



# KHYBER PAKHTUNKHWA

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## GOVERNMENT OF KHYBER PAKHTUNKHWA FINANCE DEPARTMENT

### NOTIFICATION

Dated Peshawar, the 06<sup>th</sup> September, 2021

No. SOSR-II/FD/2-4/2021.----In exercise of the powers conferred by section 26 of the Khyber Pakhtunkhwa Civil Servants Act, 1973 (Khyber Pakhtunkhwa Act No. XVIII of 1973), the Chief Minister of Khyber Pakhtunkhwa is pleased to make the following rules, namely:

## KHYBER PAKHTUNKHWA CIVIL SERVANTS PENSION RULES, 2021

### Chapter-I

#### Preliminary

1. **Short title and commencement---** (1) These rules may be called the Khyber Pakhtunkhwa Civil Servants Pension Rules, 2021.

(2) These rules shall come into force at once.

2. **Definitions.---**In these rules, unless the context otherwise requires:-

- (a) “Act”, means the Khyber Pakhtunkhwa Civil Servants Act, 1973 (Khyber Pakhtunkhwa Act No. XVIII of 1973);
- (b) “Accounts Officer”, means an officer, who keeps the accounts of Government and includes the Accountant General, Khyber Pakhtunkhwa, District Comptrollers of Accounts and District Accounts Officers and any other officer, who keeps Government accounts;
- (c) “competent authority” means the authority to appoint civil servants in various basic pay scales respectively;
- (d) “commutation”, means the advance payment of 35% of gross pension to the pensioner for the specific period as specified under these rules, which shall be restorable when the paid amount is recovered;

- (c) **“family”** means-
- (i) wife in the case of male civil servant or husband in case of female civil servant, for life time or till re-marriage;
  - (ii) children as per detail given below; who were dependent upon the deceased civil servant or pensioner;
    - (a) unmarried daughters, life time or till marriage;
    - (b) disabled and retarded children, for life time and without age limit;
    - (c) widowed or divorced daughters, for life time or till remarriage;
    - (d) son(s) upto the age of 21 years; and
    - (e) in case of non-existence of any of the above family members, to the father or failing the father to the mother subject to the condition that they were wholly dependent upon the deceased civil servant or pensioner and have no other source of income.
- (f) **“family pension”**, means a compassionate grant paid to the family at the rate of hundred percent (100%) of the pension;
- (g) **“gratuity”**, means the amount as specified by Government and paid to the family of a civil servant who dies while in service;
- (h) **“gross pension”** means the pension before surrender of the amount for commutation of gratuity;
- (i) **“net pension”** means the pension being drawn, minus medical allowance;
- (j) **“pension”** means a periodical payment, made by Government, in consideration of past service, rendered by a civil servant;
- (k) **“pensioner”**, means a civil servant retired from service and receiving pension or a member of the family of a deceased civil servant in case of family pension;
- (l) **“Pension Form”** means the Pension Form appended to these rules; and

**Chapter-II**  
**Service Qualifying for Pension**

3. **Conditions of qualification.**---(1) The service of a civil servant does not qualify for pension unless it conforms to the following conditions:

- (a) the service shall not be less than ten years;
- (b) the service must be paid by Government from the Provincial Consolidated Fund;
- (c) the service of a probationer who is subsequently confirmed in a permanent post without interruption qualifies for pension;
- (d) the time spent by a civil servant in approved training shall count as service qualifying for pension; however, the period of training before actual appointment to a civil post shall not count for pension;
- (e) all leave, other than extra ordinary leave counts as qualifying service for the purpose of pension;

**Explanation:** 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.

- (f) the period of suspension, followed by reinstatement, shall be deemed to have been the period as qualifying for pension, regardless of the fact whether the civil servant was or was not allowed full pay and allowances for the period of suspension;
- (g) time spent by a civil servant on deputation in another Government or autonomous body working under Government;
- (h) military pensionable service which ceases before a pension has been earned in respect of it, when followed by civil pensionable service, counts as part of such service;
- (i) if a permanent post, on which a civil 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; and
- (j) for the purpose of grant of pension for the service in an autonomous or semi-autonomous body, the pay drawn and the effective service, rendered by a civil servant in an autonomous or semi-autonomous body, the authorized capital of which is wholly subscribed by the Federal or Government in a post, appointment to which is by law, required to be made and salary of which is required to be fixed by the Federal Government or Government shall be treated as pay

(2) Subject to any special law or rules, for the time being in force, the service of a civil servant begins to qualify for pension, when he takes over charge of the post to which he is first appointed.

(3) The past service of a civil servant, for the purpose of pension, shall not be counted in the following cases:

- (a) resignation of a post unless it is to take up another post or service which counts for pension;
- (b) removal or dismissal from service; and
- (c) absence from duty without leave.

**Note:** However, the authority which has the powers to sanction leave may commute the absence from duty without leave into extra ordinary leave retrospectively.

(4) The following are deficiencies, which may be condoned:

- (a) a deficiency of six months or less in the qualifying service of a civil servant shall be deemed to have been condoned at any stage up to thirtieth year;
- (b) a deficiency of more than six months but less than a year, may be condoned by the Finance Department of Government; and
- (c) a deficiency of one full year or more shall not be condoned.

(5) The pension sanctioning authority may condone all gaps between periods of qualifying service of a civil servant as per following criteria:

- (a) **first criteria:** if a civil servant has the following broken spells of temporary or officiating service:
  - (i) ten years and four months, followed by break;
  - (ii) three years and two months followed by break; and
  - (iii) twelve years and six months.

The first and third spells are qualifying for pension and therefore can be counted as twenty two years and ten months qualifying service. The second spell being not qualifying shall not be counted and shall be treated as a gap in between first and third spells of service. The gap between two spells of qualifying service may be condoned;

(b) **second criteria:** if a civil servant has the following broken spells of service:

- (i) eight years followed by break;
- (ii) five years followed by break; and
- (iii) six years followed by break.

Since all the periods of service are less than ten years, therefore not qualifying for pension and may not be condoned.

(c) **third criteria:** if a civil servant has the following broken spells of service:

- (i) twelve years and more followed by break;
- (ii) six years followed by break; and
- (iii) seven years followed by break

Only the first spell is qualifying for pension, while second and third spells are not qualifying, being less than ten years, therefore, neither of two gaps may be condoned.

(d) **fourth criteria:** if a civil servant has the following broken spells of service

- (i) ten years and three months followed by break;
- (ii) six years followed by break; and
- (iii) three years followed by confirmation.

(6) The second spell is not qualifying. The first and third spells are qualifying for pension; therefore, the gap between them may be condoned as in the case of first criteria.

### Chapter-III

#### **Different Kinds of Ordinary Pensions and Conditions for their Grant**

4. **Superannuation pension.** A superannuation pension is granted to a civil servant, who retires from service on the completion of sixty years of his age.

5. **Retiring pension---** (1) A retiring pension is granted to a civil servant, who not being eligible for superannuation pension and

- (a) opts to retire after twenty five years qualifying service or attaining the age of fifty-five years, whichever is later; or
- (b) is compulsory retired from service on such date as the competent authority, in public interest, may direct under clause (a) of section 13 of the Act; or
- (c) is compulsory retired from service by the competent authority to remove him from service on grounds of inefficiency, misconduct or

**Note-I:** The option in clause (a), shall not be available to a civil servant against whom a departmental enquiry is pending.

**Note-II:** In case an enquiry is not finalized within one year, full pension and commutation shall be sanctioned at the end of the year.

**Note-III:** On receipt of application under clause (a), the head of the department shall arrange verification of qualifying services by the concerned Accounts Officers within one month from the date of the receipt of the application before orders of retirement are passed.

**Note-IV:** If a civil servant opts for retirement under clause (a), and later on withdraws his application for retirement or modifies the date of retirement, before its acceptance or in case the application is accepted and communicated, before retirement matures, the application or the date of retirement shall be deemed to have been withdrawn or modified, as the case may be.

**Note-V:** No direction under clause (b) shall be made until the civil servant has been informed in writing of the grounds on which it is proposed to make the direction and has been given a reasonable opportunity of showing cause against the said direction.

6. **Invalid pension**(1) An invalid pension is awarded to a civil servant on retirement from Government service, before reaching the age of superannuation, who, by bodily or mental infirmity, is permanently incapacitated for further service on production of a Medical Certificate, prescribed at **Pension Form –I**.

(2) A civil servant, who wishes to retire on invalid pension, shall apply to his head of office or department who shall direct him to present himself before a Standing Medical Board or an Invalidating Committee in case of civil servants of basic pay scale 16 and above and a Medical Superintendent, District Headquarter Hospital or Services Hospital in case of civil servants below basic pay scale 16 for obtaining a medical certificate of incapacity for further service as specified at **Pension Form-I**.

(3) In case the authority competent to sanction pension did not agree with the contents of the medical certificate, issued under sub-rule (2) of this rule, he may, for the reasons to be recorded in writing within one month of the receipt of said medical certificate request the concerned authorities of Health Department of Government for constitution of a Special Medical Board regarding invalidation of the civil servant concerned.

(4) On receipt of the medical certificate of incapacity for further service, the civil servant shall be invalidated from service within thirty days, or if he is on leave or is granted leave as a special case, on the expiry of such leave, whichever may be later.

(5) If a civil servant before completion of ten years service is unable to work and retire on account of invalidation due to illness, accident, earthquake or terrorism

7. **Compensation pension.**--- If a civil 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, has the option.

- (a) of taking any compensation pension 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.

8. **Compassionate allowance to a civil servant who dismissed or removed from service.** No pension shall be admissible to a civil servant who is dismissed or removed from service for reasons of discipline. However Finance Department of Government may sanction compassionate allowance to such a civil servant, not exceeding two third of the pension, which shall have been admissible to him had he been invalided from service on the date of such dismissal or removal.

9. **Special additional pension:** The retiring civil servants in basic pay scale-20,21 and 22, eligible for orderly allowance, shall be entitled to special additional pension equal to the admissible pre-retirement orderly allowance.

#### Chapter- IV

#### **Amount of Ordinary Pension and Commutation**

10. **Calculation of pension :**(1)The pension is calculated at the rate of seventy percent (70%) of emoluments on completion of thirty years qualifying service. Where qualifying service is less than thirty years but not less than ten years, proportionate reduction shall be made and pension is calculated at the percentage applicable according to length of service.

(2) After qualifying service of not less than ten years, full superannuation, retiring, invalid or compensation pension may be granted.

(3) Family pension shall be hundred percent (100%) of the gross or net pension, as the case may be, of a deceased civil servant or pensioner.

11. **Emoluments:** For the purpose of calculation of pension, emoluments shall include-

- (a) pay as defined in sub-clause(i) of clause (a) of sub-rule (21) of rule 9 of the Fundamental Rules;
- (b) special pay, personal pay and technical pay;
- (c) senior post allowance;

- (d) one increment of the relevant pay scale in case of retirement on or after first day of June of a year;
- (e) increment accrued during leave preparatory to retirement; and
- (f) any other amount which may be specifically classed as pay or emoluments, by the Finance Department of Government for the purpose of calculation of pension.

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

**Note-II:** The benefit of one increment as specified in clause (d), shall equally be admissible in the cases of civil servants who die while in service.

**Note-III:** The benefit of clause (d) above, shall also be admissible to those who exhausted the relevant pay scale. They shall be allowed the amount equivalent to an increment beyond the scope of existing pay scale.

**Note-IV:** The benefit of clause (d), shall also be admissible to those who are enjoying the benefit of personal pay beyond the maximum of relevant pay scale.

**12. Medical allowance.** A pensioner shall be entitled for medical allowance at the rates specified by Government.

**13. Commutation:** (1) Commutation up to thirty five percent (35%) of gross pension shall be admissible at the option of the pensioner.

(2) If a civil servant, who retires after completing ten years or more service, so wishes, he may, draw the full gross pension i.e. commutation of pension shall not be necessary.

(3) The lump sum payable on commutation shall be calculated in accordance with the table of present value given below:

TABLE FOR CALCULATING THE COMMUTED VALUE OF PENSION

AGE NEXT BIRTHDAY	NO. OF YEARS PURCHASED	AGE NEXT BIRTHDAY	NO. OF YEARS PURCHASED.
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		

(4) For pensioners who retire on superannuation, the commutation value shall be calculated on the basis of sixty years, instead of the age of sixty one years, i.e. on next birthday, if he applies for commutation while in service.

(5) The pension sanctioning authority may sanction the commutation for lump sum payment.

(6) In case of death of a civil servant who is retired and could not sign his pension papers due to death, his family shall also be entitled for the commuted value of pension, subject to fulfillment of other conditions, if any.

**14. Restoration of commutation:** (1) A pensioner shall be entitled to the benefit of restoration of portion of pension in lieu of commutation or gratuity after outliving the period for which commutation or gratuity, as the case may be was availed.

(2) In restoring the amount of commutation shall be divided by number of years purchased. Fraction of a year which is less than six months shall be ignored and that of six months and more shall be counted as one year.

**Explanation-I:** In case, the commutation was granted at the age of sixty years, on superannuation and the period for which the commutation purchased was 12.3719 years, say 12 years and four months, the commutation shall be restored on completion of twelve years of retirement.

**Explanation-II:** In case the commutation was granted before superannuation and the next birthday of the pensioner was fifty eight years and the period for which the commutation purchased was 13.4340 years, say thirteen years and five months, the restoration shall be allowed on completion of thirteen years of retirement.

(3) Restoration of commutation shall also be admissible in case of family pension.

(4) The benefit of periodical increases on surrendered portion of commuted value of pension after restoration shall also be allowed to the pensioners.

**Chapter-V**  
**Family Pension**

15. **Family pension---** (1) In case of death of a civil servant while in service and eligible for pension or in case of death of a pensioner, family pension shall be paid to his family.

(2) Where a civil servant or pensioner has one wife and children, the amount of pension shall be divided equally among wife and children.

**Note:** In case of a female civil servant or pensioner, the amount of family pension shall be divided equally among her surviving husband and eligible children;

(3) Where a civil servant or pensioner had more than one wife, the amount of pension shall be divided viz; each surviving widow shall get one fourth (1/4<sup>th</sup>) of the pension and the balance shall be divided equally among the surviving eligible children.

(4) In the case of a female civil servant leaving behind children from 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.

(5) In case the total number of beneficiaries exceeds four, the husband shall be allowed one fourth (1/4<sup>th</sup>) of the pension and the remaining amount distributed equally among the eligible children.

(6) In case a surviving child on attaining the age of eighteen years demands his share separately, he shall be entitled to receive his share of family pension.

**Note:** A child means a legitimate child or an "adopted child" if under the personal law of the civil servant concerned, adoption is legally recognized as conferring the status of a natural child. The age of the child at the time of adoption shall be less than fourteen (14) years. The civil servant concerned shall provide the adoption deed executed between the parents or guardian of the child and the civil servant duly registered with the Sub-Registrar. Adoption shall have been at least ten years before the completion of twenty five years' service qualifying for retiring pension and subject to reporting to the head of office or department concerned and recording an entry in the service book or personnel file in this behalf.

(7) Disabled child shall be entitled for family pension under these rules.

**Explanation-I:** Disability means that the earning capacity of the disabled child impaired due to disability and includes:

- (a). total loss of eye-sight;
- (b). total loss of functions of both the hands;
- (c). total loss of functions of both the legs and feet;

- (e). total loss of hearing of both ears;
- (f). total loss of speech; and
- (g). any other disease impairing the earning capacity.

**Explanation-II:** The Standing Medical Board shall be the competent forum to issue a disability certificate.

**Explanation-III:** In case the pension sanctioning authority, did not agree with the contents of the medical certificate issued by the Standing Medical Board, he may for the reasons to be recorded in writing, within one month of the receipt of said medical certificate, may request the concerned authorities of Health Department of Government for constitution of a Special Medical Board regarding invalidation of the concerned child.

**Explanation-IV:** The disabled child of a deceased civil servant or a pensioner shall have the special CNIC issued by NADRA for disabled persons.

(8) Family pension shall not be admissible to a family member or a relative of the deceased civil servant or pensioner, if he holds a pensionable post, paid from the Provincial Consolidated Fund or is in receipt of any kind of other pension from Provincial Consolidated Fund.

(9) The husband in the case of a female civil servant or pensioner shall only be entitled to receive the family pension, when he has no source of income and was wholly dependent upon his wife.

**Explanation:** In case of a female civil servant, if the wife intimates in writing to the Accounts Officer or head of the office or department that her husband shall not be included as a member of the family, then he shall no longer be considered a member of the family unless subsequently she cancels in writing her intimation excluding him.

(10) In case a civil servant during his service against a pensionable post, becomes eligible for another pension, he shall opt for the pension which is more beneficial to him, i.e. either to draw his own pension at the time of retirement or the other pension for which he becomes eligible; provided the other pension if opted shall however be admissible when he ceases to be a civil servant. The option once exercised shall be final.

(11) In case a pensioner is drawing his own pension or a family pension, becomes eligible for another pension, he shall opt for one pension which is more beneficial to him as prescribed at **Pension Form-II** or **Pension Form-III**, as the case maybe. The option once exercised shall be final.

**Explanation-I:** For payment of pension under sub-rule (8) and (9), the recipient shall guarantee through affidavit, prescribed at **Pension Form -IV** and **Pension**

**Explanation-II:** The condition of not drawing more than one pension shall not be applicable, in case the pensioner is in receipt of other pension as guardian.

(12) If a civil servant dies while in service, his family shall be entitled for gratuity in lieu of twenty five (25%) of family pension. In such cases the rate of gratuity shall be determined on the basis of age next birthday of the deceased civil servant in accordance with the commutation table under sub-rule (3) of rule 13 of these rules.

(13) The family of a deceased civil servant who after having retired, could not sign his pension papers due to death, shall be entitled for the commuted value of pension henceforth subject to fulfillment of all other conditions.

(14) No family pension shall be payable by Government after the death of a civil servant or pensioner if he does not have a family or an eligible dependent relative as defined in clause (e) of rule 2 of these rules.

(15) Future good conduct of the recipient is an implied condition of every grant of a family pension.

(16) The pension sanctioning authority has reserve to themselves the right of recovery of the pension and commutation or gratuity paid; if at any stage it has been found that the recipient was not eligible for pension.

(17) The rules which apply to the grant of ordinary pension to a civil servant shall also apply in respect of commutation or gratuity and pension that may be sanctioned in favor of their families.

(18) The pension sanctioning authority may allow the payment of family pension and or share of commutation admissible to minor children of a deceased civil servant or pensioner, to their mother. In case the mother is not alive or was judicially separated from the civil servant or pensioner in his life time, the pension sanctioning authority may nominate any suitable person to be the guardian of such minor children for the purpose of receiving payment of pension or share of commutation on their behalf.

(19) In case the deceased civil servant was a female, the pension sanctioning authority may under similar circumstances allow the payment of pension and or shares of commutation 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 pension sanctioning authority.

(20) For appointing a guardian by the pension sanctioning authority, there shall be no need of succession certificate from the Court of competent jurisdiction.

(21) In case a member of family withdraws his right to receive his share in family pension or of becoming in-eligible to receive a family pension for any reason, his share shall be distributed amongst other eligible members.

**Explanation:** In case of refusal to receive family pension, the pension sanctioning authority before accepting the refusal shall satisfy himself that the refusal was

(22) If a civil servant eligible for pension remains missing or un-heard for a period of twelve (12) months or more, to the satisfaction of the department concerned, family pension may be allowed to his family as admissible under the rules, provided that:

- (a). the family member claiming to be entitled to the pensionary benefits of the missing person shall, before such benefits are paid, guarantee through affidavit or as the pension sanctioning authority may require, the repayment of pensionary benefits to the missing person if subsequently he appears and makes any claim thereto; and
- (b). The pension sanction authority shall not be responsible for repayment of any pensionary benefits to the missing civil servant, which has already been paid to his family members who shall personally be responsible for satisfaction thereof on appearance of the missing civil servant.

#### Chapter-VI Conditions for Pension

**16. Date of commencement of pension** Apart from special orders, an ordinary pension is payable from the date on which the pensioner ceases to be in service. A commutation shall be paid in a single sum.

**17. Place of payment.-** A pension is payable through bank account in a scheduled bank, at any place in Pakistan.

**18. Payment of pension in foreign currency:** A pensioner is entitled to draw his pension in foreign currency during the period he resides outside Pakistan, at the official rate of exchange of that country prevalent on the date of payment.

**19. Conduct of pensioner.-** Good conduct of pensioner is an implied condition of every kind of pension. The pension sanctioning authority 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 pensioner shall be informed in writing.

**20. Recovery from pension.** (1) The pension sanctioning authority reserve to himself the right of recovery from the pension of pensioner on account of losses found in judicial or departmental proceedings to have been caused to Government by the negligence or fraud of such a 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 civil servant.

(2) In case the amount of pension, granted to a pensioner be after wards found to be in excess of that to which he is entitled under these rules. he shall be called upon to

21. **Taking part in politics and election:** A pensioner who has been in the service of Government or of any statutory body or anybody which is owned or controlled by Government or in which the Government has a controlling share or interest, shall not, within a period of two years from the date he ceased to be in such service, take part in any election or engaged in political activity of any kind.

22. **Inquiries pending against civil servant.** - (1) A civil servant under enquiry be excluded from the enquiry proceedings under the efficiency and discipline rules, for the time being in force, after attaining the age of superannuation and he may be allowed full pensionary benefits as provided under these rules. However, if some pecuniary loss, caused to the Government, is likely to be proved against the civil servant who superannuates before decision of the case against him, an FIR shall be lodged against him for judicial proceedings, immediately after the date of superannuation and exclusion of his name from the departmental enquiry.

(2) If a civil 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 commutation shall not be sanctioned for a period of one year, during which the pension sanctioning authority, shall ensure that enquiry is finalized.

(3) If a civil servant is not likely to be dismissed or removed as a result of the enquiry and only recovery of some financial loss is involved, then a decision shall be taken as regards the amount of loss involved. If the amount can be recovered from the commutation admissible under these rules then pension may be sanctioned, withholding the commutation. If the amount involved is more than the commutation, then only eighty percent (80%) or less of the pension shall be allowed so as to ensure that Government loss in full could be recovered from the balance.

(4) In no case shall an enquiry be allowed to linger on for more than one year. On conclusion of the enquiry, the whole case shall be re-assessed and pension or commutation shall be finally sanctioned in light of the result of the enquiry. In case an enquiry is not finalized within one year, full pension and commutation shall be sanctioned at the end of the year, even if the enquiry is not completed.

#### Chapter-VII

#### **APPLICATION FOR GRANT OF PENSION**

23. **Application---** (1) A civil servant, likely to be retired, shall submit his pension application as specified in **Pension Form-VI**, six months in advance of the date of retirement.

(2) A civil servant, who intends to retire before attaining the age of superannuation, shall, at least six 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.

(4) The responsibility for initiation and completion of pension papers is that of the head of department or attached department in the case of civil servants of basic pay scale-16 and above and of the head of office concerned in the case of civil servants of basic pay scale-15 and below.

(5) The action shall be initiated one year before a civil servant is due to retire, so that pension may be sanctioned a month before the date of his retirement.

(6) The authorities dealing with applications of pensions shall ensure that a civil servant begins to receive his pension on the date on which it becomes due.

(7) The head of department or attached department or office concerned shall certify under **Pension Form-VI**, whether the character, conduct and past services of the civil servant concerned are such as to entitle him to the favorable consideration of pension sanctioning authority. He shall also record there his own opinion whether the service claimed has been established and shall be admitted or not.

(8) Orders, sanctioning the pension, may be issued not more than one month in advance of the due date of retirement of such civil servant.

(9) All periods of leave, suspension, etc., which are not reckoned as service qualifying for pension shall be carefully recorded on the **Pension Form-VI**.

(10) If the application is for an invalid pension, the requisite medical certificate shall be attached to the application.

(11) The service of a civil servant, mentioned in **Pension Form-VI**, shall be verified by the head of office concerned from official records, i.e. service book or service roll, pay bills, acquaintance rolls etc.

(12) If it be found impossible to verify the service otherwise a written statement of the retiring civil servant 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 civil servants.

(13) The powers to admit service verified may be exercised by the pension sanctioning authority.

(14) After completing the application at Pension Form VI in the manner specified in the preceding rule, it shall be forwarded along with the necessary documents to the Accounts Officer through Pension Sanctioning Authority.

(15) On receipt of the pension papers, the Accounts Officer shall apply the requisites checks and may issue the pension payment order not more than a fortnight in advance thereof to the concerned bank for crediting the amount in the account of the pensioner, wherefrom the pensioner shall receive the pension.

(16) Finalization of pension cases shall not be held up for want of No Demand Certificate. The pension payment order shall be issued for payment of pension, subject to production of an undertaking by pensioner or his family at the time of first payment of pension, commutation or gratuity that any demand coming to the notice shall be recovered from pension within a period of one year after the issue of pension payment order.

(17) In case a retiring civil servant has not been provided Government accommodation, a No Demand Certificate from Estate Officer or allotting authority shall not be necessary.

**Note:** With a view to ensure expeditious preparation of family pension papers, the concerned representative of the department or office shall visit the house of the deceased civil servant soon after the death of the civil servant and get the pension papers completed without delay. Finalization of the pension papers of the family of a deceased civil servant shall be an exclusive responsibility of the concerned official of a department and he shall be answerable for any delay.

**24. Leave salary and pension contribution.** (1) If a civil servant is proceeded on foreign service within or outside Pakistan, pension contribution at 33-1/3 % of the mean of minimum and maximum of the pay scale held by the civil servant concerned at the time of proceeding on foreign service, plus other emoluments, reckonable for pension, which shall have been admissible to him had he not been deputed on foreign service.

(2) The pension contribution shall be payable by the foreign employer.

(3) No leave salary contribution shall be recovered from the foreign employers but leave and leave salary shall be sanctioned and paid during the period of foreign service by the foreign employers. The civil servants sent on deputation to foreign service are granted leave and paid leave salary by the foreign employers, shall not count the period spent on foreign service for earning leave under Government.

(4) The leave, earned by a civil servant, but not availed or allowed during the period of his foreign service in Pakistan, shall be credited to his leave account on reversion to Government Department.

**Explanation-I:** For the purpose of this, the autonomous bodies and corporations shall maintain proper leave accounts of the civil servant on deputation with them and shall furnish a certificate to the lending department that the deputationist did not avail any leave during his period of deputation.

**Explanation-II:** Encashment of leave shall not be admissible in the case of civil servants on deputation to foreign service in Pakistan on the basis of the rules or regulations of the autonomous bodies or corporations.

**25. Employees of autonomous bodies appointed in Government Departments:** In case of an employee of the autonomous or semi-autonomous organization, who joins service in a Government Department through proper channel, the concerned autonomous or semi-autonomous organization shall make payment of pension contribution to Government at the specified rate as indicated in sub-rule (1) of rule-24 of these rules,

- (a). 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 Government Department concerned, in accordance with the normal procedure for making such appointment;
- (b). the regular employees of the autonomous or semi-autonomous organization concerned are entitled under specific rules of the organization for the purpose to the same benefits of pension or gratuity as are admissible to the civil servants of the Government and the employee concerned had rendered qualifying service for pension or gratuity in his parent organization before his appointment in Government Department concerned; and
- (c). such appointments under Government, shall be treated as fresh appointments and incumbents shall be allowed the benefit of previous service rendered in the autonomous or semi-autonomous organization, for the purpose of pension only. The seniority shall be reckoned from the date of appointment under Government Department concerned.

### **Chapter-VIII** **Miscellaneous**

**26. Pension Sanctioning Authorities.**---The following authorities shall have the powers to sanction pension, commutation and gratuity to a retiring civil servant or family of a deceased civil servant or pensioner, as the case may be, except the compassionate allowance which shall be sanctioned by the Finance Department of Government:

- (a). appointing authorities for the civil servants to whom they are competent to appoint;
- (b). in the Education Department and Health Department of Government, the District Officers of the respective district, besides the civil servants to whom they are competent to appoint, for the officers upto basic pay scale-18, who are or have been working under their administrative control immediately before retirement;
- (c). in other departments, the heads of attached departments, besides the civil servants to whom they are competent to appoint, for the officers upto basic pay scale-18, who are or have been working under their administrative control immediately before retirement;
- (d). Secretary of the department concerned for the civil servants in basic pay scale-19 and basic pay scale -20, who are or have been working under his administrative control, immediately before retirement; and

27. **Apportionment of pension.**--- The 'rule of proportion' and other associated rules and accounting instructions shall continue to be operative and the apportionment of pensionary liability between the various departments and Federal Government or Government, as the case may be, shall be made by the 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 pensionary liability, the matter shall be sorted out by the Accounts Officers involved.

28. **Anticipatory pension.**--- (1) If for any reason it is apprehended that the pension payment order to a retiring civil servant or in case of his death, to the family, cannot be issued within one month, a provisional order, authorizing payment of eighty percent (80%) of the admissible pension shall be issued by the pension sanctioning authority.

(2) The pension sanctioning authority may sanction an anticipatory pension.

(3) Any over payment on such provisional payment shall be adjusted against the amount of pension as payable to such civil servant or his family.

29. **Pay on re-employment.** (1) If a pensioner is re-employed under Government, he may for the services rendered, be allowed to draw the minimum of the pay scale sanctioned for the post or as allowed by the appointing authority. He shall also earn the usual annual increments.

(2) In addition to emoluments for the services rendered, full pension shall be admissible to the re-employed pensioner in respect of his previous service.

(3) The services rendered on re-employment by a pensioner shall not qualify for pension.

30. **Pensioner's verification-** A pensioner drawing his own pension or family pension, shall present himself before the concerned Accounts Officer or any other officer or authority, authorized by the Finance Department of Government, once in life, for verification of his particulars electronically.

**Explanation:** In case a pensioner is unable to present himself for verification of his particulars electronically, for the reason of illness, he shall inform the concerned Accounts Officer or the authorized officer in writing and the concerned authority shall make the arrangements for verification by deputing an official at the residence of the pensioner.

31. **Un-drawn pension arrears-** A pension remaining un-drawn shall be allowed to be paid by the disbursing officer or the bank without any reference to the Accounts Officer or the pension sanctioning authority; provided that in the case of pension remaining un-drawn for more than one year, the pension shall not be paid without the authority of Accounts Officer concerned.

32. **Existing orders and instructions-**All orders and instructions, issued from time to time shall continue to be enforced if otherwise not inconsistent with these rules.

33. **Relaxation of rules-** Any of these rules may for reasons to be recorded in writing be relaxed in individual hardship cases by the Finance Department of Government, if it is satisfied that strict application of the rules shall cause hardship to the individual.

34. **Repeal and savings-**(1)The Khyber Pakhtunkhwa Pension Rules, 1955 are hereby repealed.

(2) Notwithstanding the repeal of the Khyber Pakhtunkhwa Pension Rules, 1955, the orders, instructions, issued before commencement of these rules and not inconsistent to the provision of these rules shall be deemed to be valid within the meanings of these rules.

Pension Form - I  
[see rule 6(1)&(2)]

MEDICAL CERTIFICATE

Certified that I (we) have carefully examined Mr./Mst: \_\_\_\_\_  
Son of/Daughter of \_\_\_\_\_ working as \_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_ (Department).  
His age by his own statement is \_\_\_\_\_ years.

I (we) consider that Mr./Ms. \_\_\_\_\_ (name of civil servant) 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 additional should be made:

I am (we) are of opinion that Mr./Ms: \_\_\_\_\_ 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).

(Signature) \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Stamp \_\_\_\_\_

(Signature) \_\_\_\_\_  
(Name) \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Stamp \_\_\_\_\_

**Pension Form -II**  
**[see rule 15 (11)]**

**OPTION FOR PENSION**

(in case of eligibility for a second pension of a pensioner receiving his own pension)

I, \_\_\_\_\_ son of/daughter of/wife of \_\_\_\_\_ retired  
as \_\_\_\_\_ (designation with BPS) on \_\_\_\_\_ (date of retirement)  
from the \_\_\_\_\_ (department), and drawing pension, of Rs.  
\_\_\_\_\_ Per month from \_\_\_\_\_ (Name of Bank) \_\_\_\_\_ (Name of  
Branch) \_\_\_\_\_ (Account No), become eligible for family pension in  
respect of my deceased Husband/wife/father/mother \_\_\_\_\_ (give  
relationship) who died on \_\_\_\_\_. At the time of death, he was working/retired  
as \_\_\_\_\_ (designation with BPS) from \_\_\_\_\_ (department).

I, therefore, opt to draw the family pension of my  
Husband/wife/father/mother \_\_\_\_\_ Mr. /Ms. \_\_\_\_\_ and not to  
receive my own pension.

It is certified that I am not drawing any kind of other pension

Date \_\_\_\_\_  
Name \_\_\_\_\_  
CNIC No. \_\_\_\_\_

(Signature)  
Address \_\_\_\_\_

Pension Form – III  
[see rule 15(11)]

OPTION FOR PENSION

(in case of eligibility for a second pension of a pensioner already receiving a family pension)

I, \_\_\_\_\_ son of /daughter of/wife of \_\_\_\_\_ states that I am receiving family pension of my deceased \_\_\_\_\_ (give relationship), who was retired as \_\_\_\_\_ (designation with BPS) from the \_\_\_\_\_ (department) and died \_\_\_\_\_, I, become eligible for another family pension of my deceased \_\_\_\_\_ (give relationship) Mr. Ms. \_\_\_\_\_ (give name), who has been working/retired as \_\_\_\_\_ (give designation with BPS) from the \_\_\_\_\_ (name of department) and died on \_\_\_\_\_.

I, therefore, opt to receive the pension of my deceased \_\_\_\_\_ (give relationship) Mr. Ms. \_\_\_\_\_ (give name).

It is certified that I am not drawing any kind of other pension.

Date \_\_\_\_\_

(Signature)

**Pension Form - IV**  
**Affidavit**

[see Explanation-I under rule 15(11)]

I, \_\_\_\_\_ (name) \_\_\_\_\_  
C.N.I.C.No. \_\_\_\_\_ Resident of \_\_\_\_\_,  
husband of Mst: \_\_\_\_\_ (name of deceased civil servant), who has been  
working as \_\_\_\_\_ (post with BPS) in the  
\_\_\_\_\_ (indicate the name of the office/department, or retired as  
\_\_\_\_\_ from \_\_\_\_\_ (name of department/office) and has been expired  
on \_\_\_\_\_, do solemnly affirm on oath that I have no source of income nor I am  
holding a pensionable post or receiving any other pension. I was residing with and  
wholly dependent upon my deceased wife.

Thumb impression \_\_\_\_\_ (Signature)

Name \_\_\_\_\_

Father's name \_\_\_\_\_

**Pension Form - V**  
**Affidavit**

[seeExplanation-I under rule 15(11)]

I, \_\_\_\_\_ son of/daughter of \_\_\_\_\_ CNIC  
No. \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ (address),  
entitled for family pension of Mr./Mst: \_\_\_\_\_ (name of deceased civil  
servant) who was my \_\_\_\_\_ (indicate relationship) and has been working  
as \_\_\_\_\_ name of post and BPS \_\_\_\_\_ or retired as  
\_\_\_\_\_ from the department \_\_\_\_\_ and has been expired on  
\_\_\_\_\_, do solemnly affirm on oath, that I have no source of income nor I  
am holding a pensionable post or receiving any other pension. I was residing with and  
wholly dependent upon the deceased.

Thumb impression \_\_\_\_\_ (Signature)  
(Name) \_\_\_\_\_

**PENSION PAPERS**

Name: \_\_\_\_\_

Father/Husband Name: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Personal No: \_\_\_\_\_

Date of Retirement/Death: \_\_\_\_\_

Pension Form – VI  
[see rule 23(1),(7),(9),(11) & (14)]

APPLICATION /CERTIFICATES TO BE GIVEN BY THE PENSIONER FOR  
PENSION/COMMUTATION.

(To be given by retiring civil servant for grant of pension in case of  
superannuation/retiring/invalid/compensation/compulsory retirement)

To

\_\_\_\_\_,  
\_\_\_\_\_.

Sir/Madam,

It is submitted that I, \_\_\_\_\_ Son of/daughter of/wife  
of \_\_\_\_\_,  
Designation/post held \_\_\_\_\_ BPS \_\_\_\_\_ (please indicate kind of  
appointment i.e. Regular/Officiating or Acting Charge/Current Charge  
w.e.f. \_\_\_\_\_. CNIC No. \_\_\_\_\_ (copy enclosed).  
Nationality \_\_\_\_\_ Personnel No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Email  
\_\_\_\_\_ Postal address \_\_\_\_\_

That I have retired/ have been permitted to retire from Government service. I am due to  
retire/has been retired compulsorily on \_\_\_\_\_.  
My pension/commutation/gratuity may be transferred/ credited by the Accounts Office in  
the Bank \_\_\_\_\_ Branch \_\_\_\_\_ City \_\_\_\_\_  
Account No. \_\_\_\_\_ DCS Form (where applicable) and list of my  
family members, is enclosed).

UNDERTAKING

1. I hereby declare that I am not in receipt of any other pension, military or otherwise except PPO No. \_\_\_\_\_ dated \_\_\_\_\_ amount \_\_\_\_\_ department \_\_\_\_\_, retired on \_\_\_\_\_.
2. I do hereby undertake that the pension sanctioning authority may, within one year from the issue of Pension Payment Order, recover any of its dues from the pension granted to me.
3. I hereby declare that I shall not take part in any elections or engage myself in political activities of any kind within two years from the date of retirement.
4. I do hereby declare that I have neither applied for nor received any pension/commutation/gratuity in respect of any portion of the service included in this application and in respect of which pension/gratuity/commutation is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and to the order which may be passed thereon.
5. I hereby undertake to refund if the amount of pension granted to me afterwards found to be in excess of that to which I am entitled under regulations.
6. I do hereby declare that I have not received any pension or commutation/gratuity in respect of any portion of the service included in this application.
7. I hereby opt for commutation @ \_\_\_\_\_ (subject to a maximum of 35%) of my gross pension.

DATED \_\_\_\_\_

NAME AND SIGNATURE OF  
RETIRING CIVIL SERVANT  
(PENSIONER)

Certificate by the head of department under sub rule (7) of rule 23 of these rules

HEAD OF OFFICE/DEPARTMENT

Note: Pension to be verified by pension sanctioning authority/DDO

**Important:** Every pensioner/family pensioner is bound to provide life certificate/Non-marriage certificate to his/her bank on or before 10<sup>th</sup> March and 10<sup>th</sup> September of each year.

**PENSION SANCTION ORDER TO BE USED IN CASE OF  
SUPERANNUATION/RETIRING/INVALID/ COMPENSATION/COMPULSORY  
RETIREMENT.**

(To be issued by the Pension Sanctioning Authority)

Subject: **SANCTION OF PENSION OF  
SUPERANNUATION/RETIRING/INVALID/COMPENSATION AND  
COMPULSORY RETIREMENT.**

On attaining the age of superannuation/having applied for retiring/invalid/compensatory pension vide application dated \_\_\_\_\_ Or has been retired compulsorily vide Notification/Order No. \_\_\_\_\_ Dated \_\_\_\_\_ issued by \_\_\_\_\_ Mr./Miss/Ms: \_\_\_\_\_ S/O, W/O, D/O \_\_\_\_\_ Designation \_\_\_\_\_ drawing pay/emoluments Rs. \_\_\_\_\_ PM (reckonable towards pension), in BPS \_\_\_\_\_ on \_\_\_\_\_ (please indicate nature of appointment i.e. Regular /Officiating/Acting charge /Current charge basis , w.e.f. \_\_\_\_\_ Personnel No. \_\_\_\_\_ presently posted as \_\_\_\_\_, has retired/has been permitted to retire/is due to be retired/has been retired compulsorily from the Government service (tick where applicable) on \_\_\_\_\_ date, after availing LPR for \_\_\_\_\_ days/Leave encashment in lieu of LPR Rs. \_\_\_\_\_.

**PENSION CALCULATION.**

Gross pension Rs. \_\_\_\_\_  
Commutation Rs. \_\_\_\_\_  
Net Pension Rs. \_\_\_\_\_

**OTHER BENEFITS:**

i) \_\_\_\_\_ Rs. \_\_\_\_\_  
ii) \_\_\_\_\_ Rs. \_\_\_\_\_  
iii) \_\_\_\_\_ Rs. \_\_\_\_\_

1). His/her date of birth is \_\_\_\_\_ Date of 1<sup>st</sup> entry into government service is \_\_\_\_\_ and Extra Ordinary Leave availed \_\_\_\_\_ days. Total length of qualifying service for pension is \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days \_\_\_\_\_.

2) Certified that no inquiry is pending against him/her.

3) Certified that no recovery is outstanding against him.

4). Certified that:

(i) Advances drawn (if any) stand fully repaid, along with interest.

(ii) An amount of Rs. \_\_\_\_\_ on account \_\_\_\_\_ (HBA/MCA/etc: principal amount along with interest is outstanding which may be recovered from the pension.

5) Anticipatory pension up to ( \_\_\_\_\_ %) of full pension is sanctioned as admissible to him/her.

6). Certified that deficiency/disciplinary/criminal case pending against the aforementioned retired government servant has been finalized. Therefore, final pension payment @ ( \_\_\_\_\_ %) (After adjustment of already paid amount of anticipatory pension) and commutation amounting \_\_\_\_\_ % (subject to a maximum of 35% of gross pension) as determined by concerned Accounts Officer, may be paid

7). Undersigned is satisfied that the service of retiring employee has been satisfactory. Administrative and financial sanction for grant of pension/commutation @ \_\_\_\_\_% up to maximum of 35% of gross pension, if so opted by the retiring government servant, to be determined by the Accounts Office, is here by accorded in favour of Mr./Mrs./Ms. \_\_\_\_\_ and may be paid through Bank \_\_\_\_\_ Branch \_\_\_\_\_ City \_\_\_\_\_ Account No. \_\_\_\_\_ (mentioned in DCS Form enclosed) as admissible under the rules.

8). Undersigned is satisfied that the services of Mr./Mrs./Ms. \_\_\_\_\_ has not been satisfactory and it has been decided that the full pension/gratuity/commutation found to the Accounts Officer to be admissible under the rules should be reduced by the specific amount or percentage given below:

- i) Amount or percentage of reduction in pension \_\_\_\_\_
- ii) Amount or percentage of reduction in gratuity/commutation \_\_\_\_\_

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

9). The payment of pension and/or gratuity/commutation may commence w.e.f. \_\_\_\_\_.

Following documents attached.

1. Pension application.
2. Notification/Order of retirement.
3. Last Pay Certificate(LPC)/Last Pay Slip
4. Pension contribution certificate in case of foreign service
5. Original Service Book with its attested copy or service statement in case of officers.
6. NOC from Estate Office in case the civil servant was provided government accommodation otherwise a certificate by the civil servant that he has not been provided the government accommodation.
7. Three attested photographs of the pensioner
8. List of dependent family members
9. Specimen signature/ Left and Right hands thumb and finger impressions.
10. Option for commutation.
11. Bank account's details.

SIGNATURE WITH STAMP OF  
PENSION SANCTIONING  
AUTHORITY/HEAD OF  
OFFICE/DEPARTMENT

**APPLICATION FOR FAMILY PENSION**

**(in case of death while in service)**

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

To

\_\_\_\_\_

Dear Sir/Madam

It is submitted that my Husband/wife/Mother/Father/Son/Daughter

\_\_\_\_\_ (name of the civil servant) working as \_\_\_\_\_ in the  
 \_\_\_\_\_ (name of department) has expired on \_\_\_\_\_

(Death certificate is attached). I therefore request that the family pension admissible under the rules may kindly be sanctioned to me.

List of family members is as under:

S.#	Name	Relationship with the deceased	CNIC No.	Age/DoB	Marital status	Any disability

It is hereby informed that my gratuity/commutation/family pension may be transferred/credited by the Accounts Office in the Bank \_\_\_\_\_  
 Branch \_\_\_\_\_ City \_\_\_\_\_ Account No. \_\_\_\_\_

(DCS form, where applicable is enclosed).

It is hereby informed that the family member Mr./Miss/ \_\_\_\_\_ son of/daughter of the deceased is disabled. Disability certificate from the competent authority is enclosed.

The disabled CNIC issued by NADRA for the above disabled child is enclosed.

**UNDERTAKINGS**

I do hereby undertake that pensioning sanctioning authority may, within one year of pension payment order, recover any of its dues from the pension granted to me.

I do hereby declare that I have neither applied for nor received any family pension or gratuity/commutation in respect of any portion of the service included in this application and in respect of which family pension/ gratuity/commutation is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and to the order which may be passed thereon.

I hereby undertake to refund if the amount of family pension granted to me afterwards found to be in excess of that to which I am entitled under the regulations.

I do hereby declare that I have not received any family pension or gratuity/commutation in respect of any portion of the service included in this application (in case of anticipatory pension only).

I do hereby declare that neither I nor any of the family members mentioned above are working against any pensionable post in any department/office **OR**

I do hereby declare that the following members of the deceased family are working against pensionable posts:

S. #	Name	Relationship with deceased	Name of office wherein appointed	Designation with BPS	Date of appointment

I do hereby declare that I am or any eligible member of the deceased family not receiving any kind of pension from Government or a local fund; **OR**

I do hereby declare that the following members of the deceased family are drawing pension:

S. #	Name	Relation-ship with deceased in this case	Nature of pension being drawing	Amount of pension	Name of deceased in whose case family pension is drawing	Deptt:/ office wherein he was working	Relation-ship with deceased

SIGNATURE \_\_\_\_\_

THUMB IMPRESSION \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

CNIC NO \_\_\_\_\_

ADDRESS \_\_\_\_\_

RELATIONSHIP WITH DECEASED \_\_\_\_\_

HEAD OF OFFICE/  
DEPARTMENT

Note: Pension to be verified by pension sanctioning authority/DDO.

Important: Every pensioner/family pensioner is bound to provide life certificate/Non-marriage certificate to his/her bank on or before 10<sup>th</sup> March and 10<sup>th</sup> September of each year.

**FAMILY PENSION SANCTION**

(To be issued by the Pensioning sanctioning authority in the event in-service death of the civil servant)

Subject: **SANCTION OF FAMILY PENSION IN CASE OF IN-SERVICE DEATH OF A CIVIL SERVANT**

1. It \_\_\_\_\_ is \_\_\_\_\_ mentioned \_\_\_\_\_ that Mr./Mrs./Ms. \_\_\_\_\_ S/O \_\_\_\_\_ D/O \_\_\_\_\_ W/O \_\_\_\_\_ working as \_\_\_\_\_ (please indicate the post held and kind of appointment i.e regular/officiating/Acting charge/Current charge \_\_\_\_\_ in BPS \_\_\_\_\_ w.e.f. \_\_\_\_\_ posted in the \_\_\_\_\_ (please indicate the name of office/department), drawing pay/emoluments (reckonable towards pension) Rs. \_\_\_\_\_, personal No. \_\_\_\_\_ CNIC No. \_\_\_\_\_ has expired on \_\_\_\_\_ while in service.
2. His/her date of birth is \_\_\_\_\_. Date of 1<sup>st</sup> entry into government service is \_\_\_\_\_. Extra Ordinary Leave availed during service \_\_\_\_\_. His/her total length of qualifying service for pension comes to \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days.

3. Family pension calculation:

Emoluments last drawn \_\_\_\_\_  
Length of service. \_\_\_\_\_  
Gross Pension of the deceased \_\_\_\_\_  
Family pension @ 75% of gross pension \_\_\_\_\_  
Gratuity @ 1/4<sup>th</sup> of gross pension. \_\_\_\_\_

Other benefits

i) \_\_\_\_\_ Rs. \_\_\_\_\_  
ii) \_\_\_\_\_ Rs. \_\_\_\_\_

It is certified that:

4. No inquiry is pending against the deceased civil servant
5. No demand/recovery is outstanding against the deceased.
6. Advances drawn by the deceased (if any) have been fully repaid or waived off.
7. As per record, it is verified that Mr./Mrs./Ms/ \_\_\_\_\_ CNIC No. \_\_\_\_\_ is bonafide family member entitled to family pension of Mr./Mrs./Ms \_\_\_\_\_ (late) and his/her gratuity and family pension may be transferred/credited in Bank \_\_\_\_\_ Branch \_\_\_\_\_ City \_\_\_\_\_ Account No. \_\_\_\_\_, as opted.
8. Administrative and financial sanction for grant of family pension/gratuity is hereby accorded.

Following documents are attached.

- Pension application along with three attested photographs
- Death certificate.
- Death notification/order
- Last pay certificate
- Pension contribution receipt in case of foreign service

- Original service book with its attested copy or service statement (in case of Officers).
- NOC from Estate Office in case the civil servant was provided government accommodation, otherwise a certificate by the applicant that the deceased civil servant has not been provided the government accommodation.

The Accounts Office is requested to grant family pension/gratuity and endorse a copy of family pension payment order to this department/office.

SIGNATURE WITH STAMP OF  
PENSION SANCTIONING  
AUTHORITY /HEAD OF  
OFFICE/DEPARTMENT.

Date \_\_\_\_\_.

Mr./Mrs/Ms \_\_\_\_\_ . You are hereby informed that your gratuity and first monthly pension shall be transferred/credited by the Accounts Office in the Bank \_\_\_\_\_ Branch \_\_\_\_\_ City \_\_\_\_\_ Account No. \_\_\_\_\_ as opted by you.

SIGNATURE WITH STAMP OF  
PENSION SANCTIONING  
AUTHORITY/ HEAD OF  
OFFICE/DEPARTMENT

Dated \_\_\_\_\_.

Important: As per requirements every pensioner is bound to provide life certificate/Non-marriage certificate to his/her bank on or before 10<sup>th</sup> March and 10<sup>TH</sup> September of each year.

**APPLICATION FOR FAMILY PENSION**  
(in case of death of pensioner after retirement)  
(To be filled and signed by the applicant himself/herself).

To \_\_\_\_\_

Dear Sir,

It is submitted that my Husband/Wife/Father/Mother/Son/daughter, who has been retired as \_\_\_\_\_ from \_\_\_\_\_ (please indicate the name of department), and drawing pension from \_\_\_\_\_ Bank \_\_\_\_\_ Branch \_\_\_\_\_ City, has expired on \_\_\_\_\_ (date).

2. I, therefore request, that the family pension admissible under the rules may kindly be sanctioned and transferred into my name.

3. It is declared that:

- i) Neither I nor any family member holding any pensionable post in any department/office. **OR**
- ii) The following members of the family are holding pensionable posts as under:

S.No.	Name of family member	Relationship with the deceased	Post held with BPS	Department/Office

- iii) Neither I nor any family member is drawing any kind of pension from government or local fund. **OR**

The following members of the family are drawing pension:

S.No.	Name	Relation-ship with deceased in this case	Nature of pension being drawing (Self or family)	Amount of pension	Name of deceased in whose case family pension is drawing	Deptt:/ office wherei n he was work- ing	Relation-ship with deceased

- iv) I have neither received nor applied for any family pension.
- v) Any amount of the family pension granted to me, 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. In case a husband is applying for the family pension of his wife, he should produce

- i) he has no source of income and was wholly dependent upon his deceased wife. **OR**
- ii) (ii) he is applying for family pension of his deceased wife on behalf of children who are minor.

5. The following documents duly attested are attached:

- Three specimen signatures of the undersigned.
- Three sets of thumb and finger impressions of the undersigned.
- Three photographs of the undersigned.
- Three sets of List of particulars of family members of my deceased \_\_\_\_\_ (indicate relationship with deceased).
- Three sets of descriptive roll
- Death certificate
- Non-marriage certificate
- Non separation certificate on stamp paper duly attested by the Oath Commissioner.
- Disability certificate from the District Health Officer or the Medical Superintendent.
- Three copies of CNIC of the undersigned.
- In case of widow daughter, Nikahnama and death certificate of her husband.
- In case of divorced daughter, Nikah name and divorced paper.
- Option for Direct Credit System (DCS) and Indemnity Bond on stamp paper.

Yours faithfully,

(Signature) \_\_\_\_\_ (Name)

\_\_\_\_\_ (Relationship)

with

deceased \_\_\_\_\_ (widow/husband/son/daughter/father/mother).

## FAMILY PENSION SANCTION

(To be issued by the Pension sanctioning authority in the event of death after retirement)

Subject: SANCTION OF FAMILY PENSION IN CASE OF DEATH AFTER RETIREMENT.

1. It is mentioned that./Mrs/Ms. \_\_\_\_\_ S/O \_\_\_\_\_  
D/O \_\_\_\_\_ W/O \_\_\_\_\_ working as \_\_\_\_\_ (please indicate the post held and kind of appointment i.e regular/officiating/Acting charge/Current charge \_\_\_\_\_ in BPS \_\_\_\_\_ posted in the \_\_\_\_\_ (please indicate the name of office/department), retired on \_\_\_\_\_ has expired on \_\_\_\_\_.

2. Family pension @ 75% of net pension, the deceased has been drawing immediately before his/her death is sanctioned in favour of the following family member (s).

S.No.	Name	Age	Relationship with the deceased pensioner	Marital status	Share out of family pension	Any disability

3. Family pension calculation:

Net Pension of the deceased \_\_\_\_\_

Family pension @ 75% of gross pension \_\_\_\_\_

Other benefits

i) \_\_\_\_\_ Rs \_\_\_\_\_

ii) \_\_\_\_\_ Rs. \_\_\_\_\_

It is certified that:

4. No inquiry is pending against the deceased civil servant

5. No demand/recovery is outstanding against the deceased.

6. Advances drawn by the deceased (if any) have been fully repaid or waived off.

7. As per record, it is verified that Mr./Mrs./Ms/ \_\_\_\_\_ CNIC No. \_\_\_\_\_

\_\_\_\_\_ is bonafide family member entitled to family pension of Mr./Mrs./Ms \_\_\_\_\_ (late) and his/her gratuity and family pension may be transferred/credited in

Bank \_\_\_\_\_ Branch \_\_\_\_\_ City \_\_\_\_\_ Account No. \_\_\_\_\_, as opted.

8. Administrative and financial sanction for grant of family pension/gratuity is hereby accorded.

Following documents are attached.

- Pension application along with three attested photographs
- Death certificate.
- Death notification/order
- Last pay certificate
- Pension contribution receipt in case of foreign service
- Original service book with its attested copy or service statement (in case of Officers.
- NOC from Estate Office in case the civil servant was provided government accommodation, otherwise a certificate by the applicant that the deceased civil servant has not been provided the government accommodation.

Dated \_\_\_\_\_

SIGNATURE WITH STAMP OF  
PENSION AUTHORITY/HEAD OF

**POST PENSION LIFE CERTIFICATE**

(This certificate is to be furnished on or before 10<sup>th</sup> March and 10<sup>th</sup> September of each year to the concerned bank (pension payment office) in person or through representative or by postal/courier service).

This is to certify that Mr./Mrs/Ms \_\_\_\_\_  
S/O, W/O, D/O \_\_\_\_\_ retired as \_\_\_\_\_ from  
\_\_\_\_\_ holder of PPO No. \_\_\_\_\_

CNIC No. \_\_\_\_\_ whose specimen signature/thumb impression and  
address are appended below is alive till date \_\_\_\_\_.

Date \_\_\_\_\_ Pensioner's signature or thumb  
impression. \_\_\_\_\_

Address. \_\_\_\_\_

Phone No. \_\_\_\_\_

Attested by:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

CNIC No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Stamp \_\_\_\_\_

Note: This certificate is to be attested by a Gazetted Government officer/Military  
Commissioned Officer/MNA/MPA/Bank Manager.

**NON MARRIAGE CERTIFICATE**

(This certificate is to be furnished on or before 10<sup>th</sup> March and 10<sup>th</sup> September of each year to the concerned bank (pension payment office) in person or through representative or by postal/courier service).

I, \_\_\_\_\_ Widow/daughter of the deceased  
Mr./Mrs/Ms \_\_\_\_\_, retired as \_\_\_\_\_ from \_\_\_\_\_  
\_\_\_\_\_ holder of PPO No. \_\_\_\_\_ CNIC No. \_\_\_\_\_ hereby  
declare that I have not been married during the last six months.

Date \_\_\_\_\_

Pensioner's signature or thumb  
impression.

Address. \_\_\_\_\_

Phone No. \_\_\_\_\_

Attested by:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

CNIC No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Stamp \_\_\_\_\_

Note: This certificate is to be attested by a Gazette Government officer/Military  
Commissioned Officer/MNA/MPA/Bank Manager

**SECRETARY TO  
GOVERNMENT OF THE KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT.**