

NO. FD.SR.I/3-10/2004
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore the 15th August, 2007

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Military Secretary to Governor, Punjab, Lahore.
4. The Principal Secretary to Chief Minister, Punjab, Lahore.
5. All Heads of Attached Departments in the Punjab.
6. All District Nazims in the Punjab.
7. All District Co-ordination Officers in the Punjab.
8. The Secretary, Provincial Assembly, Punjab, Lahore.
9. The Secretary, Punjab Public Service Commission, Lahore.
10. The Registrar, Lahore High Court, Lahore.
11. All District and Sessions Judges in the Punjab.
12. The Director General, Audit & Accounts(Works),Lahore.
13. The Director General, Audit, Punjab, Lahore.
14. The Chief Pilot, VIP Flight, Lahore.

Subject: - **FINANCIAL ASSISTANCE TO THE FAMILY OF A CIVIL SERVANT WHO DIES WHILE IN SERVICE**

Sir,

I am directed to refer to this Department's letters of even number dated 10th November, 2004 and 1st June, 2006 on the above-mentioned subject and to say that some clarifications have been sought from this Department on admissibility of financial assistance to the family of a deceased civil servant as per criteria prescribed therein. Clarifications are made as under: -

1. **WHAT IS THE DATE OF EFFECTIVENESS OF THE POLICY**

Financial assistance is admissible to the family of a civil servant, who expired on or after 10th November, 2004. Since Policy is effective from 10-11-2004 the cases of the deceased servants who expired before 10-11-2004 are not covered by this Policy. There is no concept of extension of the Policy to back dated cases as clarified in this Department's letter of even number dated 01-06-2006.

2. **WHO IS A CIVIL SERVANT**

Under Section 2(1)(b) of the Punjab Civil Servants Act 1974, a civil servant means a person who is a member of a civil service of the province or who holds a civil post in connection with the affairs of the province, but does not include: -

- i) a person who is on deputation to the province from the Federation or any other province or authority.
- ii) a person who is employed on contract, or on work-charged basis, or who is paid from contingencies; or
- iii) a person who is a 'worker' or 'workman' as defined in the Factories Act, 1934 or the Workmen's Compensation Act, 1923.

Employees of Autonomous Bodies / Semi-Autonomous Bodies and Corporations are not civil servants. Therefore, the Policy meant for civil servants, as such is not applicable to them. However, Board of Governors / Governing Bodies of these Organizations may adopt this Policy for their employees provided that expenditure involved is met from their own resources without making any demand to the Finance Department for provision of funds on this account.

3. **TO WHOM FINANCIAL ASSISTANCE IS ADMISSIBLE**

In case of death of a civil servant the financial assistance will be granted to the family as explained in Rule 4.10 of the Punjab Civil Services Pension Rules i.e. -

- A. a) to wife or wives in the case of a male civil servant.
b) Husband in case of a female civil servant.
c) Children of the civil servant.
d) Widow or widows and children of a deceased son of the civil servant.
- B. In case the financial assistance is not payable under para-A above, it may be granted.
- i) to the father;
ii) failing the father, to the mother;
iii) failing the father and the mother, to the eldest surviving brother below the age of 21 years;
iv) failing (i) to (iii) to the eldest surviving unmarried sister, if the eldest sister married or dies then the next eldest;
v) failing, (i) to (iv) to the eldest surviving widowed sister

4. **CAN THIS RELIEF BE REFUSED**

Policy notified by the Finance Department for financial assistance is across the board. Competent authority while sanctioning financial assistance may keep in view the prescribed criteria and may ensure that the employee is a civil servant as explained in the preceding para-1(2). However, family of a civil servant cannot be refused such financial assistance simply on the grounds that financial position of the family is sound and there is no need to provide such assistance.

5. **WHO IS FINANCIAL ASSISTANCE SANCTIONING AUTHORITY**

In order to remove some ambiguity and for sake of uniformity, only the Administrative Departments in case of provincial employees and District Coordination Officers in case of civil servants of the District Government will issue sanction orders in individual cases.

Your obedient servant,


(MUZAFFAR AHMAD)
ADDL. FINANCE SECRETARY(REG)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to: -

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.

(RIAZ AHMED)
SECTION OFFICER (SR-I)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to All Additional Secretaries, Deputy Secretaries, Under Secretaries & Section Officers in the Finance Department


SECTION OFFICER (SR-I)