



***GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT***

***NEW SIMPLIFIED PROCEDURE OF
PROCESSING AND DISBURSEMENT OF
PENSION THROUGH PENSION ROLL***

From

Mr. Mohammad Jehanzeb Khan,
Secretary to the Government of the Punjab,
Finance Department.

To

1. All Administrative Secretaries to Government of the Punjab.
2. Chairman Planning and Development Board.
3. The Senior Member, BOR Punjab, Lahore.
4. Secretary, to Governor, Punjab, Lahore.
5. Secretary to Chief Minister, Punjab, Lahore.
6. The Registrar, Lahore, High Court Lahore.
7. The Office of the Ombudsman, Punjab.
8. All District & Sessions Judges in the Punjab.
9. All Divisional Commissioners in the Punjab.
10. All District Coordination Officers in the Punjab.
11. The Secretary, Provincial Assembly of Punjab.
12. Secretary, Punjab Public Service Commission, Lahore.
13. Secretary, TEVTA, Lahore.
14. All Heads of Attached Departments in the Punjab.
15. All Heads of Autonomous Bodies in the Punjab.

Subject:- **NEW SIMPLIFIED PROCEDURE OF PROCESSING AND DISBURSEMENT OF PENSION THROUGH PENSION-ROLL.**

Sir,

I am directed to refer to this department's letter of even No. dated 09th January 2013, outlining a new pension processing and disbursement procedure. The new system was initially restricted to cases of government servants retiring on superannuation and prescribed new formats for processing of pension case and disbursement of monthly pension through pension-roll alone. It was launched at Lahore w.e.f 01.01.2013, and later rolled out in the districts of Chakwal, Rahim Yar Khan and Multan.

2. I am to state further, that after a smooth run of the new system in the roll out districts, it is now envisaged to extend the same to all kinds of pensions viz; retiring pension, invalid pension, and family pension, and its further roll out in eleven more districts in the Punjab falling in the jurisdiction of Lahore, Rawalpindi, Bahawalpur and Multan divisions by 30th June 2014. A gradual roll-out has been planned to allow a meaningful assimilation of the new processes, as a general feedback received so far shows a lack of perception and stewardship by the stakeholders.

3. As to the salient feature of new system finalized in consultation with the Accountant General, Punjab, the lengthy paper work culminating in a pension application booklet containing various certifications, undertakings and approvals etc., have been reprioritized in the light of amended Rule 5.4 of the Punjab Civil Service Pension Rules reproduced below.

Rule 5.4

Note (1)

Payment of pension should not be held up for want of "No Demand Certificate". It is not necessary to enclose the "No Demand Certificate" with the pension papers when they are sent to the audit office. The head of the department should while initiating action on pension papers, simultaneously notify to the Estate Officer or other agencies which are likely to prefer a demand, to verifying the position in respect of any demand outstanding against the official concerned within a period of not more than three months and to keep a close supervision of the current demands. The department should also send the requisite certificate to the

audit office 15 days before the prescribed date of issue of PPO. In case of failure of the department to send such certificate before the prescribed date of issue of PPO, it should be presumed that there is no demand against the retiring government servant and the PPO should be issued. The department 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 demands are preferred within one year from the date of his retirement.

Note (2) Audit shall not insist on the prior recovery of pension and / or leave salary contributions in respect of government servants who, before their retirement, had served in autonomous or semi-autonomous or local bodies under the control of provincial government and in whose case necessary contributions were to be made by those bodies. Such recoveries shall be made separately by the Audit. In case recoveries are not made within a reasonable time, the matter should be brought into notice of the government.

4. Consequently, the responsibilities of the Administrative Departments, the Pension Sanctioning Authorities (**PSA**), the Accountant General Punjab / District Accounts Officer and the retiring government servants have been redefined and simplified. A one page notification / order of retirement, alongwith annexures, embodying the sanction for the grant of pension / commutation is issued by the PSA, with a one page descriptive roll containing option for commutation and an undertaking for the refund of any recovery established against the retiring government servant. Another feature of the new system is that all government servants retiring on or after 1st January, 2013 whose cases were processed under the old forms, or under the reformed formats shall be disbursed their monthly pension through pension roll by direct credit to their respective bank account. **A copy of the detailed procedure formulated, as above, and applicable to all kinds of pensions is enclosed for information. It would apply in existing four roll out districts, and rolled out further in the eleven districts by 30th June, 2014. Meanwhile, other districts would continue to process pension cases under the old system. A synopsis of the forms required, vis-à-vis each kind of pension is given hereunder:-**

Kind of pension	Form to be submitted/signed by the retiring govt. servant.	Form to be submitted/signed by the family member of the deceased government servant/government pensioner	Form to be signed by the PSA
Superannuation pension	Annex A		Form B-I
Retiring pension	Annex A		Form B-I
Anticipatory pension	Annex A		Form B-II
Grant of full pension after Anticipatory pension	Annex A		Form B-III
Invalid Pension	Annex A		Form B-IV
Family pension (in service death)		Annex A	Form D-I
Family pension (death of a pensioner)		Annex A	Form D-II

5. The new reformed simplified system is being circulated ahead of full scale implementation for a preview and feedback, if any. It, is therefore, requested that the new procedure may be widely disseminated and studied in detail for an early familiarization so that it is implemented without any procedural hiccups.

(AHMAD RAZA SARWAR)
SPECIAL SECRETARY FINANCE

No & Date Even.

A copy with a copy of the detailed instructions is forward to:-

1. The Accountant General, Punjab, Lahore.
2. The Additional Chief Secretary, Government of the Punjab, S & GAD.
3. The Additional Secretary (Staff) / Staff Officer to Chief Secretary for the kind information of the Chief Secretary.
4. All Additional Secretaries and Deputy Secretaries in the Finance Department.
5. The Chief Inspector of Treasuries, Finance Department.
6. The P.S to Finance Secretary.
7. The General Manager, Punjab Pension Fund, 23-D, Syed Maratab Ali Road, Gulberg IV Lahore.
8. All District Accounts Officers in the Punjab / Treasury Officers, Lahore.

SPECIAL SECRETARY FINANCE

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SPECIAL SECRETARY FINANCE

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REFORMED PENSION PROCESSING AND DISBURSEMENT SYSTEM.

INTRODUCTION: The legal basis for the grant of pension and gratuity to retired civil servants is derived from the provisions of Section-18 of the Punjab Civil Servants Act, 1974, reproduced below:-

- 1) On retirement from service, a civil servant shall be entitled to receive such pension or gratuity as may be prescribed.
- 2) In the event of death of a civil servant, whether before or after retirement, his family shall be entitled to receive such pension, or gratuity, or both, as may be prescribed.
- 3) 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 servant, not exceeding two-third of the pension or gratuity, which would have been admissible to him if he had been by bodily or mental infirmity incapacitated for further service on the date of such dismissal or removal.
- 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 any overpayment consequent upon 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 right of a civil servant to receive pension is inalienable and can only be denied for the reasons stated in the Act *ibid viz*; dismissal or removal from service. As detailed in Rule 5.10 of Punjab Financial Rules Vol-I, no pension is liable to seizure, attachment or sequestration by process of any court in Pakistan under Section-II of Act XXIII of 1871. Other matters relating to grant of pension etc., are regulated under the provisions of Punjab Civil Services Pension Rules.

3. In order to satisfy the legal obligation of the pensioners to receive pension as soon as it is due, the Government of the Punjab has embarked upon an ambitious programme to revamp and upgrade its archaic system of processing of pension cases, and disbursement of

monthly pension. Remaining within the ambit of the pension rules *ibid*, it would replace the existing system of manual disbursement of pension through treasuries/National Bank of Pakistan branches by an automated computerized pension-roll, and system of direct credit of monthly pension into the bank account of the pensioner maintained in any branch of commercial bank / DFI / Post offices / National Saving Centers etc., at the option of the pensioner. This mechanism conforms to the procedure outlined in para 4.7.3 of the Accounting Procedures and Policies Manual (APPM).

4. In the backdrop of the aforesaid objectives, the Government of the Punjab introduced a new reformed and simplified procedure for processing and disbursement of pension via pension roll / direct credit system under the theme **“seamless transition from pay-roll to pension roll”**. This system was launched as a pilot at Lahore, w.e.f 1st January, 2013 after its inauguration by the Chief Minister. It has since been replicated in the districts of Chakwal, Rahim Yar Khan and Multan, and is presently restricted to government servants retiring on superannuation on or after 1st January, 2013. It is now envisaged to be extended to all types of pension and rolled out in all districts in the Punjab by June 30, 2014 in a phased manner.

5. As to the salient features of the new system developed by the consultants of the Finance Department, after active consultation with the Accountant General, Punjab, the lengthy paper work culminating in a pension application “booklet” has been simplified and substituted without compromising the relevant provisions of Pension Rules. Consequently, the responsibilities of Administrative Departments, the Pension Sanctioning Authorities, the Accountant General, Punjab, / District Accounts Officers and the retiring government servants have been redefined and simplified in accordance with the provision of Rule 5.4 of the Punjab Civil Services Pension Rules and notes (1) and (2) thereunder, (as amended). Accordingly, a one page notification/order of retirement with prescribed annexures will be required, alongwith a one page descriptive roll embodying the details of family members, option for commutation and an undertaking for refund of any recovery established against the retiring government servant. It is all that would be required for processing and sanction of pension by the Pension Sanctioning Authority before being submitted to the office of the AG (Punjab) / concerned District Accounts Officer, as the case may be.

6. Another feature of the new system is, that henceforth, all government servants retiring on or after 1st January, 2013 shall only be disbursed their commutation (one time) and monthly pension through pension-roll, by direct credit to their respective bank accounts. **The commutation payment will be made through off-cycle pension roll processing once or more in**

a month to be determined by Accountant General, Punjab keeping in view the number of cases.

7. In order to make the new system a success, the FD, through its Consultants have undertaken training sessions for all provincial government departments etc, at Lahore and three roll out districts, beside doing hand-holding for the guidance of various departments as well as the retiring civil servants. This endeavour has met with considerable success, barring few hiccups, which are addressed on case to case basis. As stated before, the system is now to be gradually rolled out in the remaining districts in the Punjab, and also extended to all categories of pensioners. Besides, the existing pensioners drawing pensions from the Treasuries, the branches of National Bank Pakistan / other Commercial Banks will also be brought on to the pension-roll / direct credit system / under a phased programme. This would be preceded by a data cleansing exercise to rule out the possibilities of irregular disbursements of pensions including ghost pensioners.

STEPS INVOLVED FOR SANCTIONING / GRANT OF PENSION UNDER THE REFORMED PENSION PROCESSING AND DISBURSEMENT SYSTEM.

Initially, the new system was made applicable only to government servants retiring on Superannuation, but henceforth it would apply to all kinds of pensions i.e. Retiring Pension, Invalid Pension and Family Pension.

The actions required by the Administrative Departments / Appointing Authority / Pension Sanctioning Authority; the Accountant General, Punjab / District Accounts Officer and the Retiring Government Servant respectively are outlined hereunder for each type of pension

A-SUPERANNUATION PENSION / RETIRING PENSION

Step-1 Action by Administrative Department Every Administrative Department / Appointing Authority shall notify a list of all government servants (both gazetted and non-gazetted) who are due to superannuate in the ensuing calendar year. Such list shall be issued in the last quarter of the outgoing calendar year and circulated to all concerned, including the Accountant General, Punjab/respective DAO. The Welfare Wing of the S & GAD would also be notified accordingly.

Step-2 Action by Accountant General Punjab / DAO The Accountant General, Punjab/respective DAO shall scrutinize the list circulated by the AD / Appointing Authority and cross-check the details with their own record (pay-roll) and reconcile discrepancies, if any.

Step-3 Action by Retiring Government Servant The retiring government servant shall provide the following information (in the prescribed proforma) **(Annex-A)** to the Pension Sanctioning Authority, 120 days prior to the date of his retirement:-

- i. A list of family members
- ii. An undertaking / consent for making good any dues / recovery established against him on any account during his life time / or after his death.
- iii. Option for getting full pension or with commutation (maximum upto 35% of gross pension).

Step-4 Action by Pension Sanctioning Authority Immediately on the receipt of the aforesaid information / certificates, an administrative-cum-financial sanction for pension/commutation shall be accorded in favour of the retiring Government servant. The superannuation / retiring pension, as the case may be, shall be sanctioned in **Form B-I**, with or without commutation, as opted by the retiring government servant. This shall be subject to recovery of any sum duly established against him during his service or after issuance of notification / orders of retirement. This action will be completed by the Pension Sanctioning Authority (PSA) 90 days before the date of superannuation / retirement of the retiring government servant on the basis of monthly salary slip, service record available with it and information provided by retiring government servant. **However, in case of grant of anticipatory pension or subsequent grant of regular pension Forms B-II & B-III shall be used respectively.**

B-FAMILY PENSION

Step-1 Action by family member(s) entitled to family pension The family member(s) entitled to family pension shall provide the following information, in the prescribed proforma **(Annex A)** to the Pension Sanctioning Authority, in the event of in-service death of a government servant/ death of a pensioner:-

- i. Death Certificate
- ii. A list of family members
- iii. An undertaking / consent for making good any dues / recovery established against the deceased government servant during service / pensioner during his life time / or after his death.
- iv. Declaration by the family members claiming family pension (viz; the bonafidies to entitlement of family pension / No marriage certificate etc).

Step-2 Action by Pension Sanctioning Authority Immediately on the receipt of the aforesaid information / certificates, in proforma **(Annex-A)** an administrative-cum-financial sanction for pension/gratuity shall be accorded in favour of the family members of the deceased government servant in **Form D-I**. This shall however be subject to recovery of any

January each year. The Pension Sanctioning Authority shall verify the bonafides of the pensioners and report back to the Accountant General, Punjab/DAO for any exception.

IV-ESTABLISHMENT OF PENSION FACILITATION CENTRE:-

Finance Department, in collaboration with AG, Punjab will establish Pension Facilitation Centre (PFC) in the AG office/District Accounts Offices for the facilitation of the pensioners. The PFC will co-ordinate with the stakeholders i.e PSA, AG, Punjab/DAO, pensioners, Banks etc for timely grant of pension on month to month basis. Life certificates / No marriage certificates will be received in the PFC. As soon as the said certificates are received, the PFC will scan and upload these certificates in the system activating the pension roll of the concerned pensioner for upfront disbursement of pension through DCS for the ensuing six-months. The PFC will also seek data of pensioners who were due to provide the life certificate/ no marriage certificate and contact the pensioner/s and his/their respective banks for providing such certificates. **The PPO/FAMILY PPO shall bear a toll-free UAN number for any enquiry by the pensioner and the remarks that disbursement of pension against this PPO/FAMILY PPO will be made through direct credit system (DCS).**

V-RECONCILIATION:-

Actions by Bank and Accountant General Punjab / DAO The Bank (main branch or its dealing section) and Accountant General, Punjab/DAO, the respective departments and the banks shall carry out reconciliation on quarterly basis regarding total number of pensioners (department wise) new PPOs, issued / authorized, pension stopped/restored, discontinued or amended on the basis of full details and particulars of pensioners. Reconciliation statement shall be signed by the officers of BS-17 or above/equivalent in AG / DAO/ banks and copies shall be retained as permanent record. Any discrepancy shall be resolved **within six weeks**. The responsibility for disciplinary action and reporting to the crime investigation agencies, if needed, will rest with the end where fraud etc. is detected.

VI-MONITORING:-

The Additional Chief Secretary will hold monthly review of disposal of pension cases on the basis of data provided by the Pension Reform Unit of the Finance Department. The Chief Secretary may review the disposal of such cases in the quarterly meeting of the Administrative Secretaries to the Government of the Punjab.

CERTIFICATE / INFORMATION TO BE GIVEN BY THE PENSIONER
(to be given by retiring government servant in case of superannuation / invalid pension / compulsory retirement / retiring pension / family pension)

Descriptive Roll (list of family members)

Sr.No.	Name	Relation with the retiring/deceased servant/ deceased pensioner	the government pensioner	CNIC#	Age/Date of Birth	Marital Status	Photo
--------	------	---	--------------------------	-------	-------------------	----------------	-------

1
2
3
4
5
6
7

Signature of retiring Government Servant /
Person Claiming Family Pension

Name: _____

Address: _____

Contact # _____

I hereby undertake to refund the amounts established against me during or after my service or the same may be deducted at source from my pension / commutation (*applicable in case of superannuation / invalid / compulsory retirement / retiring pension*)

Signature of retiring
Government Servant

I hereby opt full pension without commutation or commutation @-----(subject to a maximum of 35%) of my gross pension. (*applicable in case of superannuation / invalid / compulsory retirement / retiring pension*)

Signature of retiring
Government Servant

I hereby undertake to refund any outstanding amount/liability established against the deceased government servant/pensioner during his service or thereafter and if so, the same may be deducted at source / adjusted against my family pension / gratuity. (*applicable in case of Family Pension*)

Signature of the person claiming
Family pension

I hereby solemnly declare that I Mst./Mr./Ms. _____
(name and relation with government servant/pensioner)

am a bonafide entitled family member to receive pension of late Mr./Mrs. _____ S/o /D/o _____ who expired on _____ while in-service/after retirement and who was in receipt of pension/family pension, as the case may be

- i. Death Certificate is attached
- ii. PPO / FPPO (in case of pensioner's death certificate is attached)
(*applicable in case of Family Pension only*)

Signature of the person claiming
Family pension

Note: This proforma must be attested by the PSA / DDO

PENSION FORM TO BE USED IN CASE OF RETIREMENT ON SUPERANNUATION OR RETIRING PENSION**[To be issued by the Appointing Authority 90 days before superannuation / retirement of the retiring Government servant].****Subject:- SPECIMEN OF NOTIFICATION / ORDERS OF RETIREMENT ON SUPERANNUATION PENSION OR RETIRING PENSION AND SANCTION OF PENSIONARY BENEFITS.****Notification / Order No:_____ Dated:_____**

- (1) On attaining the age of superannuation / or having applied for retiring pension vide application no____ dated_____ Mr._____ s/o _____ residing at _____ having Contact No._____ Designation_____ drawing pay_____ (reckonable for pension), as under, in BS*_____ Personnel No _____ CNIC No**_____ presently posted at (office)_____ place of posting_____ shall stand retired from Government service on superannuation / retiring pension (score out whichever is not applicable)_____ A/N.

Basic pay-----
 Special pay-----
 Personal pay-----
 Qualification pay-----
 Technical pay-----
 Senior post allowance-----
 Total pay Rs.-----

- (2) Orderly allowance (if any) Rs_____
- (3) His Date of Birth is _____ Date of 1st entry into government service is _____ and EOL availed is _____. Total length of qualifying service for pension is ____ years ____ months ____ days. His deputation period is days _____ months _____ years _____. (Enclose an attested copy of last month pay slip, service book and paid challan of pension contributions). **Also enclose original service book in case of non-gazetted government servant and posting profile of gazetted government servant.**
- (4) No inquiry is pending against him.
- (5) No Demand /Recovery is due against him.
- (6) Advances drawn (if any) stand repaid in full, alongwith interest.
- (7) Descriptive Roll, undertaking to make good Government losses and option for commutation is enclosed as **Annex-A**.
- (8) Administrative and financial sanction for grant of pension without commutation*** or pension with commutation @ (%)****, to be determined by the Accountant General, Punjab/DAO is hereby accorded in favour of Mr._____ as admissible under the rules.

*(Please indicate kind of appointment i.e Regular/Officiating or Acting charge/Current charge and from what date _____.)

** (Attested copy of CNIC attached)

*** (subject to option of retiring Government servant)

**** (subject to a maximum of 35% of gross pension)

***** (to be allocated by AG, Punjab)

Signature [By NAME] with stamp
 Pension Sanctioning Authority
 ***** Pension Cost Center Code No _____

Note 1:- The sanction accorded, as above, is subject to change on account of any additional information / facts reported subsequently.

Note 2:- Pay reckonable for pension includes basic pay, special pay, personal pay, qualification pay, technical pay and senior post allowance or any other emolument reckonable for pension.

CC:

- Accountant General, Punjab Lahore/DAO with the request to endorse a copy of the PPO to this department/office. The original service book after recording necessary entries regarding issuance of PPO may also be returned to this department/office.
- Mr. _____, You are hereby informed that your commutation (if opted) and first (Retiring government servant) monthly pension shall be transfer-credited by Accountant General, Punjab/DAO in the same bank account in which your last payment of salary was credited. However, if you, subsequently want to receive your pension in any other bank account, you may inform the Accountant General, Punjab/DAO in writing, after due attestation by a gazetted officer.

PENSION FORM FOR ANTICIPATORY PENSION**[To be issued by the Appointing Authority 90 days before superannuation of the retiring Government servant].****Subject:- SPECIMEN OF NOTIFICATION / ORDERS OF RETIREMENT ON SUPERANNUATION WHERE ANTICIPATORY PENSION IS SANCTIONED.****Notification / Order:-**

- (1) On attaining the age of superannuation, Mr.....S/o.....residing at_____ having contact No._____ Designation_____, drawing pay_____ (reckonable for pension), as under, in BS*_____ Personnel No _____ CNIC No**_____ presently posted at (office)_____ place of posting_____ shall stand retired from Government service on_____.
- Basic pay-----
Special pay-----
Personal pay-----
Qualification pay-----
Technical pay-----
Senior post allowance-----
Total pay Rs.-----
- (2) Orderly allowance (if any) Rs _____
- (3) **His Date of Birth is _____ Date of 1st entry into government service _____ and EOL availed is _____ Total length of qualifying service for pension is ____ years ____ months ____ days. His deputation period is _____ days _____ months _____ years (The service book in original, alongwith its attested copy and last month salary slip are attached). Posting profile (in case of gazetted government servant) is also enclosed.**
- (4) Descriptive Roll, undertaking to make good Government losses and option for commutation is enclosed as **Annex-A**.
- (5) Advances drawn (if any) stand repaid in full, alongwith interest.
- (6) Since a departmental inquiry (state brief facts) is pending against him, anticipatory pension upto (%) of full pension is sanctioned in favour of Mr. _____ as admissible to him under the Rules.

*(Please indicate kind of appointment i.e Regular/Officiating or Acting charge/Current charge and from what date _____.)

** (Attested copy of CNIC attached)

*** (to be allocated by AG, Punjab)

Signature [By NAME] with stamp

Pension Sanctioning Authority

*** Pension Cost Centre Code No _____.

Note 1:-The sanction accorded above is subject to change on account of any additional information/facts reported subsequently.

Note 2:-Pay reckonable for pension includes basic pay, special pay, personal pay, qualification pay, technical pay and senior post allowance or any other emolument reckonable for pension.

CC:

- Accountant General, Punjab Lahore/DAO with the request to endorse a copy of the anticipatory pension order to this department/office. The original service book after recording necessary entries regarding grant of anticipatory pension may also be returned to this office/department.
- Mr. _____, You are hereby informed that your commutation (if opted) and first (Retiring government servant) monthly pension shall be transfer-credited by Accountant General, Punjab/DAO in the same bank account in which your last payment of salary was credited. However, if you, subsequently want to receive your pension in any other bank account, you may inform the Accountant General, Punjab/DAO in writing, after due attestation by a gazetted officer.

PENSION FORM FOR FINAL PENSION PAYMENT WHERE ANTICIPATORY PENSION ALREADY PAID**Subject:- SPECIMEN OF NOTIFICATION / ORDERS FOR GRANT OF PENSION SUBSEQUENT TO ANTICIPATORY PENSION.****Notification / Order:-**

- (1) Reference Order No _____ dated _____ granting _____% anticipatory pension to Mr. 'A' s/o 'B' residing at _____ having Contact No. _____ Designation _____ drawing pay _____ (reckonable for pension), as under, in BS* _____ Personnel No _____ CNIC No* _____ lastly posted at (office) _____ place of posting _____ and who stood retired from Government service on _____. The original copy of service book alongwith its attested copy is enclosed. The posting profile (in case of gazetted government servant) is also enclosed.

Basic pay-----
 Special pay-----
 Personal pay-----
 Qualification pay-----
 Technical pay-----
 Senior post allowance-----
 Total pay Rs.-----

- (2) Orderly allowance (if any) Rs _____
- (3) The disciplinary / criminal case pending against the aforementioned retired government servant has been finalized vide No _____ dated _____ (**copy of orders annexed alongwith a copy of form B-II**) Therefore, final pension payment @ (%)*** and commutation @ (%)**** as determined by Accountant General, Punjab/DAO is hereby sanctioned.
- (4) The anticipatory pension granted earlier shall be adjusted against the final payment of pension granted under this Notification/Order.
- (5) Advances drawn (if any) stand repaid in full, alongwith interest.

*(Please indicate kind of appointment i.e Regular/Officiating or Acting charge/Current charge and from what date _____.)

** (Attested copy of CNIC attached)

*** (After adjustment of already paid amount of full pension

**** (Subject to a maximum of 35% of gross pension)

***** (to be allocated by AG, Punjab)

Signature [By NAME] with stamp

Pension sanctioning Authority

***** Pension Cost Center Code No. _____

Note 1:- The sanction accorded above is subject to change on account of any additional information / facts reported subsequently.

Note 2:- Pay reckonable for pension includes basic pay, personal pay, qualification pay, special pay, technical pay and senior post allowance or any other emolument reckonable for pension.

CC:

- Accountant General, Punjab Lahore/DAO with the request to endorse a copy of the PPO to this department/office. The original service book after recording necessary entries regarding the issuance of final PPO may be returned to this office/department.
- Mr. _____, You are hereby informed that your commutation (if opted) and first (Retiring government servant) monthly pension shall be transfer-credited by Accountant General, Punjab/DAO in the same bank account in which your last payment of salary was credited. However, if you, subsequently want to receive your pension in any other bank account, you may inform the Accountant General, Punjab/DAO in writing, after due attestation by a gazetted officer.

PENSION FORM TO BE USED IN CASE OF COMPULSORY / INVALIDATION RETIREMENT
[To be issued by the Appointing Authority/Pension Sanctioning Authority in case of grant of in-valid pension/pension on compulsory retirement of a Government servant]

Subject:- SPECIMEN OF NOTIFICATION / ORDERS OF RETIREMENT IN CASE OF INVALIDATION/COMPULSORY RETIREMENT

Notification / Order No:_____ Dated:_____

- (1) Mr. _____ s/o _____ residing at _____ having Contact No. _____ Designation _____ drawing pay _____ (reckonable for pension), as under, in BS* _____ Personnel No _____ CNIC No** _____ presently posted at (office) _____ place of posting _____ shall stand retired from Government service on _____ A/N on account of being invalidated from service on medical grounds in category-A / compulsory retirement. (Strike down which ever are not applicable). Medical certificate issued by an Authorized Medical Board duly countersigned by the DG, Health Services declaring him invalid in category-A/order of compulsory retirement as a result of inquiry proceedings (as the case may be).

Basic pay-----
 Special pay-----
 Personal pay-----
 Qualification pay-----
 Technical pay-----
 Senior post allowance-----
 Total pay Rs.-----

- (2) Orderly allowance (if any) Rs _____
 (3) His Date of Birth is _____ Date of first entry into government service is _____ and EOL availed is _____. Total length of qualifying service for pension is ____ years ____ months ____ days. His deputation period is days _____ months _____ years _____. (Enclose an attested copy of last month pay slip, service book and paid challan of pension contributions). **Also enclose original service book in case of non-gazetted government servant and posting profile of gazetted government servant.**
 (4) No inquiry is pending against him.
 (5) No Demand /Recovery is due against him or an amount of Rs. _____ is recoverable from him.
 (6) Advances drawn (if any) stand repaid in full, alongwith interest.
 (7) Descriptive Roll, undertaking to make good Government losses and option for commutation is enclosed as **Annex-A**.
 (8) Administrative and financial sanction for grant of pension without commutation*** or pension with commutation @ (%)****, to be determined by the Accountant General, Punjab/DAO is hereby accorded in favour of Mr. _____ as admissible under the rules.

*(Please indicate kind of appointment i.e Regular/Officiating or Acting charge/Current charge and from what date _____.)

** (Attested copy of CNIC attached)

*** (subject to option of retiring Government servant)

**** (subject to a maximum of 35% of gross pension)

***** (to be allocated by AG, Punjab)

Signature [By NAME] with stamp
 Pension Sanctioning Authority

***** Pension Cost Center Code No _____

Note 1:- The sanction accorded, as above, is subject to change on account of any additional information / facts reported subsequently.

Note 2:- Pay reckonable for pension includes basic pay, special pay, personal pay, qualification pay, technical pay and senior post allowance or any other emolument reckonable for pension.

CC:

- Accountant General, Punjab Lahore/DAO with the request to endorse a copy of the PPO to this department/office. The original service book after recording necessary entries regarding issuance of PPO may also be returned to this department/office.
- Mr. _____, You are hereby informed that your commutation (if opted) and first (Retiring government servant) monthly pension shall be transfer-credited by Accountant General, Punjab/DAO in the same bank account in which your last payment of salary was credited. However, if you, subsequently want to receive your pension in any other bank account, you may inform the Accountant General, Punjab/DAO in writing, after due attestation by a gazetted officer.

FAMILY PENSION FORM**[To be issued by the Appointing Authority / PSA in the event of in-service death of a government servant]****Subject:- SPECIMEN OF NOTIFICATION / ORDERS FOR SANCTION OF FAMILY PENSION IN CASE OF IN-SERVICE DEATH OF GOVERNMENT SERVANT.****Notification / Order No: _____ Dated: _____**

(1) Mr. _____ s/o _____ residing at _____ Designation _____ drawing pay _____ (reckonable for pension), as under, in BS* _____ Personnel No _____ CNIC No** _____ lastly posted at (office) _____ place of posting _____ expired on _____ while in service. **[Death certificate is attached].**

Basic pay-----
 Special pay-----
 Personal pay-----
 Qualification pay-----
 Technical pay-----
 Senior post allowance-----
 Total pay Rps.-----

- (2) Orderly allowance (if any) Rs _____
- (3) His Date of Birth was _____ Date of 1st entry into government service was _____ EOL availed during service was _____. His total length of qualifying service for pension comes to ____ years ____ months ____ days. His total deputation period was days _____ months _____ years _____. (Enclose an attested copy of last month computer pay slip, service book and paid challan of pension contributions). **Also enclose original service book in case of non-gazetted deceased government servant and posting profile of deceased gazetted government servant.**
- (4) No inquiry was pending against him/enquiry pending against him stands abated.
- (5) No Demand /Recovery was due against him or recovery/demand amounting Rs _____ was recoverable against the deceased which needs to be recovered/adjusted from family pension.
- (6) Advances drawn by the deceased (if any) stand repaid in full, alongwith interest.
- (7) Descriptive Roll, undertaking to make good Government losses is enclosed at **Annex-A**.
- (8) As per record, it is verified that Mr. _____ CNIC No. _____ and contact No. _____ is bonafide family member entitled to family pension of Mr. _____.
(relation with deceased government servant)
- (9) ******Bank Account No in which family pension/gratuity is to be credited _____**
- (10) Administrative and financial sanction for grant of family pension with gratuity to be determined by the Accountant General, Punjab / DAO, as admissible under the rules is hereby accorded in favour of Mr. _____, CNIC No. _____.

(name and relation with deceased)

*(Please indicate kind of appointment i.e Regular/Officiating or Acting charge/Current charge and from what date _____.)

**(Attested copy of CNIC of both the deceased government servant and the claimant of family pension attached)

*** (To be allocated by AG, Punjab/DAO)

**** (The bank account should be verified by the Manager of the concerned bank)

Signature [By NAME] with stamp
Pension Sanctioning Authority

*** Pension Cost Center Code No _____

Note 1:- The sanction accorded, as above, is subject to change on account of any additional information / facts reported subsequently.**Note 2:-** Pay reckonable for pension includes basic pay, special pay, personal pay, qualification pay, technical pay and senior post allowance or any other emolument reckonable for pension.**CC:**

- Accountant General, Punjab Lahore /DAO _____, with the request to endorse a copy of the Family PPO to this department/office. The original service book after recording necessary entries regarding issuance of FPPO may also be returned to this department/office.
- Mr _____, You are hereby informed that your gratuity and monthly family pension shall. (name and relation with the deceased) be transfer-credited by Accountant General, Punjab / DAO in the bank account No. _____ However, if you, subsequently want to receive your family (branch and area of the bank may be mentioned). pension in any other bank account, you may inform the Accountant General, Punjab /DAO in writing, after due attestation by a gazetted officer.

FAMILY PENSION FORM**[To be forwarded by the Appointing Authority/PSA in the event of death of the pensioner]****Subject:- GRANT OF FAMILY PENSION IN THE CASE OF DEATH OF PENSIONER.**

- (1) Mr. _____ s/o _____ residing at _____ Designation at the time of retirement _____ drawing pension/family pension @ _____ per month vide PPO / FPPO No _____ CNIC No* _____ drawing pension from bank/bank branch- _____ expired on _____ **[death certificate is attached].**

Net pension----- per month

Increases-----

Total pension Rs.----- per month

- (2) Orderly allowance (if any) Rs _____
 (3) His Date of Birth was _____ Date of retirement from government service/date of sanction of family pension was _____

Enclose original PPO / FPPO of deceased pensioner.

- (4) No Demand /Recovery was due against him or recovery/demand amounting Rs _____ is recoverable against him which needs to be recovered from family pension.
 (5) Advances drawn (if any) stand repaid in full, alongwith interest.
 (6) Descriptive Roll, undertaking to make good Government losses is enclosed at **Annex-A.**
 (7) As per record, it is verified that Mr. _____

(relation with deceased pensioner)

CNIC No. _____ and contactNo. _____ is bonafide entitled for family pension of Mr. _____.

- (8) Family pension to be determined by the Accountant General, Punjab / DAO, in favour of Mr. _____, CNIC No. _____, Contact No. _____

(name and relation with deceased)

*****Bank Account No in which family pension is to be credited _____**

*(Attested copy of CNIC of both the deceased pensioner and the claimant of family pension attached)

**(to be allocated by AG, Punjab/DAO)

*** (the bank account should be verified by the Manager of the concerned bank)

Signature [By NAME] with stamp

Pension Sanctioning Authority

**Pension Cost Center Code No _____

Note :- The sanction accorded, as above, is subject to change on account of any additional information / facts reported subsequently.

CC:

1. Accountant General, Punjab Lahore /DAO _____, with the request to endorse a copy of the Family PPO to this department/office.
2. Mr _____, You are hereby informed that your monthly family pension shall. (name and relation with the deceased) be transfer-credited by Accountant General, Punjab / DAO in the bank account No. _____ However, if you, subsequently want to receive your family (branch and area of the bank may be mentioned). pension in any other bank account, you may inform the Accountant General, Punjab /DAO in writing, after due attestation by a gazetted officer.

LIFE CERTIFICATE FORM
TO WHOM IT MAY CONCERN

This is to certify that _____ S/O _____

Holder of PPO No. _____ CNIC No. _____ whose specimen signature / thumb impression and address are appended below is alive todate _____

Address

(Pensioner Signature/Thumb Impression) _____

Date _____

Phone No. _____

(City / Area Code)

Name _____

(Signature of attesting officer with date)

Address _____

Phone No. _____

(Official Stamp of attesting officer)

NOTE-1: THIS CERTIFICATE IS TO BE SIGNED BY CLASS-1 GAZETTED OFFICER/MILITARY COMMISSIONED OFFICER / MAGISTRATE / SUB-REGISTRAR / PENSIONED OFFICER / MUNSIF / MEMBER OF THE CENTRAL OR PROVINCIAL LEGISLATURE ASSEMBLIES / MANAGER OF THE SCHEDULED BANK.

NOTE-2: THIS CERTIFICATE MAY BE FURNISHED TO THE AG (PUNJAB) / DAO IN PERSON OR A THROUGH REPRESENTATIVE OR BY POST/COURIER SERVICE

NO MARRIAGE CERTIFICATE

BIANNUAL DECLARATION OF FEMALE PENSIONERS WHOSE PENSIONS ARE TERMINABLE ON THEIR MARRIAGE

[This certificate is to be furnished six monthly alongwith the life certificate]

Pension Payment Order No. _____

I hereby declare that I am not married and that I have not been married during the last six months.

Widow / Daughter of the late _____

(Pensioner Signature/Thumb Impression) _____

Date _____

Phone No. _____

(City / Area Code)

Name _____

(Signature of attesting officer with date)

Address _____

Phone No. _____

(Official Stamp of attesting officer)

NOTE-1: THIS CERTIFICATE IS TO BE SIGNED BY CLASS-1 GAZETTED OFFICER/MILITARY COMMISSIONED OFFICER / MAGISTRATE / SUB-REGISTRAR / PENSIONED OFFICER / MUNSIF / MEMBER OF THE CENTRAL OR PROVINCIAL LEGISLATURE ASSEMBLIES / MANAGER OF THE SCHEDULED BANK.

NOTE-2: THIS CERTIFICATE MAY BE FURNISHED TO THE AG (PUNJAB) / DAO IN PERSON OR A THROUGH REPRESENTATIVE OR BY POST/COURIER SERVICE

CHECK-LIST OF ANNEXURES TO BE ATTACHED WITH THE PENSION CASE UNDER THE REFORMED PENSION PROCESSING AND DISBURSEMENT SYSTEM.

1. The pension case is processed on the new proformae prescribed by the Finance Department viz:-
 - I. Attach Annex B-I or B-II, or B-III or B-IV or D-I or D-II (**which-ever is applicable**). Properly filled in the original format and signed by the PSA or its delegate with name / date and stamp
 - II. Attach **Annex A** (Descriptive Roll along with undertaking & option for commutation)-**duly attested**.
2. Attach Original Service book, along with its attested photo copy. The Service Book should be complete in all respects i.e (i) Upto date service verification by DDO (ii) Pay-fixation by AG (Punjab)/DAO on relevant occasions (iii) Upto date leave account.
3. Attach attested copy of last computer salary slip issued by AG (Punjab)/DAO, as the case may be.
4. Attach attested copy of valid CNIC.
5. Attach posting profile of the officer in case of gazetted government servant.

Note:- The proformae prescribed by the Finance Department may not be modified/changed in any manner.

QUICK GUIDE TO PREPARATION OF PENSION PAPERS AND SANCTION OF PENSION / ISSUANCE OF PENSION PAYMENT

SUPERANNUATION PENSION (normal admissibility)

1. Attach **Form B.I**, duly signed by Pension Sanctioning Authority.
2. Attach Form **Annex-A** (use applicable statements only) duly attested.
3. Attach original Service Book, alongwith its attested photo copy (in case of a non-gazetted retiree) complete in all respects i.e upto date service verification, pay fixation by AG/DAO, and upto date leave account.
4. Last computer pay slip issued by AG/DAO, duly attested.
5. An attested copy of valid CNIC.
6. Posting profile / service statement in case of a gazetted government servant.
7. In case the official / officer has been on deputation, attach proof of deposit of pension contributions in the shape of verified credit challans.

SUPERANNUATION PENSION (if anticipatory pension is warranted).

1. Attach **Form B-II** duly signed by Pension Sanctioning Authority
2. Attach **Annex-A**, duly attested (use applicable statements only).
3. Original service book alongwith its attested photo-copy (in case of a non-gazetted retiree) complete in all respects ie upto date service verification, pay fixation by AG/DAO and upto date leave account).
4. Last computer pay slip issued by AG (Punjab) / DAO, duly attested.
5. Attested copy of valid CNIC.
6. Posting profile / service statement in case of gazetted government servant.
7. In case the official / officer has been in deputation attach proof of deposit of pension contributions in shape of verified credit challans.

GRANT OF PERCENTAGE / FULL PENSION SUBSEQUENT TO THE GRANT OF ANTICIPATORY PENSION

Use **Form B-III** (use applicable statements only).

COMPULSORY RETIREMENT / RETIREMENT ON INVALIDATION

1. Attach Form B-IV, duly signed by Pension Sanctioning Authority.
2. Attach Form Annex-A, duly attested.

3. Original service book, alongwith its attested photo-copy (in case of a non-gazetted retiree), complete in all respects ie, upto since uptodate service verification, pay fixation by AG/DAO and upto date leave account
4. An attested copy of invalidation certificate issued by on competent Medical Board (category A), duly countersigned by the DG, Health Services.
5. An attested copy of orders of compulsory retirement.
6. An attested copy of valid CNIC posting profile / service statement in case of a gazetted government servant.
7. Last computer slip issued by AG/DAO, duly attested.
8. In case the officer / official was on deputation, attach proof of deposit of pension contributions in the shape of verified credit challan.

FAMILY PENSION IN CASE OF IN-SERVICE DEATH OF A CIVIL SERVANT

1. Attach **Form D-I**, duly signed by the Pension Sanctioning Authority.
2. Attach attested copy of Death Certificate issued by Authorized Medical Attendant / Tehsil Municipal Administration / Union Administration.
3. Original service book, alongwith its attested copy in case of a non-gazetted government servant. It should be complete in all respects ie upto date service verification, pay-fixation by AG/DAO and upto date leave account.
4. Last computer pay slip issued by AG / DAO duly attested.
5. Attested copy of valid CNIC of the deceased civil servant as well as the eligible family member(s) entitled to family pension.
6. Posting profile / service statement in case of a gazetted government servant
7. In case the officer / official has been on deputation, attach proof of pension contribution in shape of verified credit challan.

FAMILY PENSION IN CASE OF DEATH OF A PENSIONER

1. Attach **Form D-II**.
2. Attach attested copy of Death Certificate issued by Authorized Medical Attendant/TMA/UA.
3. Attach an attested photo copy of Pension Payment Order of the deceased pensioner.

RELIEF PACKAGE TO THE BEREAVED FAMILY OF A CIVIL SERVANT WHO DIES WHILE IN SERVICE.

	1	2	3	4	5	6	7	8	9	10	11	12	13
Pay Scale	Family Pension & Commutation	Group Insurance	Funeral Grant	Monthly Grant	Four Months Salary	Educational Scholarship (upto 3 children)	Retention of Accommodation	Appointment of One Child or Widow	Financial Assistance	Leave Encashment	Marriage Grant	Farewell Grant	Final Payment of G.P.F
1-4	Gross Pension Basic * service * 7	1,50,000	4,000	1,300	Four months salary (pay last drawn plus allowances)	Primary to Matric 1500 F.A & B.A 3000 M.A, MBBS, etc 6000	Till the date on which the Government servant would have retired on superannuation	In BS-1 to 5 under Rule 17-A of the Punjab Civil Servants (Appointment & conditions of Service Rules, 1974)	200,000	Lump-sum payment equal to the period falling short of one hundred and eighty days	8,000 (for each daughter)	Nil	The amount subscribed during service plus interest accrued thereon
5-10		1,75,000		3,00,000					300,000				
11-15	300	3,00,000		1,700					400,000				
16	Gross Pension * 25	4,50,000	10,000	3,500		Primary to Matric 5000 F.A & B.A 14000 M.A, MBBS, etc. 16000			500,000		30,000	Amount equal to last basic pay	
17	Family Pension:	6,00,000		6,000					800,000				
18	Gross Pension * 75	8,75,000		8,000					1,000,000				
19	100	10,50,000											
20 & above		12,50,000											

Relevant instructions:

1	Pension Rules No. FD-SR-II-4-108/2010 (D) dated 15.07.2010
2	AS (Funds) S&GAD (G.I)-1/2002 dt. 5.10.2002.
3	Rule 4(b) Punjab Government Servants Benevolent Fund Part-II (Disbursement) Rules, 1966 (SOP.IV (S&GAD) 2001 (WF)Pt. I dt. 7.6.2002) & Rule 3 (b) of Rule ibid (SOP.IV (S&GAD) 2001 (WF) Pt. I dt. 7.6.2002)
4	Rule 4(d) of Rules ibid (SOP.IV (S&GAD) 2001 (WF) Pt.II dt. 7.6.2002) & Rule 3 (D) of Rules ibid (SOP. IV(S&GAD) 2001 (WF) Pt. I dt. 7.6.2002)
5	FS.SR. I.3-2/99 dt 1.7.2002.
6	Rule 4 (C) of Rules ibid (SOP.IV (S&GAD)2001 (WF) Pt. II dt 7.6.2002) & Rule 3 (C) of Rules ibid (SOP. IV (S&GAD)2001 (WF) Pt. I dt.7.6.2002)
7	Rule 5.45 (i) of Civil Services Rules (Punjab) Volume I, Part. I (FD.PR.17-1/99 dt 27.5.99) & No. EO (S&GAD) Policy/2009 dated 19.01.2009.
8	SOR. III-2-42/92 dt. 28.8.1993.
9	FD.SR. I. 3-10/2004 dt 10.11.2004
10	Rule 17(5)of Revised Leave Rules, 1981.
11	Rule 4(a) of Rules ibid (SOP. IV (S&GAD) 2001(WF)Pt.II dt 7.6.2002) & Rule 3 (a) of Rules ibid (SOP.IV (S&GAD) 2001 (WF)Pt. I. dt. 7.6.2002)
12	Rule 3 (e) of Rules ibid (SOP. IV (S&GAD) 2001(WF)Pt.I dt 7.6.2002)
13	G.P Fund Rules

