Your obedient servant,

(MUHAMMAD AMIN)
ADDITIONAL SECRETARY-I

No.SOSR-III(FD)4-112/73

Dated Peshawar, the 12th April 1982.

A copy is forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District and Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. All Autonomous and Semi-Autonomous Bodies in NWFP.
5. The Director, Local Fund Audit, NWFP.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

No.SOSR-III(FD)4-112/73

Dated Peshawar, the 12th April 1982.

A copy is forwarded for information to:-

1. PS to Secretary and P.A to Additional Secretary/Deputy Secretaries in Finance Department.
2. All Section Officers/Budget Officers in Finance Department.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

No.SOSR-III(FD)4-36/75
GOVERNMENT OF NWFP
FINANCE DEPARTMENT

Dated Peshawar, the 17th May, 1982

From:

The Secretary to Government of NWFP,
Finance Department, PESHAWAR.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All District and Sessions Judges in NWFP.
5. The Registrar, Peshawar High Court, Peshawar.
6. The Secretary, NWFP, Public Service Commission.
7. The Registrar, Service Tribunal, NWFP, Peshawar.

SUBJECT: DELAY IN FINALIZATION OF PENSION CASES.

Sir,

I am directed to refer to the subject noted above and to say that the Government accords top-priority to timely sanction of pension in respect of its retired/deceased servants. To achieve this objective, the procedure for sanctioning pension has been simplified to a great extent. It has, however, been noticed that even then pension cases are not settled in time for one reason or another. The Public Accounts Committee as well as Government have taken a very serious view of the situation and have re-iterated that such lapses or delays should not occur in future, in cases of retired Government servants generally and in cases of deceased Government servants particularly.

2. With a view to ensuring expeditious preparation of family pension papers, it has been decided that the concerned representative of the Department/Offices should visit the house of the deceased Government servant soon after the death of a Govt: servant and get the pension papers completed without delay. Finalization of the pension papers of the family of a deceased Government servant shall be an exclusive responsibility of the concerned Government servant of a Department and he shall be answerable for any delay.

3. I am to request you that the above instructions may kindly be brought to the notice of all concerned for strict compliance.

Your obedient servant,

(MUHAMMAD SIDDIQUE KHATTAK)
DEPUTY SECRETARY (REG:)
FINANCE DEPARTMENT

A copy for information is forwarded to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)
FINANCE DEPARTMENT.

No.SOSR-III (FD) 4-111/81.
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 8th November, 1982.

From:

The Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Chairman, NWFP, Public Service Commission.
8. The Chairman, NWFP, Services Tribunal, Peshawar.

SUBJECT: **GRANT OF DEARNESS INCREASE IN PENSION TO THE PROVINCIAL PENSIONERS.**

Sir,

I am directed to refer to the subject noted above and to state that under the orders issued from time to time regarding grant of Dearness increase to pensioners of the Provl: Government, it has inter alia been provided that in case of re-employed pensioners, the Dearness Increase shall not be admissible to them during the period of their re-employment. It is hereby clarified that the terms "re-employed" and "re-employment" used in the above condition are applicable only to the retired Govt: servants themselves who have been re-employed after retirement in Government departments, including those re-employed in the Autonomous Organizations. The above condition does not apply to beneficiaries of Family Pensions, Dependant Pensions and Children Allowance, irrespective of whether they are employed in Government Department/Autonomous Organizations/Nationalized Banks.

Your obedient servant,

(Muhammad Siddique Khattak)
Deputy Secretary (Regulations)

Endst: No.SOSR.III(FD)4-111/81.

Dated Peshawar, the 8th Nov: 1982

A copy is forwarded to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. Budget and Accounts Officer (Forest).
5. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

No.SOSR-III (FD) 4-111/81.
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 22nd November 1982.

From:

Secretary to Government of NWFP,
Finance Department, Peshawar.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Chairman, NWFP, Public Service Commission, Peshawar.
8. The Chairman, NWFP, Services Tribunal, , Peshawar.

SUBJECT: **ADMISSIBILITY OF DEARNESS INCREASES TO CIVIL PENSIONERS (INCLUDING WIDOWS) WHO ARE IN RECEIPT OF MORE THAN ONE PENSION.**

Sir,

I am directed to invite a reference to para-2 of this Department's letter No. SOSR-III(FD)4-111/81, dated 10.8.1981 and No.SOSR-III(FD)4-111/81, dated 4.7.1982, according to which the dearness increases sanctioned therein are admissible on only one pension in the case of a person who is in receipt of more pension than one. The position has been reviewed and it has been decided that if a person is in receipt of more than one pension, the dearness increases sanctioned in the aforesaid letters will be calculated on the aggregate of all his gross pensions subject to the prescribed maximum of Rs.200/- laid down therein. These orders will have a re-trospective effect from 1.7.81 and 1.7.82 i.e. the dates of effect of letters dated 10.8.81 and 4.7.82 respectively.

Your obedient servant,

(MUHAMMAD SIDDIQUE KHATTAK)
DEPUTY SECRETARY (REGULATION)

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. The Director, Local Fund Audit, NWFP, Peshawar.
5. All Budget /Section Officers in Finance Department.
6. Budget and Accounts Officer (Forest).
7. All Autonomous/Semi Autonomous Bodies in NWFP.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

No.SOSR-III (FD) 4-111/81.
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 24th August 1983.

From:

The Secretary to Government of NWFP,
Finance Department, Peshawar.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
4. The Registrar, Peshawar High Court, Peshawar.
5. The Secretary to Governor, NWFP.
6. The Chairman, Public Service Commission, NWFP.
7. The Chairman, Services Tribunal, NWFP.
8. The Secretary, Board of Revenue, NWFP.

SUBJECT: **GRANT OF DEARNESS INCREASE IN PENSION TO THE CIVIL PENSIONERS OF THE PROVINCIAL GOVERNMENT.**

Sir,

I am directed to refer to the subject noted above and to say that the Governor, NWFP has been pleased to sanction, with effect from the 1st July, 1983 and until further orders, a further Dearness Increase in pension @ 10% of pension subject to the maximum of Rs.200/-per month to Civil Pensioners of the Provincial Government, who retired upto 30th June, 1983. For the purpose of admissibility of the increase sanctioned in this Circular Letter the term "Pension" means gross pension (i.e. pension before commutation and/or surrender of 1/4th thereof) plus dearness/adhoc increases in pension sanctioned from time to time, where admissible.

2. If a person is in receipt of more pensions than one, the Dearness Increase will be calculated on the aggregate of all his gross pensions subject to the prescribed maximum of Rs.200/-

3. The Dearness Increase will also be admissible on family pensions granted under the West Pakistan Civil Services Pension Rules, 1963 as amended from time to time/Liberalized Pension Rules, 1977 as well as on the Compassionate Allowance sanctioned under rule 1.9 of the Civil Services Pension Rules.

4. If the gross pension sanctioned by the Provincial Government is shared with any other Government in accordance with the rules laid down in Part IV of Appendix III to the Accounts Code, Volume I, the amount of the Dearness Increase will be apportioned between the Provincial Government and the other Governments concerned on proportionate basis.

5. Commutation of any part of the Dearness Increase will not be permissible.

6. In the case of re-employed pensioners, the Dearness Increase sanctioned in this Circular Letter shall not be admissible to them during the period of their re-employment.

7. The additional adhoc increase in pension sanctioned in this Department Letter No.SOSR-III(FD)4-111/81 dated 10.8.1981 was admissible to those Government Servants who retired upto 31.12.1982. The Dearness Increase in pension which was sanctioned vide this Department Circular Letter No.SOSR-III(FD)4-111/81 dated 4.7.1982 was admissible to those who retired upto 30.6.1982 as well as to those who would retire after that date. It has since been decided that the Dearness Increase sanctioned in the said Circular Letter of 4.7.1982 will be admissible only to those who have retired upto 30.6.1983.

Your obedient servant,

(MUHAMMAD AMIN)
Additional Finance Secretary-I
Government of N.W.F.P.

Endst: No.SOSR-III(FD)4-111/81

Dated Peshawar the 24th August, 1983.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(Muhammad Siddique Khattak)
Deputy Secretary (Regulation)
Government of N.W.F.P.
Finance Department.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. The Private Secretary to Finance Minister, NWFP.
5. PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
6. All Section Officers/Budget Officers in Finance Department.
7. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)
Government of N.W.F.P.
Finance Department.

No.SOSR-III (FD) 4-36/75(Vol:I).
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 12th March, 1985.

From:

The Secretary to Government of
NWFP, Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Senior Member, Board of Revenue, NWFP.
3. The Secretary to Governor, NWFP.
4. All Heads of Attached Department in NWFP.
5. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Chairman, Public Service Commission, NWFP.
8. The Chairman, Services Tribunal, NWFP.

SUBJECT: **SIMPLIFICATION OF PROCEDURE REGARDING PENSIONS.**

Sir,

I am directed to say that para(i) of the Finance Department letter No.

SOSR.III(FD)4-36/76 dated 4-6-1977 reads as under:-

“As in the existing rule, the period of extraordinary leave shall not be treated as qualifying service for pension but only as a bridge between the two periods of qualifying service. Interruption in service due to other reasons may be condoned provided such interruption is not due to any fault or wilful act of the Government Servant, like un-authorized absence, resignation or removal from service. Interruption due to removal on account of reduction and retrenchment of the post shall however be deemed to have been condoned. The periods of such interruption shall not, however, count as qualifying service for pension. The action in respect of break in service should be completed by the head of the administrative department before forwarding the papers to the Audit office.”

2. A doubt has been expressed in certain quarters as to whether the term “Service” used in 2nd and 5th sentences of the above para means qualifying service or otherwise. It is hereby clarified that the word service used therein means “qualifying service” only.

Your obedient servant,

(IFTIKHAR AHMAD)
DEPUTY SECRETARY (REGULATIONS)
FINANCE DEPARTMENT.

Endst: No.SOSR.III(FD)4-36/75 (Vol:II).

Dated Pesh: 12-3-1985

A copy is forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director, Local Fund Audit, NWFP, Peshawar.
7. All Autonomous and Semi Autonomous Bodies in NWFP.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)
FINANCE DEPARTMENT

No.SOR-III (FD) 4-93/85.
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 23rd July 1985.

From:

Mr. Ejaz Rahim,
Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Chairman, NWFP, Public Service Commission..
8. The Chairman, NWFP, Services Tribunal, Peshawar.

SUBJECT: **CALCULATION OF PENSION WITHOUT APPLYING ANY REDUCTION DUE TO CUT OFF POINTS.**

Sir,

I am directed to refer to the subject noted above and to state that according to the existing rules/instructions, pension is calculated at the rate of 70% of average emoluments on completion of 30 years qualifying service. Where qualifying service is less than 30 years but not less than 10 years, the pension is calculated at the percentage applicable according to length of service. Any amount of pension in excess of Rs.2500/- is reduced by 50%. The Provincial Government have been pleased to direct that with effect from the 1st July, 1985, the reduction by 50% of the pension in excess of Rs.2500/- shall not be applied in the case of those Government servants who retire on or after 1.7.1985. In all such cases the pension shall be calculated at the rate of 70% of average emoluments or other percentage rate applicable according to length of qualifying service without applying any reduction.

2. It has further been decided that the pension/family pension of those who retired/died between the period 1.7.1966 to 30.6.1985 and in whose case the reduction of pension in excess of the cut off points of Rs.600/-, 1000/-, 2000/- and 2500/- existing at the time of their retirement/death was applied, shall also be that as calculated previously without applying any reduction subject to the condition that the amount of re-calculated pension governed by the West Pakistan Civil Services Pension Rules, 1963 as amended from time to time shall not exceed the maximum limit of pension referred to in the pension table annexed to the defunct Government of West Pakistan, Finance Department letter No.SO(SR)-V-257/67, dated 27.4.1967. In such cases gratuity or commutation will not be revised or re-calculated. The pensioner concerned or his family will only be allowed the benefit of enhanced pension with effect from 1.7.1985 without any arrears.

3. The benefit of gratuity or commutation will also not be admissible on the revised/enhanced pension in cases where the pensioners concerned did not exercise their option to draw any gratuity or commutation at the time of their retirement. In such cases the benefit of gratuity or commutation will continue to be admissible on the original amount of gross pension in accordance with the prescribed rules.

Your obedient servant,

(SAFDAR ALI KHAN)
Additional Finance Secretary-I

Endst: NO.SOSR-III(FD)4-93/85.

DATED PESHAWAR, the 23rd July, 1985.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(IFTIKHAR AHMAD)
Deputy Secretary (Regulation)

Endst: NO.SOSR-III(FD)4-93/85.

DATED PESHAWAR, the 23rd July, 1985.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. The Private Secretary to Finance Minister, NWFP.
5. PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
6. All Section Officers/Budget Officers in Finance Department.
7. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

No.SOSR-III (FD) 4-131/86.
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 2nd August, 1986.

From:

Saeed ullah Jan,
Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. The Chairman, NWFP, Public Service Commission.
8. The Chairman, NWFP, Services Tribunal, Peshawar.

SUBJECT: **BENEFIT FOR EXTRA YEARS OF SERVICE AFTER COMPLETION OF 30 YEARS.**

Sir,

I am directed to refer to the subject noted above and to say that under the existing rules a civil servant is entitled to full pension on completion of 30 years qualifying service. In order to provide additional benefit to those civil servants who serve beyond 30 years of service the Provincial Government has decided that a civil servant who shall retire on or after 1.7.1986 shall be allowed benefit to the extent of 2% of his gross pension for each extra year of service put in by him beyond 30 years qualifying service subject to a maximum of 10% of his gross pension.

Your obedient servant,

(SAFDAR ALI KHAN)
Additional Finance Secretary-I

Endst: No.SOSR.III(FD)4-131/86.

Dated Peshawar the 2nd August, 1986.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(SAEED AHMAD ALVI)
Deputy Secretary (Regulation)

Endst: No.SOSR.III(FD)4-131/86.

Dated Peshawar the 2nd August, 1986.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

No.SOSR-III (FD) 4-132/86(II).
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 2nd August 1986.

From:

Saeed ullah Jan,
Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in NWFP.
6. The Registrar Peshawar High Court Peshawar.
7. The Chairman, NWFP, Public Service Commission, Peshawar.
8. The Chairman, NWFP, Services Tribunal, Peshawar.

SUBJECT: **REVISION OF RATES OF COMMUTATION.**

Sir,

I am directed to refer to the subject noted above and to say that under the existing rules a civil pensioner is eligible to commute at his option 50% of his gross pension. He has also the option to draw 1/4th amount of gross pension as gratuity and 1/4th amount thereof as commutation. The Provincial Government has decided that w.e.f. 1-7-1986 gratuity shall be abolished altogether. Commutations upto 50% of gross pension shall, however, continue to be admissible at the option of a pensioner.

2. It has further been decided to replace the existing commutation Table by the new Commutation Table as annexed to this letter.

3. Under the existing rules, if a civil servant dies while in service, gratuity in lieu of one-fourth of the gross pension is allowed. In such cases, the rate of gratuity as from 1-7-1986 will be determined on the basis of age next birthday of the deceased civil servant in accordance with the new Commutation Table referred to above.

Your obedient servant,

(SAFDAR ALI KHAN)
Additional Finance Secretary-I

Endst: No.SOSR.III(FD)4-132/86(II).

Dated Peshawar the 2nd August,1986.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(SAEED AHMAD ALVI)
Deputy Secretary (Regulation)

Endst: No.SOSR.III(FD)4-132/86(II).

Dated Peshawar the 2nd August 1986.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

No.SOSR-III (FD) 4-111/81.
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 30th November 1986.

From:

Mr.Saeed ullah Jan,
Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. The Registrar Peshawar High Court Peshawar.
6. All District and Session Judges in NWFP.
7. The Chairman, NWFP, Public Service Commission, Peshawar.
8. The Chairman, NWFP, Services Tribunal, Peshawar.

SUBJECT: **GRANT OF DEARNESS INCREASE IN PENSION TO CIVIL PENSIONERS OF THE NWFP GOVERNMENT.**

Sir,

I am directed to refer to para 7 of the Finance Department's letter of even number dated 24.8.1983 on the subject noted above wherein it was indicated that the dearness increase sanctioned vide this Department's letter No.SOSR.III(FD)4-111/81, dated 4/7/1982 and under the said letter dated 24.8.1983 would be admissible only to those who had retired upto 30.6.1983. Thus the pensioners who retired between the period from 1/7/1983 to 30/6/1984 were not allowed the benefit of nay dearness increase in their pension. It has now been decided that the amount of pension of the pensioners who retired during the said period viz from 1/7/1983 to 30.6.1984 would be so calculated and determined that the amount of their pension including above dearness increases would not be less than those who had retired on or before 30.6.1983. *(While recalculating their pension, only those reckonable emoluments which they had drawn on or before 30.6.1983 would be taken into account thereby adjusting the excess amount of pension and gratuity/commutation drawn after 1/7/1983 on higher emoluments).

2. No arrears for the period prior to 1/11/1986 would be admissible to the pensioners referred to above.

*Deleted vide FD letter of even number dated 26.4.88.

Your obedient servant,

(MUHAMMAD SALIM KHAN)
ADDITIONAL FINANCE SECRETARY-I
GOVERNMENT OF N.W.F.P.

Endst: No.SOSR.III(FD)4-111/81.

Dated Peshawar the 29.11.1986.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(MIAN SAHIB JAN)
Deputy Secretary (Regulation)
Finance Department.

Endst: No.SOSR.III(FD)4-111/81.

Dated Peshawar the 29.11.1986.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)
FINANCE DEPARTMENT.

No.SOSR-III (FD) 4-131/86.
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 12th August, 1987.

From:

Saeed ullah Jan,
Secretary to Government of
NWFP, Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. The Registrar, Peshawar High Court, Peshawar.
6. All District and Session Judges in NWFP.
7. The Secretary, NWFP, Public Service Commission.
8. The Registrar, NWFP, Services Tribunal, Peshawar.

SUBJECT: **BENEFIT FOR EXTRA YEARS OF SERVICE AFTER COMPLETION OF 30 YEARS.**

Sir,

I am directed to refer to this Department's Circular Letter of even number dated 2.8.1986 on the subject noted above and to clarify that the benefit of extra years of service to the extent of 2% of the gross pension for each year of service put in beyond 30 years qualifying service would be admissible on COMPLETED YEARS of service only, and fraction of 6 months or more will not be counted as a year for the purpose of allowing extra year benefits in pension beyond 30 years of qualifying service.

Your obedient servant,

(MIAN SAHIB JAN)
Deputy Secretary (Regulation)

Endst: No.SOSR.III(FD)4-131/86.

Dated Peshawar, the 12.8.1987.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretaries to Governments of Punjab, Sindh and Baluchistan, Finance Departments, Lahore, Karachi and Quetta.
3. The Secretary to Government of Azad Jammu and Kashmir, Finance Department, Muzaffarabad.
4. Mr. Ikram H. Ghauri, Section Officer, Government of Pakistan, Finance Division (Regulation-II), Islamabad with reference to his office memo. No.F.11(2)-Reg(6)/86 dated 1.7.1986.

(MUHAMMAD KHAN)
SECTION OFFICER (SR-III)

Endst: No.SOSR.III(FD)4-131/76.

Dated Peshawar, the 12.8.1987.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

No.SOSR-III (FD) 4-103/88.
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 4th August 1988.

From:

Saeed ullah Jan,
Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. The Registrar Peshawar High Court Peshawar.
6. All District and Session Judges in NWFP.
7. The Secretary, NWFP, Public Service Commission.
8. The Registrar, NWFP, Services Tribunal, Peshawar.

SUBJECT: **MINIMUM PENSION.**

Sir,

I am directed to refer to the subject noted above and to say that the Provincial Government have been pleased to decide that with effect from 1st July, 1988 no gross pension of a retired government employee as sanctioned under the Rules would be less than Rs.300/-per month.

2. For the purpose of these orders, the term gross pension would mean gross pension before commutation and or surrender of ¼ thereof plus any dearness/adhoc increase and indexation sanctioned from time to time, including indexation allowed vide this Department's letter No.SOSR-III(FD)4-91/85 dated 4.8.1988.

3. Similarly, family pension allowed to the family of a retired government employee under the Pension-Cum-Gratuity Scheme, 1954, West Pakistan Civil Services Pension Rules, 1963/Liberalized Pension Rules, 1977 would not be less than Rs.150/-per month. The family pension for the purposes of these orders, would mean pension plus dearness/adhoc increases and indexation allowed from time to time including indexation allowed vide this Department's letter No.SOSR-III(FD)4-91/85 dated 4.8.1988.

4. If any of the above mentioned pensions sanctioned by the Provincial Government is shared with any other Government in accordance with the rules laid down in part IV of Appendix III to the Account Code (Vol-I), the amount will be apportioned between the Governments concerned on proportionate basis.

5. Commutation of any part of the increase allowed vide this letter will not be admissible.

Your obedient servant,

(GULZAR KHAN)
Additional Finance Secretary-I
Government of N.W.F.P.

Endst: No.SOSR-III(FD)4-103/88

DATED PESHAWAR, the 4th August, 1988.

Copy forwarded for information to:

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(MIAN SAHIB JAN)
Deputy Secretary (Regulation)

Endst: No.SOSR-III(FD)4-103/88

DATED PESHAWAR, the 4th August, 1988.

Copy forwarded for information to:

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. PS to Finance Secretary, P.As to Additional Secretaries/Deputy Secretaries in Department.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

No.SOSR-III (FD) 4-67/88
GOVERNMENT OF NWFP
FINANCE DEPARTMENT

Dated Peshawar the 4th September, 1988

To

1. All the District/Agency Accounts Officers in NWFP.
2. The Treasury Officer, Peshawar.

SUBJECT: REVISED PROCEDURE FOR PENSION PAYMENTS ETC.

This is in continuation of this Department's letter No.SO(SR.III)FD-4-36 /75 dated 27.9.1977.

The existing procedure of pension payments has been reviewed in consultation with the Accountant General, NWFP and the following checks are prescribed, in addition to those already circulated vide this department's letter referred to above, with a view to avoiding the occurrence of the fraudulent with-drawals:-

- i) Bills on account of first payment of pension/commutation of pension, advances to government servants and final payment of General Provident Fund will henceforth be signed jointly by the District Accounts Officers and the Additional District Accounts Officers instead of one. Both the signatories will affix the impression of the special seal in their custody. Where there is no Additional District Accounts Officer in a District, the senior most Accountant will sign these bills jointly with the District Accounts Officer. State Bank/National Bank of Pakistan Branches dealing with government payments should be informed of the revised procedure and specimen signatures of concerned officers should be supplied to them at once.
- ii) First payment of pension/gratuity etc to a pensioner should invariably be made at Sadar Treasury irrespective of the fact whether the pension payment order is issued from that office or is received from any other audit office. Pension payment orders may thereafter be transferred, according to option to any branch of the National Bank after copying entries from pension payment orders into the Pension Post-audit Register.
- iii) It has been observed that the work of post auditing of pensions being paid by the Banks is not attended to properly. In future cent per cent post audit of pensions should be undertaken in District/Agency Accounts Offices/ Peshawar Treasury. The District/Agency Accounts Officers/Treasury Officers shall be personally responsible for any lapse in this regard and liable to disciplinary action.
- iv) (a) As laid down in rule 329(2) of the Treasury Rules entries/notes of payments would be made on both halves of pension payment orders and not on audit registers as is being presently done in a few District Accounts Offices.

- (b) The entries of post-auditing shall be made in the register prescribed for the purpose.
- v) Copy of National Identity Cards will be required to be attached with the pension papers in respect of retired employee himself and each member of his family entitled to get pension after his death.
- vi) Attested photographs of all the pensioners whether gazetted or non-gazetted will be pasted on pension payment orders.
- vii) Banks will be held responsible for any wrong payments made to unauthorized persons. Such amounts will be recovered from the banks for crediting into government account.

(Muhammad Khan)
Section Officer (SR-III)

Endst. No.SOSR-III(FD)4-67/88

Dated Peshawar, the 4th Sept: 1988.

A copy is forwarded to the Accountant General, NWFP, Peshawar with reference to his memo. No.T-15(154-D)Vol-IV/580 dated 15-7-1988.

(Muhammad Khan)
Section Officer (SR-III)

Endst. No.SOSR-III(FD)4-67/88 Dated Peshawar, the 4th Sept: 1988.

Copy forwarded to:-

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Departments in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. The Registrar, Peshawar High Court, Peshawar.
6. All District and Session Judges in NWFP.
7. The Secretary, NWFP, Public Service Commission.
8. The Registrar, NWFP, Service Tribunal, Peshawar.
9. The President, National Bank of Pakistan, 1.1.Chundrigar Road, Karachi.
10. The Manager, State Bank of Pakistan, Peshawar.
11. The Principal Office, National Bank of Pakistan Arbab Road, Peshawar.
12. The Director, Local Fund Audit, NWFP, Peshawar.
13. All Section Officers/Budget Officers in Finance Department.

(Muhammad Khan)
Section Officer (SR-III)

No.SOR-III (FD) 4-23/87/(A)
GOVERNMENT OF NWFP

FINANCE DEPARTMENT

Dated Peshawar the 1st April 1990.

To

1. The Senior Vice President,
Principal Office, National Bank of Pakistan,
Peshawar.
2. All the District/Agency Accounts Officers/Treasury Officers, in NWFP.

SUBJECT: PAYMENT OF PENSION.

Sir,

It has been brought to the notice of the Provincial Government that branches of National Bank of Pakistan as well as District Accounts Officers have fixed dates for disbursement of pensions. This has undoubtedly increased the difficulties of pensioners, who on missing due dates, have to wait for ensuing month for receiving pension.

2. In order to eliminate chances of any difficulties to the pensioners, you are requested kindly to ensure that the disbursement of due pension is made to the pensioners on any working day on which they may appear for receiving pension.

3. It is further requested that in view of old age of pensioners and in consideration of the fact that most of them come from far-flung areas, all possible help and preferential treatment in the matter of payment of pension may be extended to them.

Your obedient servant,

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

FINANCE DEPARTMENT

Dated Peshawar the 28th April 1991.

From:

The Secretary to Government of NWFP,
Finance Department, Peshawar.

To

1. All Administrative Secretaries to Government of NWFP.
2. All Heads of Attached Department in NWFP.
3. All Commissioners of Divisions in NWFP.
4. All Deputy Commissioners/Political Agents in NWFP.
5. All District and Session Judges in N.W.F.P.
6. The Registrar, Peshawar High Court Peshawar.
7. The Chairman, Public Service Commission, Peshawar.
8. The Chairman, NWFP, Services Tribunal, Peshawar.

SUBJECT: **STEPS TO BE TAKEN BY THE AUTHORITIES CONCERNED AND THE RETIRING GOVERNMENT SERFANT FOR TIMELY SANCTION OF PENSION.**

Sir,

I am directed to refer to the subject noted above and to say that inspite of instructions issued from time to time in connection with expeditious settlement of pension cases, complaints are still being received about delayed processing of pension cases. It is, therefore, imperative to issue suitable instructions to all concerned to eradicate inordinate delay in the payment of pension etc; and also to indicate suitable measures including disciplinary action which may be invoked against the defaulter in case of non-finalization of pension cases in time.

2. Under rule 5.1 of the West Pakistan Civil Services Pension Rules all authorities dealing with the application for pension, should bear in mind that delay in the payment of pension involves peculiar hardships, it is essential to ensure that the retired employee should be able to receive his pension on the date on which it becomes due. In terms of rule 5.2 of the ibid rules every employees shall submit a formal application for pension in form 3 (PEN). The employee should, in his own interest submit his formal application for pension to the departmental authority concerned six months in advance of the date of his actual or anticipated retirement:-

Provided:-

- (i) In cases in which the date of retirement cannot be foreseen six months in advance the application shall be submitted immediately after the date of retirement is settled; and

- (ii) An officer proceeding on leave preparatory to retirement in excess of six months, shall submit the application at the time of proceeding on such leave.

Further action is to be taken by department and the audit office concerned.

3. For expeditious disposal of the pension cases following instructions were issued to all Departments vide Finance Department letter No.SOSR.III(FD)4-36/76 dated 17.5.1981:-

- (a) RECKONABLE EMOLUMENTS. The following shall be treated as emoluments reckoning for pension under rule 4.4 (2) of the West Pakistan Civil Services Pension Rules:-

- (ii) Pay as defined in F.R. 9(21)(a)(i).
- (iii) Senior Post Allowance.
- (iv) Special Pay of all types and nature.
- (v) Personal Pay.
- (vi) Technical Pay.
- (vii) Dearness Allowance.
- (viii) Increments accrued during Leave Preparatory to Retirement.
- (ix) Any other emoluments, which may be specially classed as Pay.

- (b) RULES REGARDING QUALIFYING SERVICE. In partial modification of the existing rules, it has been decided as under:-

- (ii) Any interruption in the service of an officer entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed by re-instatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
- (iii) The authority who sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.

- (c) VERIFICATION OF SERVICE AND COMPLETION OF ACCOUNTS.

1. In order to deal with the existing outstanding pension cases in which the entries relating to previous fixation of pay or verification of service are missing, it shall be incumbent upon the last audit and account officer dealing with a pension case to verify the same himself on the basis of the available record without referring the case to any other audit and accounts office.
2. The verification of qualifying service of all Government Servants should be completed by the administrative and audit authorities

concerned within 12 months of the issue of these orders, in accordance with the rules regarding qualifying service.

3. The salary accounts of the Government Servants, if not prepared so far, should be prepared immediately and completed within 12 months of the issue of these orders.
4. The service record should be brought up-to-date to indicate qualifying service and the status of Government Servants, i.e. temporary, permanent or substantive as well as the name of the nominee for the purpose of gratuity. These entries will be considered as duly audited.
5. After 12 months of the issue of these orders the audit and accounts authorities should issue an upto-date qualifying service certificate to each government servant and, thereafter, such a certificate be reflected in the pay slip. The audit and accounts authorities should also given a certificate that valid nomination papers regarding gratuity are held by them.

(d) RECOVERY OF LEAVE SALARY AND PENSION CONTRIBUTIONS.

In the case of government servants on deputation to foreign service within Pakistan or abroad, the leave salary and pension contributions shall be paid by the foreign employers. In case of non-payment of these contributions by the foreign employers in time, the matter will be taken up by the administrative authorities with the foreign employer concerned, but the finalization of pension cases shall not be held up nor shall the qualifying service of the government servants concerned be reduced on that account.

- (e) ANTICIPATORY PENSION. Pension Sanctioning Authorities must exercise the power to sanction anticipatory pension, whenever required to avoid any delay in the payment of pension.
- (f) NO DEMAND CERTIFICATE. The finalization of pension cases should not be held up for want of “No Demand Certificate” from the Estate Office. However, the Head of Department or office should alert the Estate Office at least six months before the retirement of the Government Servant to bring the rent accounts up-to-date and to notify the outstanding dues in respect of the last accommodation occupied by the government servant within 15 days of the date of his retirement. If any Government dues are found to be outstanding against a pensioner within one year from the date of issue of the PPO, the matter shall be referred to the Head of Department for orders, before any recoveries are actually effected from the pensioner.
- (g) LAST PAY CERTIFICATE. It shall be mandatory for the drawing and disbursing officers and audit and accounts authorities to issue Last Pay Certificate within 15 days of the date of retirement of a government servant.

- (h) **RULES OF PROPORTION.** The 'Rule of Proportion' and the other associated rules and accounting instructions shall continue to be operative and the apportionment of pensionary liability between the various Departments and Federal/Provincial Governments, as the case may be, shall be made by the Audit and Accounts Officer issuing the pension Payment Order. Finalization of pension cases shall not be held up on this account. If there is any dispute with regard to the apportionment of pensionary liability, the matter should be sorted out by the Audit and Accounts Officers involved. The authorities concerned are required to forward the pension case of the retired Government servant to the audit office concerned complete in all respect and with the documents mentioned in (Annex).

4. As regards commutation of pension, it is admissible subject to medical examination if commutation is applied by employee retired on invalid pension and also by a retired employee who applies for commutation after one year of retirement. He is required to apply for commutation on the prescribed form 6 (PEN), 7 (PEN) and 8 (PEN). The medical authorities shall examine the retired Government servant and then pass on their recommendations to audit office concerned for necessary action.

5. I am to request you kindly to bring to the notice of all concerned including Government servants the above instructions and ensure expeditious settlement of pension cases of the retired Government servants/families of deceased Government servants. In case of inordinate delay strict disciplinary action may be initiated against the defaulter.

Your obedient servant,

(GHULAM DASTGIR AKHTAR)
DEPUTY SECRETARY-I

ENDST: NO.SOSR.III(FD)4-36/75 (Vol:II). Dated Peshawar the 28.4.1991.

A copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. The Director, Local Fund Audit, NWFP, Peshawar.
3. All District/Agency Accounts Officers in NWFP.
4. The Treasury Officer, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)
FINANCE DEPARTMENT.

Annex:

No _____

Dated _____

Department/Attached
Department/office of the _____

To

SUBJECT: **GRANT OF PENSION/GRATUITY TO.**

Sir,

I am directed to forward herewith the pension papers in respect of
Mr/Mrs/Miss _____ as detailed below:-

1. Service Book (where necessary).
2. The last Pay Certificate showing him paid upto _____.
3. No Demand Certificate of the Department.
4. No Demand Certificate of the Estate Office.
5. An undertaking from the retiring/retired Government servant/entitled member of his family for refund of Government dues from pension. (If certificates as serial Nos. 3&4 are not available).
6. A certificate that leave salary/pension contribution for the period from _____ to _____.
7. Form 3 (PEN) (in duplicate).
8. Death Certificate in original.
9. List of Family Members.
10. A certificate to the effect that the widow was not judicially separated during lifetime of her husband and that she has not remarried.
11. Descriptive roll of the widow/family members.
12. Specimen signature/thumb impression of the widow duly attested.
13. Invalid certificate in original*.
14. Three photographs duly attested.
15. Office Order/Notification regarding retirement.

S.No.8 to 12 (in case of family pension).

* In case of invalid pension.

Your obedient servant,

SIGNATURE _____

DESIGNATION _____

FINANCE DEPARTMENT

Dated Peshawar the 12th Sept: 1991.

From:

The Secretary to Government of NWFP,
Finance Department, Peshawar.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Secretary to Governor NWFP.
3. The Secretary to Chief Minister, NWFP.
4. All Heads of Attached Department in NWFP.
5. The Registrar, Peshawar High Court, Peshawar.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Secretary, Board of Revenue, NWFP.
8. The Secretary, NWFP, Public Service Commission, Peshawar.
9. The Registrar, Services Tribunal, NWFP, PESHAWAR.

SUBJECT: **BENEFIT FOR EXTRA YEAR OF SERVICE AFTER COMPLETION OF 30 YEARS.**

Sir,

I am directed to state that under the existing rules and orders Government servants retired prior to 1.7.1986 are not entitled to any benefit of service rendered after completion of 30 years qualifying service. It has been decided that the Government servants retired prior to 1-7-1986 shall also be allowed the benefit to the extent of 2% of gross pension for each extra year of service put in by him beyond 30 years qualifying service subject to a maximum of 10% of his gross pension from 1-7-19986. No arrears will be allowed prior to 1-7-1986.

2. Commutation/gratuity of any part of the additional amount will not be admissible.
3. Indexation on pension and adhoc relief allowed from 1.7.86 (i.e. 4 ½% of pension upto Rs.1500/- and 3 ½% of pension above Rs.1500) 1-7-1987, 1-7-1988 and 1.7.1990 respectively will also be admissible on the above amount.
4. The above benefit will also be applicable/admissible to family pension.

Your obedient servant,
(GHULAM DASTGIR AKHTAR)
DEPUTY SECRETARY (REGULATION)

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Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous bodies in N.W.F.P.
2. The Secretaries to Governments of Punjab, Sindh and Baluchistan, Finance Department, Lahore, Karachi and Quetta.
3. The Secretary to Government of Azad Jammu and Kashmir, Finance Department, Muzaffarabad.
4. Mr. Ikram H. Ghauri, Section Officer, Government of Pakistan, Finance Division (Regulation-II), Islamabad with reference to his office memo. No.F.11 (2)-Reg (6)/86 dated 1.7.1986.

**GOVERNMENT OF NWFP
FINANCE DEPARTMENT**

Dated Peshawar the 24.8.1995.

From:

The Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Senior Member, Board of Revenue, Peshawar.
3. The Secretary, NWFP, Provincial Assembly, Peshawar.
4. The Secretary to Chief Minister, NWFP.
5. All Heads of Attached Department in NWFP.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Registrar, Peshawar High Court, Peshawar.
8. The Secretary to Governor, NWFP, Peshawar.
9. The Secretary, Board of Revenue, NWFP, Peshawar.
10. The Secretary, NWFP, Public Service Commission, Peshawar.
11. The Registrar, Services Tribunal, Peshawar.

SUBJECT: **GRANT OF PENSIONARY BENEFITS TO THE EMPLOYEES OF AUTONOMOUS/SEMI AUTONOMOUS ORGANIZATIONS ON REGULAR APPOINTMENT TO POSTS IN GOVERNMENT.**

Sir,

I am directed to refer to this Department's letter No.SOSR.III(FD)4-112/80 dated 23.12.1984 regarding payment of pension contribution for service rendered to the Government by employees of autonomous/semi-autonomous organizations, and to state that apart from the category of employees mentioned therein, there is another category of employees in autonomous/semi-autonomous organizations, who on the recommendations of the Public Service Commission or otherwise are appointed in a Government department on a regular basis. The question as to how the period of service rendered under the autonomous/semi-autonomous organization, concerned in such cases should be treated for the purpose of grant of pension etc. has been examined and it has been decided that in the case of an employee of an autonomous/semi-autonomous organization, who joins service in a Government department through proper channel, the concerned autonomous/semi-autonomous organization may make payment of pension contribution to the Government at the prescribed rate as indicated in this Department's letter No.SOSR.III(FD)4-112/73 dated

the 12th April, 1982 for the service rendered with them, subject to the following conditions:-

- (i) The appointment of the individual concerned in the Government department was made with the consent of the Head of the autonomous organization and with the approval of the competent authority in the Government department concerned, in accordance with the normal procedure for making such appointment.
- (ii) The regular employees of the autonomous organization concerned are entitled under specific rules of the organization for the purpose, to the same benefits of pension/gratuity as are admissible to the civil servants of the Provincial Government, and the employee concerned had rendered qualifying service for pension/gratuity in his parent organization before his appointment in the Government department concerned.
- (iii) Such appointments under the Government shall be treated as fresh appointments and incumbents will be allowed the benefit of previous service rendered in the autonomous/semi-autonomous organization for the purpose of pension only. Their seniority will be reckoned from the date of appointment under the Government department concerned.

2. These orders will be effective from the date of issue. However, these will also cover, subject to the conditions specified above, past cases of those employees of Government departments who had rendered service in an autonomous/semi-autonomous organization and have not proceeded on normal retirement before the date of issue of this letter.

Your obedient servant,

(Sultan Mehmood Khattak)
Deputy Secretary (Regulation)

Endst: No.SOSR-III(FD)4-112/80-Vol-II.

Dated Peshawar, 24.8.1995.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

FINANCE DEPARTMENT

Dated Peshawar the 16.10.1995.

From:

The Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Senior Member, Board of Revenue, Peshawar.
3. The Secretary, NWFP, Provincial Assembly, Peshawar.
4. The Secretary to Chief Minister, NWFP.
5. All Heads of Attached Department in NWFP.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Registrar, Peshawar High Court, Peshawar.
8. The Secretary to Governor, NWFP, Peshawar.
9. The Secretary, Board of Revenue, NWFP, Peshawar.
10. The Secretary, NWFP, Public Service Commission, Peshawar.
11. The Registrar, Services Tribunal, Peshawar.

SUBJECT: **GRANT OF PENSIONARY BENEFITS TO THE EMPLOYEES OF AUTONOMOUS/SEMI AUTONOMOUS ORGANIZATIONS ON REGULAR APPOINTMENT TO POSTS IN GOVERNMENT.**

Sir,

I am directed to refer to this Department's letter of even number dated 24.8.1995 on the subject noted above and to say that the existing paragraph 2 thereof may be substituted by the following:-

“These orders will be effective from the date of issue. However these will also cover, subject to the conditions specified above, past cases of those employees of Government departments who had rendered service in an autonomous/semi-autonomous organization and had not proceeded on normal retirement before 22.10.1985.”

Your obedient servant,

(Sultan Mehmood Khattak)
Deputy Secretary (Regulation)

Endst: No.SOSR-III(FD)4-112/80-Vol-II.

Dated Peshawar, the 16.10.1995.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

Endst: No.SOSR-III(FD)4-112/80-Vol-II.

Dated Peshawar, the 16.10.1995.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

No.SOSR-III (FD) 4-36/76
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 28th March, 1996.

From:

The Secretary, Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Secretary to Governor, NWFP.
3. The Secretary to Chief Minister, NWFP.
4. All Heads of Attached Department in NWFP.
5. The Registrar, Peshawar High Court, Peshawar.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Secretary, Board of Revenue, NWFP.
8. The Secretary, NWFP, Public Service Commission, Peshawar.
9. The Registrar, NWFP, Services Tribunal, NWFP, Peshawar.

SUBJECT: SPEEDY DISPOSAL OF PENSION CASES.

Please refer to the subject noted above.

2. Under rule 5.2 of the West Pakistan Civil Service Pension Rules, the responsibility for initiation and completion of pension papers is that of the head of Department/Attached Department concerned in the case of Gazetted Officers and of the Head of Office concerned in the case of Non-gazetted Government servants. This rule further requires that the action regarding the preparation of a pension case should be initiated one year before a Government servant is due to retire. The idea behind this provision in the rule is that the pension of the retired Government servant should be sanctioned a month before the date of his retirement and the pension payment order should issue in his favour 15 days before the date of retirement in accordance with the provisions in rule 5.7 (2) of the rules *ibid*. The rules further require that the pension application should be obtained on the prescribed form (PEN-3) from the retiring Government servant six months before his date of retirement. This is not being done. The result is that the pension cases are being inordinately delayed.

3. In cases it is apprehended that sanctioning of pension will be delayed beyond one month of retirement, the sanctioning of anticipatory pension becomes mandatory under the provisions of Section 19(4) of the Civil Servants Act, 1973 which is reproduced below:-

“Section 19(4). If the determination of the amount of pension or gratuity admissible to a civil servant is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, according to the

length of service of the Civil servant which qualifies for pension or gratuity; and pay over payment on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such civil servant or his family.”

4. The Government attaches the utmost importance to timely sanction of

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| <ol style="list-style-type: none">1. Circular Letter No.SO(SR-III)FD-4-36/76 dated 4.6.1977 as amended from time to time.2. Circular Letter No.SOSR.III(FD)4-36 / 76 dated 17.5.1981.3. Circular letter No.SOSR.III(FD)4-36/ 75-Vol:II dated 28.3.1991. |
|---|

pension so that the retired Government servant is not put to financial hardships. Instructions as contained in the letters noted in the margin have accordingly been issued from time to time with a view to ensuring expeditious finalization of pension cases. It was reiterated vide paragraph 1(a) of letter

dated 4-6-1977 that action regarding sanctioning of pension should be initiated by the Departments/Attached Departments/ Subordinate Offices one year before the date of retirement and the papers completed in all respects should be sent to the Audit Office six months before the date of retirement without fail. It is clarified that the preparation of pension papers would include an intimation of retirement to the Accounts Office and the completion and verification of service record of the civil servant.

5. It has been noticed that some of the pension cases of the retired/retiring Government servants are not being finalized in time. This is causing serious hardship to the retired/retiring Government servants.

6. With a view to ensuring timely sanction of pension it has been decided that notwithstanding the existing instructions, the following measures may be adopted:-

- a. All Departments/Attached Departments/Subordinate Offices should maintain a list showing the date of retirement of all their employees and this should be reviewed quarterly. The P.P.O. will be issued by the Audit Office a fortnight before the date of retirement.
- b. The DDO-wise list of all Government servants due for retirement after one year (as calculated from 31-3-1996) may be prepared and be supplied to the concerned Accounts Office by 25-4-1996 for timely completion of G.P.Fund and history of service record. In case a D.D.O. fails to furnish the requisite list by the target date, his pay may not be released by the concerned Accounts Office until receipt of the list. These lists should continue to be furnished during subsequent years (reckoning from 1st day of April) by the 31st day of March of each year.
- c. The service book of the non-gazetted retiring employees may be got verified from the Accounts Office by the D.D.Os.
- d. The pension cases of Government servants due for retirement after 3 months as reckoned from 31/3/1996, may be forwarded immediately to Accounts Office for timely issue of P.P.Os. In case where some delay is anticipated, anticipatory pension may be sanctioned to avoid delay in first pension payment.

- e. The submission of pension papers to Accounts Office pertaining to premature, voluntary, compulsory retirement or death (during service) cases should be so arranged that the P.P.O. by the Accounts Office, is issued within 3 months of the date of occurrence of the event as prescribed in the Pension Rules.

7. The above decisions may kindly be brought to the notice of all concerned for strict compliance.

(SAHIBZADA RIAZ NOOR)
Secretary Finance Department
Government of NWFP.

No.SOSR-III(FD)4-36/76.

Dated Peshawar 28th March, 1996.

A copy is forwarded to:-

1. The Auditor General of Pakistan, Constitution Avenue, Islamabad with reference to his D.O. letter No.45-Dir(R&D)C/PN/96-29 dated 7th March, 1996 addressed to Chief Secretary NWFP.
2. P.S. to Chief Secretary NWFP.

(SAHIBZADA RIAZ NOOR)
Secretary Finance Department
Government of NWFP.

No.SOSR-III(FD)4-36/76.

Dated Peshawar 28th March, 1996.

A copy is forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretaries, Finance Department, Government of Punjab, Sindh and Baluchistan.

(MUHAMMAD KHAN)
SECTION OFFICER (SR-III)

A copy is forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. The Treasury Officer, Peshawar.
3. All District/Agency Accounts Officers in NWFP.
4. The Director, Local Fund Audit, NWFP, Peshawar.
5. Personal Assistant to Secretary/Additional Secretaries/Deputy Secretaries in Finance Department.
6. All Budget Officers/Section Officers in Finance Department.

(MUHAMMAD KHAN)
SECTION OFFICER (SR-III)

No.SOSR-III (FD) 4-44/83/Vol:IV.
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 17th Oct: 1996.

From:

The Secretary to Government of
NWFP, Finance Department, PESHAWAR.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Senior Member, Board of Revenue, NWFP.
3. The Secretary, NWFP, Provincial Assembly, Peshawar.
4. The Secretary to Chief Minister, NWFP, Peshawar.
5. All Heads of Attached Department in NWFP.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Registrar, Peshawar High Court, Peshawar.
8. The Secretary to Governor, NWFP, Peshawar.
9. The Secretary, Board of Revenue, NWFP, Peshawar.
10. The Secretary, NWFP, Public Service Commission, Peshawar.
11. The Registrar, NWFP, Services Tribunal, Peshawar.

SUBJECT: **CONDONATION OF DEFICIENCY IN QUALIFYING SERVICE FOR PENSION/GRATUITY.**

Sir,

I am directed to refer to this Department's Letter No.SOSR.III(FD)4-44/89/Vol:III dated 13.7.1993 on the subject noted above and to say that the cases of deficiencies in the service of retired Government Servants of more than 6 months and less than a year are referred to the Finance Department for its concurrence.

2. It has been noticed that in such cases the period of deficiency involved is not calculated correctly. This is obviously for the reasons that the Administrative Department while forwarding the cases to Finance Department do not examine the service books of the individuals concerned.

3. With a view to eliminating chances of delay in finalization of pension cases of the retired/deceased Government Servants, it is imperative that the proposals for condonation of deficiency in service may be referred to the Finance Department on the following format:-

1. Date of appointment.
2. Date of retirement/Death.
3. Total length of service.
4. Non-qualifying service (e.g. Extra Ordinary Leave without pay etc).
5. Net qualifying service.
6. Deficiency involved.

4. I am to request that the above guide-lines may be strictly followed by all concerned.

Your obedient servant,

(SULTAN MEHMOOD KHATTAK)
DEPUTY SECRETARY (REGULATION)

MOST IMMEDIATE

No.SOSR-III (FD) 4-36/76(Vol:V)
GOVERNMENT OF NWFP
FINANCE DEPARTMENT
Dated Peshawar the 12th March, 1997.

From:

The Secretary, Government of NWFP,
Finance Department, Peshawar.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Secretary to Governor, NWFP.
3. The Secretary to Chief Minister, NWFP.
4. All Heads of Attached Department in NWFP.
5. The Registrar, Peshawar High Court, Peshawar.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Secretary, Board of Revenue, NWFP.
8. The Secretary, NWFP, Public Service Commission, Peshawar.
9. The Registrar, NWFP, Services Tribunal, NWFP, Peshawar.

SUBJECT: **SPEEDY DISPOSAL OF PENSION CASES.**

Sir,

I am directed to refer to the subject noted above and to say that under Section 19(1) of the NWFP Civil Servants Act, 1973 on retirement from Service, a Civil servant shall be entitled to receive such pension or gratuity as may be prescribed. It is thus mandatory that sanction of pension should synchronize with the retirement of a civil servant. But in the case where it is apprehended that sanctioning of pension will be delayed beyond one month of retirement it becomes obligatory to sanction anticipatory pension in terms of Section 19(4) of the Civil Servants Act.

2. With a view to eliminate delay occurring in first payment to pensioners the procedure for sanctioning of pension has been simplified from time to time. The latest

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| <ol style="list-style-type: none">1. Circular Letter No.SO(SR-III)FD-4-36/76 dated 4.6.1977 as amended from time to time.2. Circular Letter No.SOSR.III(FD)4-36/76 dated 17.5.1981.3. Circular letter No.SOSR.III(FD)4-36/75-Vol:II dated 28.4.1991 |
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instructions urging the timely disposal of pension cases and enforcing the simplified procedure contained in the letters noted in the margin were issued vide Finance Department's letter No.SOSR-III(FD) 4-36/76 dated 28.3.1996. In paragraph-6 of the aforesaid letter not-with-standing the existing instructions, certain remedial measures were also devised.

3. However, it has been noticed with great concern that the desired results could not be achieved as the complaints about inordinate delays continue pouring in.

4. One of the causes of delay occurring in timely sanction of pension is that the simplified procedure in general and the requirements of paragraph 1(a) of the Finance Department's letter No.SOSR.III(FD)4-36/76 dated 4-6-1977 that the action regarding sanction of pension should be initiated by the Head of Department/Departments/Offices one year before the date of retirement and the papers complete in all respects should be sent to the Audit Office six months before the date of retirement without fail are not fulfilled in particular by the Departments in letter and spirit.

5. In order to comply with the mandatory provisions of the Civil Servants Act, 1973 and to save the retired Government Servants/families of deceased Government Servants from financial distress it has been decided to launch a special drive to finalize the pending pension cases. The Administrative Departments shall be responsible to review all the pending pension/G.P.Fund cases of retired/deceased Government Servants of the Attached Departments, Subordinate Offices and lower formations under their control. A certificate regarding finalization of all the pending cases shall be submitted to the Finance Department by the 30th April, 1997 at the latest.

6. I am to further request that the measures mentioned at para 4 above and those prescribed in paragraph 6 of the Finance Department's letter of even number dated 28-3-2996 may be got enforced strictly and the defaulters be dealt with under the E&D Rules. An adverse entry indicating failure on their part may also be made in their A.C.Rs. The concerned Accounts Office shall be responsible to provide list of such defaulters to the concerned Administrative Head of Department with a copy to the Finance Department.

Your Obedient Servant,

(SULTAN MEHMOOD KHATTAK)
Deputy Secretary (Regulation)

Endst;No.SOSR.III(FD)4-36/76/Vol:V.

Dated Peshawar the 12-3-1997

Copy forwarded for information and necessary action to:-

1. The Accountant General, NWFP, Peshawar.
2. The Treasury Officer, Peshawar.
3. All District/Agency Accounts Officers in NWFP.
4. Personal Assistant to Secretary/Additional Secretaries/Deputy Secretaries in Finance Department.
5. All Budget Officers/Section Officers in Finance Department.

(MUHAMMAD KHAN)
SECTION OFFICER (SR-III)

FINANCE DEPARTMENT

Dated Peshawar, the 14th April, 1997

From:

The Secretary to Government of NWFP,
Finance Department, Peshawar.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Secretary to Governor, NWFP, Peshawar.
3. The Secretary to Chief Minister, NWFP, Peshawar.
4. The Secretary, Provincial Assembly, NWFP, Peshawar.
5. All Heads of Attached Departments in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
8. The Secretary, Board of Revenue, NWFP, Peshawar.
9. The Secretary, NWFP, Public Service Commission, Peshawar.
10. The Registrar, Service Tribunal, NWFP, Peshawar.

SUBJECT: **SPEEDY DISPOSAL OF PENSION CASES.**

Sir,

I am directed to invite your attention to this Department's letter of even number dated 12th March, 1997 on the subject noted above and to say that with a view to eliminating delays procedure regarding Pension Cases has been simplified by the Government. According to the instructions issued from time to time it enjoins on all authorities dealing with the pension cases to bear in mind that delay in the payment of pension involves peculiar hardship and it is essential to ensure that a Government Servant begins to receive his pension on the date on which it becomes due.

2. It has been observed that the pension papers are held up by the concerned Departments for want of production of "No Demand Certificate". This practice is contrary to the instructions contained in the Finance Department's letter No.SO(SR.III) FD-4-23/73, dated 10.5.1976 as reiterated in paragraph-1(d) of the Finance Department's letter No.SO(SR.III)FD-4-36/76 dated 4-6-1976 which is re-produced below:-

"Under the existing orders contained in the defunct Government of West Pakistan Finance Department Endost: No.SO(SR)-V-2289/67 dated 29th

August, 1967 and this Department circular letter No.SO(SR.III)FD-4-23/73, dated 10th May, 1976 payment of pensions is not to be held up for want of “No Demand Certificate”. It is therefore not necessary to enclose the “No Demand Certificate” with pension papers when they are sent to the Audit Office. It has however, come to notice that some time production of “No Demand Certificate” is insisted upon before sanction of pension. This is for strict compliance by all concerned. The head of the Department should, while initiating action of pension papers, simultaneously notify to the Estate Office or other organizations which are likely to prefer a demand to verify the position in respect of any demand out-standing against the official concerned within a period of three months and to keep a close supervision on the current demands. The Attached Departments/departments/Offices should also sent the requisite certificate to the Audit Office 15 days before the date of issue of prescribed P.P.O. The Attached Departments/Departments/Offices should however, obtain an under-taking from the Government Servant concerned that the outstanding dues, if any would be paid by him from his pension provided such demand were preferred within one year of date of retirement.”

3. I am directed to request you to kindly ensure that the above quoted instructions are adhered to scrupulously.
4. The receipt of this letter may be acknowledged.

Your obedient Servant,

(SULTAN MEHMOOD KHATTAK)
DEPUTY SECRETARY (REGULATION)

No.FD(SR-III)4-36/76(Vol.V)

Dated 14.4.1997.

Copy forwarded for information to:

1. The Accountant General, NWFP.
2. The T.O. Peshawar.
3. All District/Agency Accounts Officers in NWFP.

4. P.A to Secretary/Additional Secretaries/Deputy Secretaries in Finance Department.
5. All Budget Officers/Section Officers in Finance Department.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

FINANCE DEPARTMENT

Dated Peshawar the 26.7.1997.

From:

The Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Senior Member, Board of Revenue, NWFP, Peshawar.
3. The Secretary, NWFP, Provincial Assembly, Peshawar.
4. The Secretary to Chief Minister, NWFP.
5. All Heads of Attached Department in NWFP.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Registrar, Peshawar High Court, Peshawar.
8. The Secretary to Governor NWFP, Peshawar.
9. The Secretary, Board of Revenue, NWFP, Peshawar.
10. The Secretary, NWFP, Public Service Commission, Peshawar.
11. The Registrar, Services Tribunal, NWFP, Peshawar.

SUBJECT: **ADMISSIBILITY OF PENSIONARY BENEFITS TO TEMPORARY GOVERNMENT SERVANTS.**

Sir,

I am directed to refer to the subject noted above and to say that as a result of certain developments which have taken place in the recent past, a necessity has arisen for clarifying the position regarding admissibility of gratuity/pension to the temporary Government Servants.

2. "It is clarified in consultation with the Finance Division, Government of Pakistan that a temporary Government Servant retired compulsorily/discharged from service owing to the abolition of his post or on replacement by a qualified candidate after service of 10 years or more but less than 25 years is entitled to gratuity at the rate of one month's emoluments for each completed year of service subject to a maximum of Rs.75,000/-."

3. The cases already decided will not be reopened.

Your obedient servant,

(MUHAMMAD SULTAN)
ADDITIONAL SECRETARY-V

Endst: No.SOSR-III(FD)4-112/80-Vol-III.

Dated Peshawar, 26.7.1997.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(Sultan Mehmood Khattak)
Deputy Secretary (Regulation)

Endst: No.SOSR-III(FD)4-112/80-Vol-III.

Dated Peshawar, 26.7.1997.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. All Section Officers/Budget Officers in Finance Department.
5. The Director, Local Fund Audit, NWFP, Peshawar.
6. PS to Finance Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

SUBJECT: PAYMENT OF FAMILY PENSION IN THE CASE OF EMPLOYEES WHO REMAIN MISSING FOR 12 MONTHS.

The undersigned is directed to refer to this Division's O.M. No.5(1) Reg.6 /87 dated 4.3.19987 in which it was decided that if an employee remains missing or un heard of for a period of 7 years to the satisfaction of the Department concerned, family pension may be allowed to his heirs as admissible under the prescribed rules. The President has been pleased to decide that with effect from 24th September, 1997, if an employee remains missing or un-heard of for a period of 12 months to the satisfaction of the Department concerned, family pension may be allowed to his heirs as admissible under the prescribed rules provided that:-

- i. The spouse of the pension claiming to be entitled to the pensionary benefits of the missing person shall, before such benefits are paid, guarantee, through affidavit or as the pensionary authority may require, the repayment of pensionary benefits to the missing person if subsequently he appears and makes any claim thereto.
- ii. The pensionary authority shall not be responsible for repayment of any pensionary benefits to the missing person which have already been paid to his spouse or family members who shall personally be responsible for satisfaction thereof on appearance of the missing person.

**GOVERNMENT OF NWFP
FINANCE DEPARTMENT**

ENDST: NO.SOSR.III(FD)4-214/95.

Dated 16.10.1997.

A copy of the above O.M. which has been adopted is forwarded for information and necessary action to:-

1. All Administrative Secretaries to Government of NWFP, Peshawar.
2. The Senior Member, Board of Revenue, NWFP, Peshawar.
3. The Secretary, Provincial Assembly, NWFP, Peshawar.
4. All Heads of Attached Department in NWFP.
5. The Secretary to Governor, NWFP, Peshawar.
6. The Secretary to Chief Minister, NWFP, Peshawar.
7. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
8. The Registrar Peshawar High Court Peshawar.
9. The Secretary, Public Service Commission, NWFP, Peshawar.

10. The Registrar, Services Tribunal, NWFP, Peshawar.
11. The Secretary, Board of Revenue, NWFP Peshawar.
12. All the Heads of Autonomous and Semi-Autonomous Bodies in NWFP.
13. The Accountant General, NWFP, Peshawar.
14. All District/Agency Accounts Officers in NWFP.
15. The Treasury Officer, Peshawar.
16. All Section /Budget Officers in Finance Department.
17. The Director, Local Fund Audit, NWFP, Peshawar.
18. The PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

FINANCE DEPARTMENT

Dated Peshawar the 12.10.1998.

From:

The Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Secretary to Governor NWFP, Peshawar.
3. The Secretary to Chief Minister, NWFP.
4. All Heads of Attached Department in NWFP.
5. The Registrar Peshawar High Court Peshawar.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Secretary, Board of Revenue, NWFP.
8. The Secretary, NWFP, Public Service Commission, Peshawar.
9. The Registrar, Services Tribunal, NWFP, Peshawar.

SUBJECT: **SPEEDY DISPOSAL OF PENSION CASES.**

Sir,

I am directed to refer to the subject noted above and to say that as would appear from the Services and General Administration Department's letter No.SORII (S&GAD)5(40)/94 dated 29.8.1998 the Government servants are retained in service beyond the age of superannuation in violation of Section 13 of the NWFP Civil Servants Act, 1973. This irregularity results in delay of pension cases.

2. In this connection it is pointed out that if the procedure laid down in paragraph 6(b) (reproduced below) of the Finance Department's letter No.SOSR-III(FD) 4-36/76 dated 28.3.1996 is observed in letter and spirit, there should hardly be any occasion of retention of Government Servants beyond the age of superannuation and delay in the sanction of pension:-

The DDO-wise list of all Government servants due for retirement after one year (as calculated from 31.3.1996) may be prepared and be supplied to the concerned Accounts Office by 25.4.1996 for timely completion of G.P.Fund and history of service record. In case a DDO fails to furnish the requisite list by the target date, his pay may not be released by the concerned Accounts Office until receipt of the list. These lists should continue to be furnished during subsequent years (reckoning from 1st day of April) by the 31st day of March of each year.

3. I am to request you kindly to ensure that the above decision is adhered to scrupulously and the lists of Government servants retiring after one year are supplied to the concerned Accounts Office regularly by the 31st day of March of each year. The concerned Audit Office shall sent the list of defaulting DDOs to their heads of Administrative Departments with copies to the Finance Department by the 5th day of April of the year.

Your obedient servant,

(Sultan Mehmood Khattak)
Deputy Secretary (Regulation)

Endst: No.SOSR-III(FD)4-36/76

Dated Peshawar, the 12.10.1998.

A copy is forwarded for information to:-

1. All Autonomous and Semi Autonomous Bodies in NWFP.
2. The Secretaries, Finance Department, Government of Punjab, Sindh and Baluchistan.

(MUHAMMD KHAN)
SECTION OFFICER (SR-III)

Endst: No.SOSR-III(FD)4-36/76

Dated Peshawar, the 12.10.1998.

A copy is forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. The Treasury Officer Peshawar.
3. All District/Agency Accounts Officers in NWFP.
4. The Director Local Fund Audit, NWFP, Peshawar.
5. Personal Assistant to Secretary/Additional Secretaries/Deputy Secretaries in Finance Department.
6. All Budget Officers/Section Officers in Finance Department.

(MUHAMMD KHAN)
SECTION OFFICER (SR-III)

No.SOSR-III (FD) 4-112/80
GOVERNMENT OF NWFP
FINANCE, EXCISE AND TAXATION DEPARTMENT
Dated Peshawar the 4.11.1998.

From:

The Secretary to Government of NWFP,
Finance, Excise and Taxation
Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Secretary to Governor, NWFP, Peshawar.
3. The Secretary to Chief Minister, NWFP.
4. All Heads of Attached Department in NWFP.
5. The Registrar Peshawar High Court Peshawar.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Secretary, Board of Revenue, NWFP.
8. The Secretary, NWFP, Public Service Commission, Peshawar.
9. The Registrar, Services Tribunal, NWFP, Peshawar.

SUBJECT: **PAYMENT OF PENSION CONTRIBUTION FOR SERVICE RENDERED TO THE GOVERNMENT BY THE EMPLOYEES OF AUTONOMOUS/SEMI AUTONOMOUS ORGANIZATION.**

Sir,

I am directed to refer to this Department's letter of even number dated 23.12.1984 on the subject noted above and to say that a question has arisen whether the pension contributions in terms of paragraph 3(b) of the aforesaid letter would be made by the Government only for the qualifying service for pension of a Government servant who resigns from the public service to take up an appointment in an autonomous/semi-autonomous organization or otherwise.

2. The correct position is that the payment of pension contribution for the non-qualifying service rendered by an individual under rule 2.3 of the Civil Services Pension Rules is not permissible. In other words, the payment of pension contributions is permissible only where the period of temporary/officiating service under the Government is qualifying i.e. it exceeds five years, or is followed by confirmation.

3. It is, therefore, clarified that subject to the relevant conditions the pension contribution shall be made in a case where the service rendered by the official concerned under the Government was qualifying for pension.

4. The cases already decided shall not be reopened.

Your obedient servant,

(Sultan Mehmood Khattak)
Deputy Secretary (Regulation)

Endst: No.SOSR-III(FD)4-112/80

Dated Peshawar, the 4.11.1998.

A copy is forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All Autonomous/Semi Autonomous Bodies in NWFP.
3. The Treasury Officer Peshawar.
4. All District/Agency Accounts Officers in NWFP.
5. The Director, Local Fund Audit, NWFP, Peshawar.
6. Personal Assistant to Secretary/Additional Secretaries/Deputy Secretaries in Finance Department.
7. All Budget Officers/Section Officers in Finance Department.

(MUHAMMD KHAN)
SECTION OFFICER (SR-III)

**GOVERNMENT OF N.W.F.P.
FINANCE, E&T DEPARTMENT.**

Dated Peshawar the 1st December 1998.

From:

The Secretary to Govt: of NWFP,
Finance, Excise & Taxation Department.
Peshawar.

To

1. All the Administrative Secretaries,
Government of NWFP, Peshawar.
2. The Senior Member Board of Revenue, NWFP, Peshawar.
3. The Secretary to Governor NWFP, Peshawar.
4. The Secretary to Chief Minister, NWFP.
5. The Secretary, Provincial Assembly, NWFP, Peshawar.
6. All Heads of Attached Department in NWFP.
7. All Commissioners/Deputy Commissioners/Political Agents/District and
Session Judges in NWFP.
8. The Registrar, Peshawar High Court, Peshawar.
9. The Secretary, NWFP, Public Service Commission, Peshawar.
10. The Registrar, Services Tribunal, NWFP, Peshawar.
11. The Secretary, Board of Revenue, NWFP, Peshawar.

SUBJECT: **MEDICAL EXAMINATION FOR THE PURPOSE OF COMMUTATION
OF PENSION ON INVALIDATION.**

Sir,

I am directed to refer to the subject noted above and to say that under the provision of fundamental Rule 10A the authority competent to fill the post held by a Government may require the Government Servant to appear before a medical authority for medical examination if, in the opinion of the competent authority, the Government servant is suffering from a disease which renders him/her unfit for the proper and efficient discharge of his duties or from a disease which is communicable and is likely to endanger the health of other Government servants. The Forms of medical certificate are set out under Supplementary Rule 4AA. If the medical Board finds that the Government Servant concerned is suffering from disease which renders him permanently unfit for Government service and recommends that he/she may be invalidated from Government service, then the competent authority may require the Government Servant to retire from service and may grant him such invalid pension and or gratuity as may be admissible to him/her under the Rules.

2. Under the existing rules a Civil Servant at his option is entitled to commute upto 50% of his Gross Pension. Rule 8(7) of the Civil Services Pension Rules inter alia provides that commutation shall become absolute, that is, the title to receive the commuted portion of the pension shall cease and the title to receive the commuted value shall accrue, on the date on which the Medical Board signs the medical certificate. The requirement of medical examination under the rules contained in Chapter-VIII of the Civil Services Pension Rules, is a separate and distinct requirement from the requirement of medical examination required for invalidation of government servants. This requirement of medical examination was valid in case of retirement on superannuation, on invalidation or on retirement on retiring pension. This requirement was however waived off if commutation was asked for within one year of the date of retirement. But in cases of premature retirement on medical grounds, the requirement of medical examination for the purpose of commutation of pension was NOT waived off as stated in Finance Department letter No.SO(SR.III)FD-4-36/76, dated 28.12.1978.

3. The above requirement of second medical examination in case of invalidated pensioners was eliminated vide para 8 (c) of the Finance Department's O.M. No.FD(PRC)1-1/94, dated 30.6.1994. A question has arisen as to when the commutation now becomes 'absolute' in terms of rule 8(7) of the Civil Services Pension Rules. The matter has been re-examined. The exact intent of para 8(c) of Finance Department's O.M. dated 30.6.1994 referred to above is that the medical board which is convened for invalidation of a Government Servant may also assess expected age in terms Chapter-VIII of the Civil Services Pension Rules, and the government Servant retired on invalid pension may be saved the trouble of second Medical Examination for the purpose of commutation. In other words the requirement of medical examination for the purposes of Chapter-VIII of the Civil Services Pension Rules, as per se was not waived off. It has, therefore, been decided that when a medical board is convened for invalidation of a Government Servant, that medical board may also be specifically requested to report its recommendation in FORM 8 (PEN) appended to the Civil Services Pension Rules alongwith medical certificate under SR 4AA.

4. These instructions shall take immediate effect and will also be applicable to cases of invalidation already referred to medical board but medical certificate not recorded on the date of issue of this letter.

Yours obedient servant,

(Sultan Mehmood Khattak)
Deputy Secretary (Regulation)

Endst: NO.SOSR.III(FE&TD)4-36/76/Vol:VII

Dated 1.12.1998.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.

2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

Endst: NO.SOSR.III(FE&TD)4-36/76/Vol:VII

Dated 1-12-1998.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. All Section Officers/Budget Officers in Finance, E&T Department.
5. The Director, Excise and Taxation Department, Peshawar.
6. The Director, Local Fund Audit Department.
7. PS to F S, P.As to Additional Secretaries/Deputy Secretaries.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

GOVERNMENT OF NWFP

FINANCE, EXCISE & TAXATION DEPARTMENT

Dated Peshawar, the 11.1.1999.

From:

The Secretary to Government of
NWFP, Finance, Excise &
Taxation Department, Peshawar.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Secretary to Governor, NWFP, Peshawar.
3. The Secretary to Chief Minister, NWFP.
4. All Heads of Attached Department in NWFP.
5. The Registrar, Peshawar High Court, Peshawar.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Secretary, Board of Revenue, NWFP.
8. The Secretary, NWFP, Public Service Commission, Peshawar.
9. The Registrar, Services Tribunal, NWFP, Peshawar.

SUBJECT: **SPEEDY DISPOSAL OF PENSION CASES.**

Sir,

I am directed to refer to this Department's letters noted in the margin and to say that it has been observed that despite repeated instructions the purpose of timely

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| <ol style="list-style-type: none">1. SO(SR.III)FD/4-36/76 dated 4.6.1977.2. SOSR.III(FD)/4-36/75 (Vol:II) dated 28.4.1991.3. SOSR.III(FD)/4-36/76 dated 28.3.1996.4. SOSR.III(FD)/4-36/76 (Vol:V) dated 12.3.1997.5. FD(SR.III)FD/4-36/76 (Vol:V) dated 14.4.1997.6. SOSR.III(FD)/4-36/76 Vol:V dated 12.10.1998. |
|--|

finalization of pension cases could not be achieved. The cases are still being delayed in violation of Section 19 of the NWFP Civil Servants Act, 1973 and the provisions of Civil

Services Pension Rules under which it is mandatory that:-

- a) A pension case should be initiated one year before a Government servant is due to retire.
- b) Orders sanctioning of pension should be issued one month in advance and;
- c) The pension payment orders should be issued 15 days in advance.

2. It has, therefore, been decided to review the outstanding pension cases. You are accordingly requested kindly to furnish information relating to your department as well as lower formations by 15th February, 1999 on the enclosed proforma.

Your obedient servant,

(MUHAMMAD SULTAN)
ADDITIONAL FINANCE SECRETARY-III

Endst: No.SOSR-III(FE&TD)4-36/76. Dated Peshawar, the 11.1.1999.

A copy is forwarded for information to:-

1. All Autonomous/Semi Autonomous Bodies in NWFP.
2. The Secretaries, Finance Department, Government of Punjab, Sindh and Baluchistan.

(SULTAN MEHMOOD KHATTAK)
DEPUTY SECRETARY (REGULATION)

Endst: No.SOSR-III(FE&TD)4-36/76. Dated Peshawar, the 11.1.1999.

A copy for information is forwarded to:-

1. The Accountant General, NWFP, Peshawar.
2. The Treasury Officer, Peshawar.
3. All District/Agency Accounts Officers in NWFP.
4. The Director, Local Fund Audit, NWFP, Peshawar.
5. Personal Assistant to Secretary/Additional Secretaries/Deputy Secretaries in Finance Department.
6. All Budget Officers/Section Officers in Finance Department.

(MUHAMMAD KHAN)
SECTION OFFICER (SR-III)

RETURN OF DELAYED PENSION CASES AS ON 31.12.1998.

S.No.	Number of Government servants retired during the period from 1.1.1998 to 31.12.1998.	Number of pension cases finalized during the period mentioned in column No.2.	Name with designation and date of retirement of Government servants whose pension cases have not yet been finalized.	Reasons for non-finalization.

No.SOSR-III (FE&TD) 4-112/80: Vol-III
GOVERNMENT OF NWFP
FINANCE, EXCISE & TAXATION DEPARTMENT
Dated Peshawar the 9.2.1999.

From:

The Secretary to Government of
Finance, Excise & Taxation,
Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Senior Member, Board of Revenue, NWFP, Peshawar.
3. The Secretary, NWFP, Provincial Assembly, Peshawar.
4. The Secretary to Chief Minister, NWFP, Peshawar.
5. All Heads of Attached Department in NWFP.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Registrar Peshawar High Court Peshawar.
8. The Secretary to Governor, NWFP, Peshawar.
9. The Secretary, Board of Revenue, NWFP, Peshawar.
10. The Secretary, NWFP, Public Service Commission, Peshawar.
11. The Registrar, Services Tribunal, NWFP, Peshawar.

SUBJECT: **ADMISSIBILITY OF PENSIONARY BENEFITS TO TEMPORARY GOVERNMENT SERVANTS.**

Sir,

I am directed to refer to this Department's letter of even number dated 26.7.1997 on the subject noted above and to clarify that "the pension cases of Government servants who are compulsorily retired from service by the authority competent to remove him from service on grounds of inefficiency, misconduct or corruption shall be regulated under rule 3.5 of the Civil Services Pension Rules."

Your obedient servant,

(MUHAMMAD SULTAN)
Additional Finance Secretary-III

Endst: No.SOSR-III(FE&TD)4-112/80/Vol:III.

Dated Peshawar, 9.2.1999.

Copy forwarded for information to:-

1. All Autonomous/Semi Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

3. The Accountant General, NWFP, Peshawar.
4. All District/Agency Accounts Officers in NWFP.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director Local Fund Audit, NWFP, Peshawar.
7. P.S. to Finance Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
8. The Treasury Officer Peshawar.

(MUHAMMD KHAN)
Deputy Secretary (Regulation)

Copy of Government of Pakistan, Finance Division (Regulation Wing), Islamabad Office Memorandum No.F.2(1)-Reg.6/99 dated 8th May, 1999.

SUBJECT: **PAYMENT OF FAMILY PENSION IN THE CASE OF PENSIONERS WHO REMAIN MISING FOR 12 MONTHS.**

In continuation of Finance Division's O.M.No.F.2(1)-Reg.6/97 dated 25.9.1997 on the above cited subject, the undersigned is directed to say that the concession admissible thereunder shall also be admissible in cases a pensioner remains missing or unheard of for a period of 12 months to the satisfaction of the Department concerned, family pension may be allowed to his heirs as admissible under the prescribe rules and subject to the condition mentioned in O.M. dated 25.9.1997 referred to above.

**GOVERNMENT OF N.W.F.P.
FINANCE, EXCISE & TAXATION DEPARTMENT.**

Endst: No.SOSR.III(FD)4-214/95

Dated Peshawar, 22.5.1999.

A copy of the above O.M. which has been adopted is forwarded for information and necessary action to:-

1. All Administrative Secretaries to Government of NWFP, Peshawar.
2. The Senior Member, Board of Revenue, NWFP, Peshawar.
3. The Secretary, Provincial Assembly, NWFP, Peshawar.
4. All Heads of Attached Department in NWFP.
5. The Secretary to Governor NWFP, Peshawar.
6. The Secretary to Chief Minister, NWFP, Peshawar.
7. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
8. The Registrar, Peshawar High Court, Peshawar.
9. The Secretary, Public Service Commission, NWFP, Peshawar.
10. The Registrar, Services Tribunal, NWFP, Peshawar.
11. The Secretary, Board of Revenue, NWFP, Peshawar.
12. All the Heads of Autonomous and Semi-Autonomous Bodies in NWFP.
13. The Accountant General, NWFP, Peshawar.
14. All District/Agency Accounts Officers in NWFP.
15. The Treasury Officer, Peshawar.

16. All Section /Budget Officers in Finance Department.
17. The Director, Local Fund Audit, NWFP, Peshawar.
18. The PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.

(MUHAMMAD KHAN)
SECTION OFFICER (SR.III)

GOVERNMENT OF NWFP

FINANCE, EXCISE & TAXATION DEPARTMENT

Dated Peshawar the 25.5.1999.

From:

The Secretary to Government of
NWFP, Finance, Excise &
Taxation Department, Peshawar.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Secretary to Governor NWFP, Peshawar.
3. The Secretary to Chief Minister, NWFP, Peshawar.
4. The Secretary, Provincial Assembly, NWFP, Peshawar.
5. All Heads of Attached Department in NWFP.
6. The Registrar, Peshawar High Court, Peshawar.
7. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
8. The Secretary, Board of Revenue, NWFP, Peshawar.
9. The Secretary, NWFP, Public Service Commission, Peshawar.
10. The Registrar, Services Tribunal, NWFP, Peshawar.

SUBJECT: **SIMPLIFICATION OF PROCEDURE REGARDING PENSION.**

Sir,

I am directed to refer to the subject noted above and to say that under the existing instructions contained in paragraph 1(a) of this department's letter No.SO (SR-III)FD/4-36/76 dated 4.6.1977 action regarding sanction of pension should be initiated by the head of Attached Department/Departments/Office one year before the date of retirement and the papers complete in all respect should be sent to the Audit Office six months before the date of retirement.

2. It has however been observed that the above instructions are not being adhered to scrupulously by the Departments/Offices. The Public Accounts Committee has also taken notice of it and has directed that pension cases of Government servants must be prepared and sent to the Accountant General, NWFP/District/Agency Accounts Offices complete in all respect six months before the date of retirement of an official.

3. I am to request that it may please be ensured that the above instructions are enforced in letter and spirit.

Your obedient servant,

(MUHAMMAD SHEHZAD ARBAB)
ADDITIONAL FINANCE SECRETARY-III

Endst: No.SOSR-III(FD)4-36/76/Vol:V. Dated Peshawar, the 25.5.1999.

A copy is forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. The Treasury Officer, Peshawar.
3. All District/Agency Accounts Officers in NWFP.
4. All Autonomous/Semi Autonomous Bodies in NWFP.
5. Personal Assistant to Secretary/Additional Secretaries/Deputy Secretaries in Finance Department.
6. All Budget Officers/Section Officers in Finance Department.

(MUHAMMD KHAN)
Deputy Secretary (Regulation)

No.SOSR-III (FD) 4-131/86
GOVERNMENT OF NWFP
FINANCE, EXCISE AND TAXATION DEPARTMENT
Dated Peshawar the 22nd July, 1999.

From:

The Secretary,
Government of NWFP,
Finance, E&T Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Secretary to Governor, NWFP, Peshawar.
3. The Secretary to Chief Minister, NWFP, Peshawar.
4. All Heads of Attached Department in NWFP.
5. The Registrar, Peshawar High Court, Peshawar.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Secretary, Board of Revenue, NWFP, Peshawar.
8. The Secretary, NWFP, Public Service Commission, Peshawar.
9. The Registrar, Services Tribunal, NWFP, Peshawar.

SUBJECT: **BENEFIT FOR EXTRA YEAR OF SERVICE AFTER COMPLETION OF 30-YEARS.**

Sir,

I am directed to refer to Finance Department's letter No.SOSR-III(FD)4-156/89 dated 12-09-1991 and to say that under the existing policy/orders a civil servant is allowed the benefit to the extent of 2% of gross pension for each extra year of service put in by him beyond 30 years qualifying service subject to maximum of 10% of his gross pension. The aforesaid benefit of extra year of service in terms of this Department's letter No.SOSR-III(FD)4-131/86 dated 12-03-1987 is allowed on completed years of service only. Superior Courts in certain cases, however, allowed the benefit for the fraction of a year by counting more than six months service put in by a civil servant beyond 30 years as one year.

2. The case has been re-considered in the light of the Judgment of Supreme Court of Pakistan and existing orders on the subject. In terms of paragraph 10(2) of the Finance Department's letter No.SO(SR)V-257/67 dated 27-4-1967 a deficiency of a period

of six months or less in qualifying service of a Government servant shall be deemed to have been condoned.

3. It has been decided that the cases of pension under reference of the Government Servants retired on or after 01.07.1999 will be dealt with in accordance with the above referred provisions of letter dated 27-4-1967. The Government Servants retired before 01-07-1999 will also be allowed the aforesaid benefit but no arrear will be allowed prior to 01-07-1999.

Your obedient servant,

(ABDUS SAMAD KHAN)
Additional Finance Secretary-I

No.SOSR.III(FD)4-131/86.

Dated 22-07-1999

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(MUHAMMAD KHAN)
Deputy Secretary (Regulation)

No.SOSR.III(FD)4-131/86.

Dated 22-07-1999

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director, Local Fund Audit, NWFP, Peshawar.

(MUHAMMAD KHAN)
Deputy Secretary (Regulation)

FINANCE DEPARTMENT

Dated Peshawar the 14.11.2000.

From:

The Secretary to Government of NWFP,
Finance Department.

To

1. All Administrative Secretaries to Government of NWFP.
2. The Senior Member, Board of Revenue, NWFP.
3. The Secretary, NWFP, Provincial Assembly, Peshawar.
4. The Secretary to Governor NWFP.
5. All Heads of Attached Department in NWFP.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Registrar, Peshawar High Court, Peshawar.
8. The Secretary, Board of Revenue, NWFP.
9. The Secretary, NWFP, Public Service Commission.
10. The Registrar, Services Tribunal, Peshawar.

SUBJECT: SPEEDY DISPOSAL OF PENSION CASES.

Sir, I am directed to refer to the subject noted above and to say that it has been emphasized in Finance Department's letter No.FD(SR.III)4-36/76/Vol:V dated 14th April, 1997 that the pension claims of the retiring government servants may not be withheld for want of production of "NO DEMAND CERTIFICATE". It has further been laid down in Finance Department's letter No.SOSR.III(FD)4-36/76/Vol:V dated 25.5.1999 that pension cases of government servants must be prepared and sent to the Accounts Offices complete in all respect six months before the date of retirement of an individual.

2. It has, however, come to the notice of this Department that the government instructions for speedy disposal of pension cases issued from time to time are not being adhered to and the pension cases are still delayed for want of production of "NO DEMAND CERTIFICATE".

3. I am to request that it may be ensured that the instructions issued from time to time for timely finalization of pension cases are followed in letter and spirit and no pension case of the retiring Government Servant is delayed.

Your Obedient Servant,

(ABDUS SAMAD KHAN)

ADDITIONAL FINANCE SECRETARY-I.

A copy for information is forwarded to:-

1. All Autonomous and Semi Autonomous Bodies in NWFP.
2. The Accountant General, NWFP, Peshawar.
3. All District Accounts Officers/Agency Accounts Officers in NWFP.
4. The Treasury Officer Peshawar.
5. PS to Secretary, PAs to Additional Secretaries/Deputy Secretaries in Finance Department.
6. All Section Officers/Budget Officers in Finance Department.
7. The Director Local Fund Audit, NWFP, Peshawar.
8. The Director, STI, S&GAD, Peshawar.
9. COS C/O 11 HQ Corps Peshawar Cantt:
10. PMC C/O Engineers HQ 11 Corps Peshawar.

(MUHAMMAD KHAN)
DEPUTY SECRETARY(REGULATION)

TO BE SUBSTITUTED FOR THIS
DEPARTMENT LETTER OF EVEN
NUMBER DATED 15.04.2002.

MOST IMMEDIATE.

**GOVERNMENT OF NWFP
FINANCE DEPARTMENT**

(REGULATION WING)

NO.SOSR-III-II(FD)/4-132/86/.

Dated Peshawar the 15.4.2002.

To

1. All Administrative Secretaries to Government of NWFP, Peshawar.
2. The Senior Member Board of Revenue, NWFP, Peshawar.
3. The Secretary to Governor NWFP, Peshawar.
4. The Secretary, Provincial Assembly Secretariat, NWFP, Peshawar.
5. All Heads of Attached Departments in NWFP, Peshawar.
6. All District Nazims in NWFP/All District Coordination Officers/Political Agents/District and Session Judges in NWFP.
7. All Executive District Officers in NWFP.
8. The Registrar Peshawar High Court, Peshawar.
9. The Secretary Public Service Commission, NWFP, Peshawar.
10. The Registrar, Services Tribunal, NWFP, Peshawar.
11. The Secretary, Board of Revenue, NWFP, Peshawar.

**SUBJECT: GRANT OF COMMUTATION TO THE WIDOW OF
GOVERNMENT SERANT COMPULSORILY RETIRED FROM SERVICE BUT
EXPIRED BEFORE SIGNING HIS PENSION/COMMUTATION CLAIMS.**

Dear Sir,

I am directed to refer to this Department letter of even number dated 2nd August 1986 on the subject noted above and to state that commutation upto 50% of gross pension was admissible to a civil pensioner at his option. Under the existing procedure as contained in this Department letter No.FD(PRC)1-1/2001, dated: 27.10.2001 the entitlement of commuted value upto 40% of gross pension becomes valid as and when a government servant, while in service or on retirement, exercises his option for commuted value of pension on prescribed form (C.S.R.25 Revised).

2. Some references have been received in this Department where government servants while having been retired compulsorily could not sign their pension papers due to

their death. Consequently the bereaved families of deceased government servants were not given the benefit of the commuted value of pension under the existing rules.

3. The case has been considered and it has been decided that the family of a deceased government servant, who after having compulsorily retired could not sign his pension papers due to death, shall also be entitled for the commuted value of pension henceforth subject to fulfillment of all other conditions in this regard.

Yours faithfully,

(HAFIZ MATIULLAH)
Additional Secretary (A/REG)

Endst: No.FD/SOSR-III-II/4-132/86

Dated 15-4-2002.

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary Finance Department, Government of the Punjab, Sindh and Baluchistan.

(ABDUL LATIF)
Deputy Secretary (REG:)

Endst: No. and date even:

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. The PS to Finance Minister, NWFP, Peshawar.
5. The PS to Secretary, P.As to Addl: Secretaries/Deputy Secretaries in Finance Department.
6. All Section Officers/Budget Officers in Finance Department.
7. The Director, Local Fund Audit, NWFP, Peshawar.

(ASIF SHAHAB KHAN)
SECTION OFFICER (SR-II)

**GOVERNMENT OF NWFP
FINANCE DEPARTMENT PESHAWAR
(REGULATION WING)**

NO.SOSR-III-II(FD)/4-92/85/VOL-II.

Dated Peshawar the 12.9.2002.

To

1. All the Administrative Secretaries to Government of NWFP, Peshawar.
2. The Senior Member Board of Revenue, NWFP, Peshawar.
3. The Secretary to Governor NWFP, Peshawar.
4. The Secretary, Provincial Assembly Secretariat NWFP, Peshawar.
5. All Heads of Attached Department in NWFP, Peshawar.
6. All District Nazims in NWFP/All District Coordination Officers/Political Agents/District and Session Judges in NWFP.
7. All Executive District Officers in NWFP.
8. The Registrar Peshawar High Court Peshawar.
9. The Secretary, Public Service Commission, NWFP, Peshawar.
10. The Registrar, Services Tribunal, NWFP, Peshawar.
11. The Secretary, Board of Revenue, NWFP, Peshawar.

SUBJECT: **RESTORATION OF PENSION SURRENDERED IN LIEU OF COMMUTATION/GRATUITY.**

Dear Sir,

I am directed to refer to para-18(e) of Finance Department, Government of NWFP letter No.FD(PRC)1-1/2001 dated 27.10.2001 under which the benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity was withdrawn with effect from 1.12.2001 irrespective of an employee's date of retirement. The old pensioners have requested for re-consideration of this decision; in so much as that it may not be made applicable to Government servants who retired prior to 1.12.2001.

2. The case has been reconsidered and it has been decided that all those Government servants who retired prior to 1.12.2001; others those who have opted to remain in pay scales of 1994; shall be entitled to the restoration of surrendered portion of pension in lieu of commutation/gratuity.

3. It has also been decided that all other benefits available under the 1994 scales shall continue or those who have opted to remain in the 1994 scales. Government servants who availed the benefit of presumptive fixation of pay in the 2001 scales, i.e. those who retired between 1.7.2001 to 1.12.2001 shall be governed by the Pay and Pension Package of the 2001 pay scales.

Yours faithfully,

**(HAFIZ MATIULLAH)
Additional Secretary (A/REG)**

Endst: No. and date even:

Copy forwarded for information to:-

1. All Autonomous and Semi-Autonomous Bodies in NWFP.
2. The Secretary Finance Department, Government of the Punjab, Sindh and Baluchistan.

(ABDUL LATIF)
Deputy Secretary (REG:)

-2-

Endst: No.SOSR-III-II(FD)4-92/85/Vol-II/

Dated: 12-09-2002.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. The PS to Finance Minister, NWFP, Peshawar.
5. The PS to Secretary, P.As to Additional Secretaries/Deputy Secretaries in Finance Department.
6. All Section Officers/Budget Officers in Finance Department.
7. The Director, Local Fund Audit, NWFP, Peshawar.

(ASIF SHAHAB KHAN)
SECTION OFFICER (SR-II)

**GOVERNMENT OF NWFP
FINANCE DEPARTMENT**

NOTIFICATION

Dated Peshawar the 05/01/2006

NO.FD(SOSR.II)4-77/2005. In exercise of the powers conferred by section 26 of the North-West Frontier Province Civil Servants act, 1973 (NWFP Act No.XVIII of 1973), the Governor of the North-West Frontier Province is pleased to direct that in para 6 of Finance Department's circular letter No.SO(SR.III)4-199/77 dated 10.02.1977, the following further amendments should be made with effect from 1st day of July, 2004:-

Disability Pension/Gratuity.

Class of injury	Pension	Gratuity	Children's pension	
			Child without own mother.	Child with own mother living.
1	2	3	4	5
A.	20% of pay subject to a maximum of Rs.3000/- PM (Note: After death it will devolve on the widow).	6 months pay.	5% of pay subject to a maximum of Rs:500/- and a minimum of Rs.250/- per child.	2.50% of pay subject to a maximum of Rs.250/- and a minimum of Rs.125/-per child.
B.	15% of pay subject to a maximum of Rs.2500/- and a minimum of Rs.375/- per month.	Nil	4% of pay subject to a maximum of Rs.400/- and a minimum of Rs.200/- P.M. per child	2% of pay subject to a maximum of Rs.200/- and a minimum of Rs.100/- P.M per child.
C.	15% of pay subject to a maximum of Rs.2500/- and a minimum of Rs.375/- per month.	--	Nil	Nil

Death (Special Family) Pension/Gratuity.

	20% of pay subject to a maximum of Rs.3000/- and a minimum of Rs.500/- per month.	6 months pay.	5% of pay subject to a maximum of Rs.500/- and minimum of Rs.250/- P.M. per child	2.50% of pay subject to a maximum of Rs.250/- and minimum of Rs.125/- P.M per child.
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Sd/-
SECRETARY TO GOVT: OF NWFP
FINANCE DEPARTMENT.

Endst: No. & date even.

1. All the Administrative Secretaries to Government of NWFP.
2. The Senior Member Board of Revenue, NWFP, Peshawar.
3. The Secretary to Governor, NWFP, Peshawar.
4. The Secretary to Chief Minister, NWFP, Peshawar.
5. The Secretary Provincial Assembly Secretariat, NWFP, Peshawar.
6. All Heads of Attached Departments in NWFP, Peshawar.
7. All District Nazims/District Coordination Officers/Political Agents /District & Session Judges in NWFP.
8. All Executive District Officers in NWFP.
9. The Registrar Peshawar High Court Peshawar.
10. The Secretary, Public Service Commission, NWFP, Peshawar.
11. The Registrar, Services Tribunal, NWFP, Peshawar.
12. The Secretary Board of Revenue, NWFP, Peshawar.

(ABDUL LATIF)
DEPUTY SECRETARY (REG.I)

Endst: No. & date even.

Copy is forwarded for information to:-

1. All Autonomous and Semi Autonomous Bodies in NWFP.
2. The Secretary Finance Department, Government of the Punjab, Sindh and Baluchistan.

(NAYYAR LAIQ AHMAD)
SECTION OFFICER (SR.II)

Endst: No. & date even.

Copy forwarded for information to:-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in NWFP.
3. The Treasury Officer, Peshawar.
4. PS to Minister for Finance/P&D NWFP, Peshawar.
5. PS to Finance Secretary.
6. P.As to Additional Secretaries, Deputy Secretaries in Finance Department.
7. All Section Officers/Budget Officers in Finance Department.
8. The Director Local Fund Audit, NWFP, Peshawar.
9. The Section Officer (Reg.14) Government of Pakistan, Finance Division Islamabad with reference to his notification No.F.11(1)R.14/2004-796 dated 26/8/2004 for information.
10. The Manage, Government Printing Press Peshawar. It is requested that the subject Notification may be published in the Government Gazette and 30 copies of the same may please be supplied to this Department for further necessary action.

SECTION OFFICER (SR.II)

**ABSTRACT/DETAIL OF INCREASES SANCTIONED BY GOVERNMENT OF
NWFP FINANCE DEPARTMENT FROM 1.7.1981 TO 1.7.2005.**

S.No.	Nature of increase and date of effect.	Admissible to.	Rate of increase
1.	Addl: Adhoc Increase w.e.f 1.7.1981	Pensioners retired upto 21.12.1982.	10% on Gross/Family Pension sanctioned plus increases subject to a maximum of Rs.200/-
Authority: SOSR-III(FD)4-111/81 dated 10.8.1981.			
2.	Dearness increase wef 1.7.1982.	Pensioners retired upto 30.6.1983.	10% on Gross/Family Pension sanctioned plus increases subject to a maximum of Rs.200/-
Authority: SOSR-III(FD)4-111/81 dated 4.7.1982.			
3.	Dearness increase wef 1.7.1983.	Pensioners retired upto 30.6.1983.	10% on Gross/Family Pension sanctioned plus increases subject to a maximum of Rs.200/-
Authority: SOSR-III(FD)4-111/81 dated 24.8.1982.			
4.	Index Increase w.e.f 1.7.1985.	Pensioners retired upto 31.12.1985. a) Drawing pension upto Rs.1500/- b) Drawing Pension above Rs.1500/-	13.5% on Gross/Family Pension sanctioned plus increases. 10% on Gross/Family Pension sanctioned plus increases provided increased pension will not be less than Rs.1703/-
Authority: SOSR-III(FD)4-91/85 dated 23.7.1985.			
5.	Index Increase w.e.f 1.7.1986.	Pensioners retired upto 31.12.1985. a) Drawing pension upto Rs.1500/- b) Drawing Pension above Rs.1500/- Pensioners retired between 1.1.1986 to 30.6.1986. c) Drawing pension upto Rs.1500/- d) Drawing Pension above Rs.1500/-	4.5% on Gross/Family Pension sanctioned plus increases. 3.5% on Gross/Family Pension sanctioned plus increases provided increased pension will not be less than Rs.1770/- 4% on Gross/Family Pension sanctioned plus increases. 3% on Gross/Family Pension sanctioned plus increases.
Authority: SOSR-III(FD)4-91/85 dated 2.8.1986			
6.	Index Increase w.e.f 1.7.1987.	Pensioners retired upto 30.6.1987	4% on Gross/Family Pension sanctioned plus increases.

Authority: SOSR-III(FD)4-91/85 dated 22.7.1987			
7.	Index Increase w.e.f 1.7.1988.	Pensioners retired upto 30.6.1988	7% on Gross/Family Pension sanctioned plus increases provided the Gross/Family pension will be not be less then Rs.300/- and 150/- respectively.
Authority: SOSR-III(FD)4-91/85 dated 4.8.1988			
8.	Adhoc Relief w.e.f 1-7-1990	Retired upto 30.6.1990	5% on Gross/Family Pension sanctioned plus increases.
Authority: SOSR-III(FD)4-111/81 dated 24.7.1990			
9.	Adhoc increase w.e.f 1.6.1991	Pensioners who a) Retired up to 30.4.1977 b) Retired between 1.5.1977 and 31.5.1991	32% on Gross/Family Pension sanctioned plus increases. 12% on Gross/Family Pension sanctioned plus increases.
Authority: SOSR-III(FD)4-111/81 dated 19.9.1991			
10.	Increase in pension w.e.f 1.7.1995	Pensioners who a) Retired upto 30.4.1977 b) Retired between 1.5.1977 to 31.5.1991 c) Retired between 1.6.1991 to 31.5.1993	15% on Gross/Family Pension sanctioned plus increases. 10% on Gross/Family Pension sanctioned plus increases. 5% on Gross/Family Pension sanctioned plus increases.
Authority: SOSR-III(FD)4-111/81 dated 4.7.1995			
11.	Increase in pension w.e.f 1.7.1993	Pensioners who retired upto 28.2.1997	10% of Gross/Family Pension sanctioned plus increases only to those retired in B-1 to B-16 as to those retired in B-17 by virtue of moveover.
Authority: SOSR-III(FD)4-111/81 dated 30.6.1997			
12.	Increase in pension w.e.f 1.7.1999	Pensioners retired upto 1.7.1999 and also to those who would retired between 1.7.1999 to 30.11.2001 a) B-1 to B-16 b) B-17 an above	25% on Gross/Family Pension sanctioned plus increases. 20% on Gross/Family Pension sanctioned plus increases.
Authority: SOSR-III(FD)4-111/81 dated 27.7.1999			

13.	Increase in pension w.e.f 1.12.2001	Pensioners who retired upto a) 31.5.1991 b) 1.6.1991 to 31.5.1994 c) 1.6.1994 to 30.11.2001	15% on Pension being drawn. 10% on Pension being drawn. 5% on Pension being drawn.
Authority: FD(PRC)1-1/2001 dated 27.10.2001			
14.	Increase in pension w.e.f 1.7.2003	Pensioners who retired upto 30.6.2003 and those who would retired after 1.7.2003 to 30.6.2005	15% on Pension being drawn.
Authority: FD-SOSR-II/4-111/2003-Vol-II dated 9.7.2003			
15.	Increase in pension w.e.f 1.7.2004	Pensioners who a) Retired in pay scales prayer to 1.6.1994. b) Retired in pay scales of 1994 to 30.4.2005	16% on Pension being drawn. 8% on Pension being drawn.
Authority: FD-SOSR-II/4-111/2003-Vol-II dated 20.7.2004			
16.	Increase in pension w.e.f 1.7.2005	Pensioners who Retired upto 30.6.2005 and those allowed pension under basic scale 2005.	10% on Pension being drawn.
Authority: FD(PRC)1-1/2005 dated 9.7.2005			
17.	Increase in pension w.e.f 1.7.2006	Pensioners who retired:- a) prior to 1.5.1977 b) on or after 1.5.1977. Also admissible to those who would retire after 30.06.2006.	20% on Pension being drawn. 15% on Pension being drawn.
Authority: FD-SOSR-II/4-111/2003-Vol-III dated 15.7.2006			