THE PUNJAB CIVIL SERVICES PENSION RULES 1967

[*30TH NOVEMBER, 2010*]

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TEXT

THE PUNJAB CIVIL SERVICES PENSION RULES 1967

1. **General**

[*] 1.1 Short title - These rules may be called the **Punjab Civil Services Pension Rules.**

1.2 Commencement- These rules shall have effect from the 14th October 1955.

[*]1.3 Extent of application-(1) Subject to the provisions of rule 1.5, unless in any case it be otherwise expressly provided these rules shall apply to all Government servants under the rule making control of the Government of the Punjab.

[**] 1.4. Deleted

1.5 These rules shall not apply to -

(i) Government servants paid from contingencies or borne on Work-charged Establishment;

(ii) Government servants engaged on contract which contains no stipulation for pension under these rules;

(iii) any person for whose appointment and conditions of service, special provision is made by or under any law for the time being in force;

(iv) any Government s ervant or class of Government servants who may be excluded by a competent authority from the application of these rules;

(v) any Government servant who holds a post which has been declared by a competent authority to be non-pensionable;

(vi) any person whose whole-time is not retained for public service but is merely paid for work done, such as Government Pleaders and Law Officers not debarred from private practice;

(vii) any person who is not paid from the provincial consolidated fund, but is paid from a fund held by Government as a Trustee, or from a local fund or is remunerated by fees for the grant of a tenure of land or of any other source of revenue or of a right to collect money.

1.6 Definitions - (i) Unless expressly specified otherwise in these rules, terms defined in Chapter 1 of the [@] **[**Punjab**]** Traveling Allowance Rules have the same meaning when used in these rules.

(ii) Pension - Except when the term 'pension' is used in contradistinction to gratuity, pension includes gratuity.

[@] (iii) ~~Class IV Service - Class IV Service means any kind of service which may be specially classed as such by Government.~~

[@] (iv) ~~Superior Service - Superior Service means any kind of service which is not Class IV Service.~~

(v) Ordinary Pension- Ordinary pension means pensions other than extra-ordinary pension [@](~~and includes special additional pension)~~.

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[*] Substituted vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

[**] Deleted vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

[@] Substituted for the words "West Pakistan" vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

[@] Deleted vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

(vi) Full pension - Full pension means the amount of ordinary pension admissible including * **[**commuted portion of the pension, if any.**]**

1.7 In any case where pension or gratuity is not admissible under these rules, a competent authority may grant a pension which will, not save in most exceptional circumstances, exceed ** **[**Rs.300**]** a month or a gratuity not exceeding the equivalent value of that amount; provided that the general spirit of the rules is observed.

1.8 (a) Good conduct is an implied condition of every kind of pension. Government may withhold or withdraw a pension or any part of it if the pensioner be convicted of serious crime or be found to have been guilty of grave misconduct either during or after the completion of his service, provided that before any order to this effect is issued, # (the pension sanctioning authority shall give full opportunity to the pensioner to vindicate his position).

(b) Government reserves to themselves the right of recovery from the pension of Government pensioner on account of losses found in judicial or departmental proceedings to have been caused to Government by the negligence, or fraud of such Government pensioner during his service, provided that such departmental proceedings shall not be instituted after more than a year from the date of retirement of the Government pensioner.

@@ **[**Note- If the departmental proceedings are not completed within one year after retirement of the Government servant, he may be allowed to draw up to 80% or less of full pension so as to ensure that Government loss in full is recovered from the balance. In the case of judicial proceedings, judgment of the court may be awaited. If the proceedings are delayed beyond one year after retirement, reduced pension may be allowed as in the case of pensioners facing departmental proceedings. **]**

(c) In case the amount of pension granted to a Government servant be afterwards found to be in excess of that to which he is entitled under the rules, he shall be called upon to refund such excess.

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

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

1.11 A pensioner, aggrieved by an order made under rule 1.8 may, within sixty days of the communication of such order, make a representation against the order to the authority next above the authority making the order.

Provided that where the order is made by the Chief Minister, the petitioner may, within the said period, file an application to the Chief Minister for the review of the order.

2. Service Qualifying For Pension

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

First - The service must be under Government.

Second - The service must not be non-pensionable.

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* Substituted for the words 1/4th of the surrendered portion of the Pension vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

** Substituted for the word and figure Rs.100. vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

Substituted for the words "the procedure regarding imposition of the penalty of removal from service shall be followed" vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

@@ Added vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

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

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

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

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

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

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

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

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

2.5 Apprentices and probationers -

(1) One-half of the period of apprenticeship qualifies for pension.

(2) The service of a probationer who is subsequently confirmed in a permanent post without interruption qualifies for pension.

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

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

2.7 Leave - All leave (other than extraordinary leave) counts as qualifying service for purpose of pension.

2.8 Military service - Military pensionable service, rendered after attaining the age of 20 years, which terminates before a pension has been earned in respect of it, when followed by civil pensionable service, counts as part of such service provided that any bonus or gratuity received in lieu of pension on or since discharge from military service shall be refunded in lump sum or in monthly installments not exceeding 36. The military service of the individual concerned and the amount of gratuity paid to him should be verified by reference to the Controller of Military Accounts.

@ ~~(2) Persons who joined Armed Forces on or after the outbreak of World War-II and rendered whole-time satisfactory service in Government Forces under the British Rule in India and Pakistan and were appointed in a civil pensionable post on or before the 18th July 1949 shall be allowed to count such War service not extending five years rendered between the 3rd September, 1939, and the 1st April, 1946 after attaining the age of 20 years for purposes of Civil Pension and they shall not be required to refund military bonus or gratuity.~~

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* Deleted vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

@ Deleted vide Notification No. SR.III-6-42/91 dated 5th June 1997.

*[(3) Service rendered in the Armed Forces by an officer inducted in Basic Pay Scale 17 on regular basis shall count towards civil pension.

(4) Service rendered in the Armed Forces by an officer of the rank of Major and equivalent inducted in Basic Pay Scale 18 after retiring from the Armed Forces on completion of the prescribed age or service shall not count towards civil pension. Such officer shall continue to draw his military pension and his service in the civil post shall count towards gratuity or pension, as the case may be.]

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

2.10 Suspension - If a Government servant is suspended from service pending enquiry into his conduct, the period of suspension counts for pension if it is immediately followed by reinstatement, #[regardless of the fact whether the Government servant was or was not allowed full pay and allowances for the period of suspension. However, if the period of suspension is treated as extraordinary leave, it shall not count for pension.]

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

(a) Resignation of a post unless it is to take up another post service in which counts for pension;

(b) Removal or dismv issal from service;

(c) Absence from duty without leave.

Note- (1) The authority which sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.

Note- (2) In case of a civil servant, who, with the proper concurrence of the competent authority, leaves service under the Government of Punjab and seeks absorption/employment under an autonomous, semi- autonomous/local body, where service is pensionable, the Government, if it is so requested, will be liable to share pensionary liability for the period of service rendered by such civil servant under the Government in accordance with the Government rules.

2.12 Condonation of interruptions and deficiencies - (1) The Administrative Department may for purposes of pension n condone all gaps between periods of service of a Government servant* [;

Provided that the gaps are not due to any fault or willful act of the Government servant, like unauthorized absence, resignation or removal from service.]

@ [Note(1) Condonation of interruptions in service with a view to allowing past non-qualifying temporary/officiating service to qualify for pension/gratuity under rule 2.3 is not permissible. Condonation of interruptions for pension/gratuity in temporary/officiating service is permissible only where the broken period of temporary/officiating service is qualifying, i.e. it exceeds five years or is followed by confirmation. Where neither condition is fulfilled, condonation of interruption is not permissible. To make it more clear, the following illustrations are given:

First illustration -- A Government servant has the following broken spells of temporary/officiating service:

(i) 5 years and one month followed by break.

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* Sub-rule (3) and (4) added vide Notification No. F.D. (SR-III)-4-1/89 dated 1st March 1992.

Substituted for the words "Unless the Government servant is reinstated with forfeiture of a part of his pay or allowances for the period of suspension", vide Notification No. F.D. (SR-III)-4-1/89 dated 1st March 1992.

* Added after replacing the full stop with the semi-colon vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992.

@ Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992.

(ii) 3 years followed by break.

(iii) 6 years.

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

Second illustration -- A Government servant has the following broken spells of temporary/officiating service:

(i) 5 years and one month followed by break.

(ii) 3 years followed by break.

(iii) 4 years and 5 months.

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

Third illustration -- A Government servant has the following broken spells of temporary/officiating service:

(i) 5 years and one month followed by break.

(ii) 3 years followed by break.

(iii) One year followed by confirmation.

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

Note (2) An interruption in service due to removal on account of retrenchment of the post shall be deemed to have been condoned. The period of such interruption shall not, however, count as service qualifying for pension.**]**

[*] **[**(2) (a) A deficiency of six months or less in the qualifying service of a Government servant shall be deemed to have been condoned.

(b) A deficiency of more than six months but less than a year may be condoned by the Administrative Department if both the conditions mentioned below are satisfied:

(i) If the Government servant dies while in service or retires under circumstances beyond his control, such as becoming invalid or on abolition of his permanent post and his eventual selection for discharge, and, but for such contingency, he would have completed another year of qualifying service; and

(ii) the service rendered by the Government servant was meritorious.

(c) A deficiency of one full year or more shall not be condoned.

Explanation: Deficiency in service can be condoned under this rule at any stage in service up to the 30th year. For instance, a deficiency of six months or less will be deemed to have been condoned so as to make 4 years and 6 months qualifying service as 5 years qualifying service, 9 years and 6 months qualifying service as 10 years qualifying service and 29 years and six months qualifying service as 30 years qualifying service. Similarly, 25 years and 3 months qualifying service can be treated as 26 years qualifying service through condonation of deficiency of 9 months by the Administrative Department under clause (b) of sub-rule (2) above**.**

3. DIFFERENT KINDS OF ORDINARY PENSION AND CONDITIONS FOR THEIR GRANT

3.1 Classifications of pensions - Pensions are divided into four classes:

[*] Sub-rule (2) of Rule 2.12 substituted vide Notification No. (F.D.) (SR-III)4-1/89 dated 1st March 1992.

(a) Compensation Pension,

(b) Invalid Pension,

(c) Superannuation Pension,

(d) Retiring Pension.

* **[**~~Note - Special additional pension is also granted to certain classes of Government servants under special circumstances.~~ **]**

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

(a) of taking any compensation pension and/or gratuity to which he may be entitled for the service, he has already rendered; or

(b) of accepting another post or transfer to another establishment even on a lower pay, if offered and continuing to count his previous service for pension.

3.3 Invalid Pension (1) An invalid pension is awarded on his retirement from Government service, before reaching the age of superannuation to a Government servant who by bodily or mental infirmity is permanently incapacitated for further service on production of a medical certificate prescribed in sub-rule (3).

(2) A Government servant who wishes to retire on invalid pension, should apply to his Head of Office or Department/attached Department who should direct him to present himself before a Medical Board or an Invaliding Committee or a Medical Officer for obtaining a medical certificate of incapacity for further service in the following form :-

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

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

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

Note- (2) A medical certificate from a Medical Board or an Invaliding Committee shall be required in the case of a gazetted Government servant.

Note- (3) A Government servant who has submitted a medical certificate of incapacity for further service should be invalided for service on receipt of the medical certificate, or from the date of expiry of leave if already on leave, or has been granted leave as a special case.

[3.4 Superannuation pension-- A superannuation pension is granted to a Government servant who retires on attaining the age of 60 years**]**

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

(i) Opts to retire after 25 years qualifying service or such less time as may for any special class of Government servant be prescribed; or

(i-a) is compulsorily retired, by the competent authority, after* **[20]** years qualifying service;

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* Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992.

Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992.

* For the figure '25' the figure '10' was substituted vide Notification No. F.D. SR-III-4-42/88 dated 22nd March 1990.

(ii) is compulsorily retired from service by the authority competent to remove him from service on grounds of inefficiency, misconduct or corruption[**] **[.]** ~~; or~~

[@@] **[**~~(iii) retired from Government service on or after 21st June, 1960, but before 31st March, 1966 on or after attaining the age of 55 years.~~**]**

[@] **[**Note (1) Subject to the provisions of the Essential Services Maintenance Act, all Government servants shall have the right to retire on a retiring pension after completing 25 years qualifying service; provided that a Government servant, who intends to retire before attaining the age of superannuation, shall, at least three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him, indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final; provided that if a Government servant withdraws his application for voluntary retirement, or modifies the date of such retirement, before its acceptance by the competent authority, the application or the date of retirement shall be deemed to have been withdrawn or modified, as the case may be.

Note (2) The right given under Note (1) shall not be available to a Government servant against whom departmental or judicial proceedings are pending.

Note (3) A Government servant can ask for retirement only after completion of 25 years qualifying service. A Government servant proceeding on retiring pension shall, unless he has been retired under the Efficiency and Discipline Rules, has the right to avail of such leave preparatory to retirement as may be admissible to him. However, the LPR shall not be allowed to him until he has completed 25 years service qualifying for pension. If a Government servant proceeds on LPR before actually completing 25 years of qualifying service, he may be deemed to have proceeded on retirement with effect from the date he completes 25 years of qualifying service, and the leave enjoyed by him before completing 25 years of service may be treated as leave of the kind due to him.

4. AMOUNT OF ORDINARY PENSIONS

SECTION I – GENERAL

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

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

[*] 4.2 (Deleted)

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

SECTION II – AMOUNT OF FULL PENSION

[**] Semi-colon and the word "or" at the end of clause (ii) were replaced with a full stop vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992.

[@@] Clause (iii) of Rule 3.5 deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992.

[@] Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992.

[*] Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

[**] Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

•4.4 Amount of full pension – (1) After a qualifying service of not less than 10 years, full superannuation, retiring, invalid or compensation pension may be granted in accordance with the scale laid down in the following table:

PENSION TABLE

Completed years of qualifying service	**Scale of pension expressed as fraction of average emoluments**
10	**70/300**
11	**77/300**
12	**84/300**
13	**91/300**
14	**98/300**
15	**105/300**
16	**112/300**
17	**119/300**
18	**126/300**
19	**133/300**
20	**140/300**
21	**147/300**
22	**154/300**
23	**161/300**
24	**168/300**
25	**175/300**

Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March, 1992

26
182/300

27
189/300

28
196/300

29
203/300

30 or above
210/300

Provided that no full pension (inclusive of increase in an indexation of pension sanctioned from time to time) shall be less than Rs.3000 per month.

(2)If, for a pensioner with qualifying service of 30 years or more, the amount of pension calculated under sub rule (1) above falls short of the amount of pension (inclusive of adhoc increase, dearness increase, special dearness increase and additional dearness increase sanctioned with effect from 1st June, 1973, 1st August, 1973, 8th June, 1974 and 7th April, 1975 respectively) that would have been admissible under the Pension Rules and rates sanctioned in the Finance Department's circular letter No. SO(SR)-V-257/67, dated 27th April, 1967, as amended from time to time, or exceeds it by less than Rs45, the amount of pension shall be so increased as to make such difference one or Rs.45 . Where the qualifying service is less than 30 years, but not less than 10 years, proportionate reduction at the rate of Rs.1.50 for each year short of 30 years, shall be made while working out the amount of minimum increase mentioned above.

(3)The term "average emoluments" means -

(a) the last pay/emoluments drawn at the time of retirement if the post from which the Government servant has retired has been held by him on a regular basis; and

(b) in other cases, the average of the pay that the Government servant drew, or would have drawn, had he not been on lease with leave salary or on joining time or under suspension which is not adjudged as a penalty during the last twelve months of his service a Government servant has been absent from duty on leave without pay, or has been under suspension as a kind of penalty, the periods so spent shall be disregarded in the calculation of the average emoluments and an equal period before the twelve months shall be included; provided that in case the pay of a Government servants (Efficiency and Discipline) Rules, the average pay, at the option of the pensioner, be calculated on the basis of the emoluments admissible during the last three years of service.

Note (1):Service in autonomous or semi-autonomous body – The pay drawn by a Government servant in an autonomous or semi-autonomous body, the authorized capital of which is wholly subscribed by the federal and/or a provincial Government, in a post, appointment to which is, by law, required to be made and the salary or which is required to be fixed by the federal or provincial Government, shall be treated as pay drawn in Government service.

Note (2):The term "average emoluments" also includes the senior post allowance (where admissible) and except for the purpose of calculating the amount of pension under sub rule (2) above, the indexed pay.

Note (3): The term "pay" does not include the pay drawn by a Government servant in Foreign Service or additional pay for performance of additional duties of another post.

SECTION III -A- Gratuity and Pension Benefits

4.6.♦(1)[deleted]

(2) ♥[(a) If a Government servant retires or is selected for discharge owing to the abolition of his permanent post, after completing qualifying service of 5 years or more but less than 10 years, he may be granted a gratuity not exceeding one month's pay for each year of qualifying service, subject to a maximum of Rs. 12,500/-;

Provided that if the retirement is due to invalidation, or if the Government servant dies in service, the rate of gratuity shall be 1 ½ months pay for each year of qualifying service, subject to a maximum of Rs.12,500/-.

(b) A Government servant in pensionable service, who is not employed in a substantive capacity, may be granted pension or gratuity, as the case may be, in accordance with the provisions of Rule 4.4, if he retires from service, or if he is discharge after completion of qualifying service of 25 years or more owing to the abolition of his post or replacement by a 'qualified' candidate. If such a Government servant is discharged after completing 10 years or more but less than 25 years qualifying service, he may be granted a gratuity not exceeding one month's pay for each completing year of qualifying service subject to a maximum of Rs.25,000/-.]

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

(a) If he dies before retirement, his family shall be paid (i) a gratuity equal to the commuted value of one-fourth of his full pension calculated as in sub rule (5) on the basis of age next birth day of the deceased, and, in addition, (ii) pension at the rate of 75 % of the full pension for a period of 10 years;

(b) If he dies after but within 10 years of retirement, payment shall be made to his family at the rate of 75% of his pension (net or full, as the case may be) for the un-expired period of 10 years;

Provided that the family pension granted under clauses (a) and (b) above shall not be less than Rs.2250/- per month.

(4)Notwithstanding anything contained in sub rule (3) above and rule 4.10, if the beneficiary of family pension is the widow or widows of the deceased Government servant/pensioner, the family pension, irrespective of the date of death of the Government servant/pensioner, shall be paid to the widow(s) for life or until remarriage. In the event of death of the widow, her family pension shall be divided equally among the surviving sons not above 24 years and unmarried daughters of the deceased Government servant/pensioner from the deceased widow.]

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

♣[Note-(1) Deleted]

Deleted vide Notification No. F.D.(SR-III) 4-1/89 dated 1st March 1992
Substituted vide Notification No. F.D.(SR-III) 4-1/89 dated 1st March 1992
Substituted vide Notification No. F.D.(SR-III) 4-1/89 dated 1st March 1992
Sub rule "(4)" was renumbered as "(5)" vide Notification No. F.D.(SR-III) 4-1/89 dated 1st March 1992
Deleted vide Notification No. F.D.(SR-III) 4-1/89 dated 1st March 1992

♦[Note-(2) Deleted]

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

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

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

*[Note-(6) Deleted]

B - GRATUITY

4.7 (1)The term "family" for the purpose of payment of gratuity under this section shall include the following relatives of the Government servants-

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

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

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

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

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

Explanation: It is not mandatory for a Government servant to make a nomination.

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

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

Deleted vide Notification No. F.D.(SR-III) 4-1/89 dated 1st March 1992
Deleted vide Notification No. F.D.(SR-III) 4-1/89 dated 1st March 1992

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

a) in respect of any specified nominee, that in the event of his/her predeceasing the Government servant the right conferred upon that nominee in sub-rule (2) above shall pass to such other member or members of the Government servant's family as may be specified in the nomination.

b) that the nomination shall become void in the even of the happening a contingency specified therein.

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

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

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

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

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

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

(a)The amount of the gratuity or any part thereof, to which the nomination relates, shall become payable to his/her nominee or nominees in the proportion specified in the nomination.

(b)If nomination relates only to a part of the amount of the gratuity, the part to which it does not relates shall be distributed equally only among the members of the family other than the nominees;

(c)If no valid nomination subsists, the whole amount of the gratuity shall become payable to the members of his/her family in equal shares;

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

(i) sons who have attained the age of 24 years;

(ii) sons of a deceased son who have attained the age of 24 years;

(iii) married daughters whose husbands are alive; and

(iv) married daughters of a deceased son where husbands are alive;

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

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in

equal parts only the share which that son would have received if he had survived that Government servant and had been exempted from the operation of the first provision.

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

1) brothers below the age of 21 years;

2) un-married and widowed sisters;

3) father; and

4) mother.

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

4.9 No gratuity will be payable by Government after the death of a Government servant if he/she does not leave a valid nomination or a family as defined in sub-rule (1) of rule 4.7 or an eligible dependent relative or relatives specified in clause (d) of rule 4.8.

C - FAMILY PENSION

4.10 (1) Family for the purpose of payment of family pension shall be as defined in sub-rule (1) of rule 4.7. It shall also include the Government Servant's relatives mentioned in clause (d) of rule 4.8.

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

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

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

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

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

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

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

(iv) Failing (i) to (iii), to the eldest widow of a deceased son of the Government servant.

(v) Failing (i) to (iv), to the eldest surviving son of a deceased son of the Government servant.

(vi) Failing (i) to (v), to the eldest unmarried daughter of a deceased son of the Government servant.

(vii) Failing these, to the eldest widowed daughter of a deceased son of the Government servant.

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

(i) to the father;

(ii) failing the father, to the mother;

(iii) failing the father and the mother, to the eldest surviving brother below the age of 21 years;

(iv) failing (i) to (iii), to the eldest surviving unmarried sister, if the eldest sister married or dies then the next eldest;

(v) failing (i) to (iv) to the eldest surviving widowed sister.

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

(a) to an unmarried female member of a Government servant's family in the event of her marriage;

(b) to a widowed female member of a Government servant's family in the event of her re-marriage;

(c) to the brother of a Government servant on his attaining the age of 21 years.

(d) to a person who is not member of a Government servant's family.

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

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

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

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

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

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

D - GENERAL

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

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

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

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

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

5. **APPLICATIONS FOR GRANT OF PENSION**

5.1 All authorities dealing with applications for pensions under these rules should bear in mind that delay in the payment of pensions involves peculiar hardship. It is essential to ensure, therefore, that a Government servant begins to receive his pension on the date on which it becomes due.

5.2 The responsibility for initiation and completion of pension papers is that of the Head of Department/Attached Department concerned in the case of [*] **[**Government servants holding posts in BPS-16 and above**]**, and of the Head of Office concerned in the case of [@] **[**Government servants in BPS-1 to 15**]**. The action should be initiated one year before a Government servant is due to retire [**] **[**and pension papers, complete in all respects, should be sent to the audit officer six months before the date of retirement,**]** so that pension may be sanctioned a month before the date of his retirement provided that --

(i) in case in which the date of retirement cannot be foreseen 6 months in advance, the Government servant may be asked to submit his pension application immediately after the date of his retirement is known, and

(ii) a Government servant proceeding on leave preparatory to retirement in excess of 6 months may be asked to submit his application at the time of proceeding on such leave.

[@@] **[Government instructions:**

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[*] Substituted for the words "Gazetted Officers" vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

[@] Substituted for the words "non-gazetted Government servants" vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

[**] Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

[@@] Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

(i) Checking and maintenance of service books-- (a) One of the main reasons for delay in the timely sanction of pensions is incomplete entries and lack of prescribed periodic checks of the Service Books. To avoid delay due to this cause, it has been decided that the Department should, where the workload so justifies, exclusively designate a whole time officer for supervising the maintenance of service books. In any case, the responsibility in this respect should be clearly defined and assigned. The entries in the service books should be clearly made, verified and attested by the officers so designated. Officer next above the designated officer or the head of an office, where he is the designated officer himself, should record an annual certificate in the service book in token of the correctness of the entries made therein.

(b) The service book should be got verified from the audit office immediately after the 10th and 24th year of service of the official concerned. On the basis of these annual certificates recorded as instructed in sub-para (a) above, the head of the office should also record a consolidated certificate in respect of the entire service period in the following form:

Service_____from_____to_____
verified from_____

There is no known disqualifying spell during the above service except as detailed below:

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

1._____

2._____

3._____

This certificate should also be recorded before submission of the case to the audit office as laid down above. The audit office shall accept it as proof of verification of service.

(c) The service book should be maintained in duplicate, the duplicate copy being kept in the custody of the Government servant. Entries in the duplicate service book shall, as far as possible, be made simultaneously with those in the original service book. However, this duplicate service book would serve as a means of contemporary evidence, if needed.

(d) In the case of transfer of a Government servant, the original service book, duly completed to the date of transfer, should be sent to new head of the department/office and a copy of the entries relating to the office from which transfer takes place shall be maintained in that office; a certificate to this effect shall invariably be recorded in the covering letter under which the service book is transferred.

(ii) Review of delayed cases: Every Head of the Department should review the position in respect of outstanding pension cases every 3 months and furnish a statement of outstanding cases including the cases of anticipatory pensions, together with the reasons for delay and the remarks of the Accountant-General/District Accounts Officer, to the Pension Cases Disposal Committee.

(iii) Action in respect of condonation of interruptions and deficiencies in service under rules 2.12 should be completed by the head of the department/competent authority before forwarding pension papers to the audit office.**]**

5.3 (1) The following certificate shall be recorded by the Government servant in the pension application -

> "I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter

without quoting a reference to this application and to the order which may be passed thereon."

(2) [@] **[**Deleted**]**

(3) All periods of leave, suspension, etc., which are not reckoned as service qualifying for pension shall be carefully recorded on the form.

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

5.4 (1) After completing the application in the manner prescribed in the preceding rule it shall be forwarded along with the necessary documents to the Audit Officer through the authority empowered to sanction the pension.

(2) The applicant for pension/gratuity shall submit the last pay certificate and no demand certificate as soon as possible after the submission of the application for pension/gratuity. [Φ] **[**~~The Audit Officer shall not issue the pension/gratuity payment order until these certificates have been received by him.~~**]**

[**] **[**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 3 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."**]**

(3) The authority competent to sanction the pension shall record on the application after due consideration of the facts of the case his provisional recommendation stating whether the pension claimed should be admitted or not.

5.5 (1) The non-gazetted service of a Government servant in the application form shall be verified by the Head of Office concerned from official records, for example service book or roll, pay bill or acquaintance rolls, etc.

(2) If it be found impossible to verify the service otherwise, a written statement of the applicant shall be taken on plain paper, and such collateral evidence as may be procurable shall be collected, for instance, certificates given by an officer to a subordinate on his leaving the office and the testimony of contemporary Government servants.

Note - The power to admit service verified under this clause may be exercised by all authorities empowered to sanction pension.

[@] Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
Deleted vide Notification No. F.D. (SR-III)4-1/89 dated 1st March 1992

[**] Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

(3) In cases where some portion of pensionable service was rendered in India but certificate of local verification of service was not recorded in the service book for any particular period, steps shall be taken to verify that service from available records, if any, such as personal files, gradation lists, pay bills, acquaintance rolls, etc. Where none of the records are available, a written statement of the Government servant concerned should be taken on a plain paper accompanied by the testimony of contemporary Government servants as in sub-rule (2) above. Such declaration should be placed on record in service book in lieu of local verification for service for that period.

(4) Where no official evidence, for example service book, in respect of service rendered in India is available, an indemnity Bond shall be obtained from the person concerned for refund of any amount which might later on be found to have been paid to him in excess.

(5) The Head of Office/Department/Attached Department concerned shall then arrange with the application all the documents relied upon for the verification of non-gazetted service claimed in such manner that they can be conveniently consulted, and forward them together with the Government servant's service book or service roll, as the case may be, and the statement in the second page of the pension application form duly completed up-to-date (and the last pay certificate, if necessary) through the authority empowered to sanction the pension to the Audit Officer.

5.6 On receipt of the pension papers the Audit Officer shall apply the requisite checks. If in cases in which the authority competent to sanction the pension has recorded its provisional recommendation under sub-rule(3) of rule 5.4, the Audit Officer finds that the claim is in order, he shall prepare the pension payment order forthwith * **[**~~in Form 4 (Pen)~~**]**, but shall not issue it more than a @ **[**month**]** in advance of the date on which the Government servant is due to retire, intimating the fact of issue to the authority. In other cases he shall certify as to the correctness of the calculations of service and pension, and return the pension papers to the authority competent to sanction the pension with a report on the claim for pension and the rules applicable to the case. He shall retain the last pay certificate unless the pension is to be paid in another circle of audit in which case he shall forward the certificate to the Audit Office of that circle along with a copy of the orders sanctioning the pension.

5.7 (1) A pension/gratuity which is certified by the Audit Officer shall be sanctioned by the authority competent to sanction the pension.

**(2) The audit officer shall issue the pension/gratuity payment order to the treasury officer who is to pay the pension/gratuity.

#**[**(3) The pension/gratuity payment order shall, as a rule, be issued --

i) In the case of normal retirement, one month before retirement, and

ii) In the case of premature, voluntary or compulsory retirement or death, within three months of the date of the event.**]**

5.8 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 Government service. A gratuity (other than anticipatory gratuity) shall be paid in a single sum.

5.9 Place of payment - A pension/gratuity is payable in rupees at any Government Treasury in Pakistan.

6. ANTICIPATORY PENSION/GRATUITY

* **[**6.1 When a Government servant is likely to retire before his pension can be finally assessed and sanctioned in accordance with the rules, the authority competent to sanction

* Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

@ Substituted for the word "fortnight" vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

** Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

* Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

pension may sanction an anticipatory pension equal to the full pension as calculated by pension sanctioning authority.

Note (1) The authority responsible for sanctioning the pension and the Audit Officer concerned should finalize the pension case quickly so that there is no excess payment and if any, it is adjusted as quickly as possible.

Note (2) If the pension papers are not verified by the Audit Officer till one month before the retirement of the Government servant, action as in this rule shall be taken by the pension sanctioning Authority.**]**

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

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

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

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

Note - Before forwarding pension papers to the Audit Officer for scrutiny, the sanctioning authority should enter brief particulars of the case in a register to be maintained specially for this purpose. The register should indicate the name of the Government servant due to retire, the date of his retirement and the amount of pension due to him as per details passed on to the Audit Officer.

6.5 If the authority competent to sanction pension considers it likely that in a case contemplated in Rule 6.1 above the Government servant would be entitled to a gratuity, one-sixth of 65 per cent of the amount of such probable gratuity should, upon a similar declaration be disbursed to him monthly for a maximum period of six months until the amount is finally settled. Rule 6.2 to 6.4 above would mutatis mutandis apply in such cases.

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

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

7. COMMUTATION OF CIVIL PENSIONS

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

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

* Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

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

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

@ **[**(4) If application for commutation is submitted within a period of one year from the date of retirement of the Government Servant, the commutation shall not be subject to medical certification. In such cases, the Accounts Officers shall, at their own, authorize payment of commuted value of pension to the pensioners without asking for administrative sanction. In other cases of commutation of pension, the provisions of rules 8.3 to 8.9 shall be followed.

(5) In the case of premature retirement on medical grounds the requirement of medical examination shall not be waived, even if the application for commutation is submitted within one year of the date of retirement. **]**

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

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

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

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

Note - The term ‘medical authority’ means -

(i) the Standing Medical Board or the Standing Invaliding Committee in the case of Gazetted Government servants and also in the case of non-Gazetted Government servants drawing pay not less than Rs.400 at the time of retirement; and

(ii) the Medical Superintendent/District Health Officer in the case of all other non-Gazetted Government servants.

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

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

@ Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

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

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

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

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

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

** **[**(b) In cases where a pensioner asks for commutation of pension by applying to the Accounts Officers concerned within one year of his retirement, the commutation will become absolute on the date of application for commutation made to the Accounts Officer and the title to receive the commuted portion of pension will cease on and from that date.**]**

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

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

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

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* Rule 8.7 renumbered as 8.7 (a) vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

** Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

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

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

8.11 * **[**(a)**]** The lump sum payable on commutation shall be calculated in accordance with the table of present values given below:

@ **[COMMUTATION TABLE**

Age next birthday	**Number of years purchased**	**Age next birthday**	**Number 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**

* Rule 8.11 renumbered as 8.1 (a) vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

@ Table replaced vide Notification No. F.D. PC.2-1/2001 dated 22.10.2001

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	**1`1653**	**79**	**4.9030**
49	**18.9841**	**80**	**4.6321**
50	**18.3129**		

]

** **[**(b) A Government servant retiring after attaining the age of 60 years shall be allowed commuted value of pension as applicable at the age of 60 years instead of 61 years, if he applies for commutation while in service.

** Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

9. RE-EMPLOYMENT OF GOVERNMENT PENSIONERS
SECTION 1

Re-employment of Civil Pensioners

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

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

[9.3 A Government pensioner in receipt of compensation or invalid pension or compassionate allowance, on re-employment in service qualifying for pension, may either retain his gratuity/pension in which case his former service will not count for future pension, or refund the gratuity and/or commuted value of pension (if drawn) and cease to draw any part of his pension, and count his previous service. Reduced pension intermediately drawn need not be refunded.**]**

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

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

* **[**(3) Re-employment of retired Government servants shall be made in posts carrying basic pay scales equivalent to the basic pay scales of the posts held by them substantively at the time of retirement or the posts held by them otherwise than in a substantive capacity if held for a period of one year before retirement.**]**

Note (1) A Government servant who has retired from regular establishment on superannuation or retiring pension cannot be re-employed on work-charged establishment or contingent establishment except on public grounds and in accordance with the ## **[**~~procedure laid down in the~~**]** rules in this Chapter ϕ **[**~~regarding re-employment~~.**]**

Note (2) ** **[**Deleted**]**

♦9.5 The pay of Government pensioners re-employed under the Government or under a Government owned/controlled autonomous/semi-autonomous body or corporation shall be fixed in accordance with the principles laid down below:

(i) **<u>Posts under Government:</u>**

a) A retired civil servant re-employed on a civil post equivalent to the post from which he retired, shall be equivalent to the post from which he retired, shall be allowed the pay, allowance and perquisites sanctioned for the post. His pay shall be fixed at that stage of the time scale of the post at which he was drawing his pay before retirement plus pension as entitled under Pension Rules.
b) A retired civil servant re-employed against a higher post may be allowed the last pay drawn with allowances and perquisites sanctioned for the post plus pension.
c) In case a re-employed Government servant is promoted to a higher post, his pay shall be fixed in such manner as if he was a serving Government servant.

Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
* Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
** Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
Amended vide Notification No. FD.SR.III.4-1/89 dated 29th April 2002

d) If the substantive pay last drawn was more than the maximum of the scale of the post, he shall be allowed the pay fixed at maximum plus pension.
e) A re-employed pensioner will earn increments in all cases where his pay has been fixed in a time scale at a stage lower than the maximum.
f) In case a re-employed pensioner had been drawing officiating pay in a particular pay scale for the continuous period of three years or more higher than his substantive pay, the officiating pay drawn before retirement may be treated as substantive pay for the purpose of this rule.
g) A retired judge of the superior courts on re-employment may be allowed pay, allowances and perquisites sanctioned for the post and his pay may be fixed at the maximum of the pay scale of the post with full pension.

ii) **Autonomous or Semi-autonomous bodies:**

a) A retired civil servant and a retired judge of the superior courts on re-employment in an autonomous or semi-autonomous body administered or controlled by the Provincial Government may be allowed pay as determined above with allowance and perquisites sanctioned for the post plus full pension as permissible under the rules.
b) Where the terms and conditions of a post are prescribed in a statute or a statutory notification, the provisions of the statute or the statutory notification as the case may be should prevail.

SECTION II

RE-EMPLOYMENT OF MILITARY PENSIONERS

@ **[**9.6 (a) In the case of officers of Armed Services, re-employment shall be made on contract in accordance with the instructions contained in the Federal Establishment Division's Office Memorandum No. 14/5/78-D.III dated 10th February 1980, in the case of civil posts and in the light of orders issued in pursuance of the Federal Establishment Division's Office Memorandum No.14/5/78-D.III, dated the 11th February 1980, in the case of autonomous bodies. For this purpose, equivalent pay scale in the civil post shall be determined according to the following formula:

Defence Service Rank	Equivalent Basic Pay Scale
Major General and equivalent	BPS-21 or 22 at the discretion of the Government
Brigadier and equivalent	BPS-20
Colonel and Lt. Colonel (with 18 to 20 years commissioned service) and equivalent.	BPS-19
Major and equivalent.	BPS-18
Captain and equivalent and Lieutenant and Second Lieutenant and equivalent.	BPS-17

Copies of office memoranda No. 14/5/78-D. III dated 10th February 1980 and N0.14/5/78-D III dated 11th February 1980 have been added as Annexure to this chapter.

*****(b) **Posts under Government:**

i) A retired officer of the Armed Forces re-employed against an equivalent post under the Provincial Government may be allowed the pay, allowances, perquisites sanctioned for the post. His pay may be fixed at that stage of the time scale of the

@ Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
Amended vide Notification No. FD.SR.III.4-1/89 dated 29th April 2002

post at which he was drawing his pay before retirement plus pension entitled under the rules.

♦ii) A retired civil servant or a retired officer of the Armed Forces re-employed against a higher post, may be allowed the last pay drawn, provided that if he was drawing pay in a previous pay scale before his retirement, his pay may be fixed in the present scale at the relevant stage plus allowances and perquisites sanctioned for the post.

Autonomous/Semi-Autonomous bodies:

i) A retired officer of the Armed Forces on re-employment in an autonomous or semi-autonomous body administered or controlled by the Provincial Government may be allowed pay as determined above with the allowances and perquisites sanctioned for the post plus pension as entitled under the rules.

ii) Where the terms and conditions of the post are prescribed in a statute or a statutory notification, the provisions of the statutory notification, as the case may be, should prevail.

(c) When retired junior commissioned officers, non-commissioned officers and other ranks are re-employed under the provincial Government or autonomous/semi-autonomous bodies, they should be asked to exercise an option whether they would like to be re-employed on contract or on permanent basis. The option once exercised shall be final.

(d) On re-employment, the pay of junior commissioned officers, non-commissioned officers and other ranks shall be fixed at the minimum of the pay scale of the post on which they are re-employed. In addition, they will be entitled to draw their service pension. However, in the case of those who have opted for re-employment on contract under sub-rule (b), service rendered under the Government or in an autonomous/semi-autonomous body shall not qualify for a second pension. Those re-employed on permanent basis shall be entitled to civil pension/gratuity if permissible under the rules of the employing agency. **]**

SECTION III

COMMERCIAL EMPLOYMENT AFTER RETIREMENT

9.7 If a pensioner who immediately before retirement was ** **[**holder of a post in BPS-16 or above**]**, wishes to accept any commercial employment in a Pakistani Firm or Company with whom he had to deal with in his official capacity during the two years prior to his retirement or in any other Firm or Company located in Pakistan or outside before the expiry of two years from the date of his retirement, he should obtain the previous sanction of Government to such acceptance. No pension shall be payable to him if he accepts commercial employment without such sanction in respect of any period for which he is so employed or such longer period as Government may direct.

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

Note- (1) In this rule `Commercial employment' means employment, in any capacity including that of an Agent under a Company or Firm, and includes also a Directorate of such Company and a partnership of such Firm.

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

SECTION IV

EMPLOYMENT UNDER A GOVERNMENT OUTSIDE PAKISTAN AFTER RETIREMENT

Amended vide Notification No. FD-SR.III-4-53/2005 dated 16.09.2005

** Substituted for the words "a member of any Provincial Service, Class I or Class II or was a holder of an unclassified post" vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

9.8 If a pensioner who immediately before retirement was [@] **[**holder of a post in BPS-16 or above**]**, wishes to accept any employment under a Government outside Pakistan he should obtain the previous sanction of Government to such acceptance. No pension shall be payable to a pensioner who accepts such employment without proper permission, in respect of any period for which he is so employed or such longer period as Government may direct;

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

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

[@] Substituted for the words "a member of any Provincial Service, Class I or Class-II or was a holder of unclassified post" vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

ANNEXURE

(Referred to in Rule 9.6)
No. 14/5/78-D.III
GOVERNMENT OF PAKISTAN
Cabinet Secretariat
(Establishment Division)
Rawalpindi, the 10th February 1980

OFFICE MEMORANDUM

Subject: INDUCTION/RE-EMPLOYMENT OF OFFICERS OF ARMED FORCES OF PAKISTAN IN CIVIL POSTS

The undersigned is directed to state that the question of institutionalizing the induction and re-employment of officers of the Armed Forces of Pakistan in Civil posts has been under consideration for some time past. The President has now been pleased to decide that induction of officers of the Armed Forces of Pakistan and their re-employment, as the case may be, shall be regulated by the following instructions.

Part-I

2. Induction of young officers of Armed Forces of Pakistan up to 8 years commissioned service in civil posts shall be made in accordance with Part-II.

3. Induction of officers of the rank of major or equivalent who may retire or may have retired on completion of the prescribed age or service limit shall be made in accordance with Part-III.

4. Re-employment of officers of the rank of major or equivalent who may retire or may have retired before completion of the prescribed age or service limit and of retired officers of the rank of Lieutenant Colonel and above equivalent shall be made in accordance with Part-IV.

Part-II

5. Young officers of the Armed Forces up to 8 years of commissioned service will be eligible for induction in grade 17 on regular basis up to 10% of the annual direct recruitment vacancies in the specified occupational groups direct recruitment to which is made through the combined competitive examination held by the F.P.S.C annually.

6. Induction will be made through the high powered Selection Board constituted by the President for the purpose. The high powered Selection Board will also determine the occupational groups to which the officers are allocated. For this purpose, each service Chief may be asked to recommend by the 30th June every year names of officers for induction in grade 17 in various groups, keeping in view their educational qualifications and experience. For each vacancy, a panel of preferably 3 officers may be recommended. The recommendations will be scrutinized by the Ministry of Defence before they are placed before the Board.

7. Officers inducted in various groups will be adjusted against vacancies allocated to the Province or Provinces to which they belong.

8. The officers will be appointed on regular basis and the probation period shall be deemed to have been waived. On appointment to the civil post, the officers will sever their connection with the Armed Forces.

9. The officers will receive the same training as given to the probationers appointed on the results of the competitive examination held by the F.P.S.C and will be required to pass completely the prescribed examination during or on conclusion of the training. Their promotion to the higher grade will be governed by normal rules, and will be subject to the further condition that they have completely passed the prescribed examinations during or on conclusion of the training.

10. The inducted officers will count their seniority from the year in which they are inducted, recruits of the same year retaining their seniority inter se. They will be placed above the competitioners of the year with whom they receive the training.

11. (a) The pay of the inducted officers in civil grade will be fixed on the basis of their pay in the substantive rank or temporary rank, if held for one year.

(b) Service rendered in Armed Forces will count towards civil pension.

Part-III

12. The officers of the rank of a Major and equivalent who may retire or may have retired on completion of the prescribed age or service limit will be eligible for induction in grade 18 on regular basis up to 10% of the annual vacancies in the various groups and cadres in that grade, as may be specified.

13. Induction will be made through the high powered Selection Board in accordance with the procedure laid down in para 6.

14. In selecting officers for induction, provincial quotas will be kept in view.

15. The inducted officers will count seniority in the grade in which they are inducted from the date of their induction.

16. The pay of inducted officers will be fixed in the civil grade on the basis of their pay of the substantive rank or temporary rank, if held for one year.

17. The inducted officers will continue to draw their military pension. It shall be deducted from the civil pay. In addition to the military pension, the officers will be entitled to a civil pension on their retirement from civil employment if they have completed the prescribed qualifying service (i.e. 10 years of minimum service). They will be entitled to receive gratuity if they have rendered more than 5 years and less than 10 years of service in the civil post.

Part-IV

18. Officers of the rank of Major/equivalent who retire or may have retired before completion of the prescribed age or service limit and officers of the rank of Lieutenant Colonel and above and equivalent who may retire or may have retired either after completion of prescribed service or age limit or before such completion will be eligible for re-employment on contract for 3 to 5 years, renewable up to the age of 60, up to the maximum of 10% of annual vacancies in various groups and cadres, as may be specified, on the terms and conditions mentioned hereinafter.

19. Re-employment will be made in grade equivalent to their substantive rank, or temporary rank, if held for one year, in accordance with the Army rank-civil grade equivalence formula already approved by the president. However, the officers will be eligible for being considered for a subsequent contract in higher grade.

20. Re-employment on contract basis will be made through the high Powered Selection Board which will also determine the group or cadre in which re-employment is to be made. The procedure for selection will be the same as prescribed in para 6.

21. In selection officers for re-employment provincial quotas will be kept in view.

22. Re-employment on contract in various grades shall be made by the authorities competent to make appointment to these grades in accordance with rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

23. The re-employed officers will be eligible for such training as is given to their civilian counterparts.

24. Re-employed officers will not have any seniority and will not be placed on the regular gradation list.

25. Pay of the re-employed officers of Armed Forces who retired on completion of the prescribed age or service limit and who are re-employed in civil posts on contract basis in grades equal to the substantive rank or temporary rank, if held for one year, may be fixed at the minimum of the grade in which re-employment is made and full service pension should be paid in addition. Pay of the re-employed officers who retired before completion of the prescribed age or

service limit and who are re-employed on contract basis will be fixed under the normal rules issued by the Ministry of Finance from time to time for fixation of pay of retired Government Servants including retired military personnel re-employed under the Government of Pakistan and in autonomous bodies. In both the cases, service rendered on civil side shall not qualify for a second pension.

26. The Armed Forces officers Re-employed on contract shall be liable to serve anywhere within or outside Pakistan, in any post under the Federal Government or Provincial Government or local authorities or a corporation or body set up or established by such Government provided that nothing contained in this paragraph shall apply to an officer re-employed specifically to serve in a particular area or region an further provided that where such an officer is required to serve in a post other than the post in which he has been re-employed, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.

27. Termination of contract either on expiry or otherwise will be done through the high Powered Selection Board. For this purpose, the Ministry, Division, Department or office concerned will make a reference to the High Powered Selection Board through the Establishment Division sufficiently in advance or the date on which the contract period is due to expire or proposed to be terminated. The High Powered Selection Board shall consider whether the contract shall be extended or terminated, as the case may be. The recommendations of the Board will be submitted to the authority competent to re-employ the officer on contract which shall pass such orders as it may deem appropriate.

28. In case no orders are received by the date on which contractual period is due to expire, the contract shall be deemed to have been extended until further orders.

29. The conduct of re-employed contract officers shall be regulated by rules made, or deemed to have been made, or instructions issued, by Government or a prescribed authority as for civil servants under Section 15 of the Civil Servants Act.

30 A re-employed contract officer shall be liable to disciplinary action and penalties in accordance with the rules made or deemed to have been made under Section 16 of the Civil Servants Act, 1973.

31. The Armed Forces officer re-employed on contract shall be governed by the leave rules contained in the Finance Division O.M.No.2-1(2)-Rev.1/78, dated the 21st September, 1978. However, provisions contained in paras 3(ii) and (iii), 5, 6, 10, 11 and 17 shall not apply.

32. The leave at the credit of an officer shall be carried forward in case a contract is extended without any interruption. However, all leaves at the credit of an officer shall lapse on the date of final expiry or termination of the contract.

33. The officer will be entitled to T.A. on tour and transfer and to medical attendance and treatment on the scale applicable to civil servants of corresponding grade.

34. Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of his service is provided to an officer of Armed Forces re-employed on contract under any rules made applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order.

35. Where no provision for appeal or review exists under the rules in respect of any order or class of orders, a re-employed officer aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order.

36. The existing officers of the category mentioned in this part who have already been appointed on contract in civil posts shall be eligible to elect terms an conditions specified in this part. They shall be required to give their option either to elect their existing conditions of appointment or to elect the terms and condition laid down in this part for the remaining period of their contract. The option shall be given within two months of the date of issue of this O.M. They will be brought on the terms and conditions laid down in this part with effect from 23rd December, 1979, the date on which the president was pleased to approve the scheme. Those who fail to submit their option by the prescribed date shall be deemed to have selected their existing terms and conditions. Option shall be final.

PART V

37. Any major difficulties in implementing these decisions will be resolved by reference to a committee comprising Establishment Secretary, Finance Secretary and Law Secretary. The reference will be made through the Establishment Division who will initially examine it and in case they are unable to remove the difficulty, the matter will be placed before the Committee.

38. This Office Memorandum issues with the concurrence of the Ministry of Finance.

GOVERNMENT OF PAKISTAN
Cabinet Secretariat
Establishment Division
No.14/5/78-D.III. Rawalpindi the 11th February 1980

OFFICE MEMORANDUM

Subject: INDUCTION/RE-EMPLOYMENT OF OFFICERS OF ARMED FORCES OF PAKISTAN IN AUTONOMOUS BODIES UNDER FEDERAL GOVERNMENT

The undersigned is directed to state that the question of institutionalizing the induction and re-employment of officers of Armed Forces of Pakistan in civil posts had been under consideration for some time past. The President has now been pleased to decide that induction of officers of the Armed forces of Pakistan and their re-employment, as the case may be, shall be regulated by the instructions as are laid down in the Establishment Division O.M.No. 14/5/78-D-III dated 10.02.1980 a copy of which is enclosed. The President has also been pleased to decide that these instructions will also apply, mutatis mutandis in the corporations and other autonomous bodies set up by the Federal Government or working under their administrative control.

2. All Ministries/Divisions are requested to advise the corporations and other autonomous bodies under their administrative control to draw instructions for induction or re-employment of officers of Armed Forces of Pakistan in various posts in the corporations on the lines of the instructions contained in the enclosed office memorandum and issue them with the approval of the competent authority.

3. A compliance report may be sent to the Establishment Division in respect of the corporations and other autonomous bodies under the administrative control of the Ministry concerned so as to reach the establishment Division by the 31st March, 1980.

10. EXTRAORDINARY PENSION

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

(1) an award shall be paid under the provisions of this chapter only if the authority competent to sanction it considers that the compensation payable under the Act is in the particular case inadequate; and

(2) the amount of award paid to any such person shall not exceed the difference between the amount otherwise admissible under the rules of this chapter and the amount of compensation payable under the Act.

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

of a pension remunerated by piece work-rates, pay means the average earning of the last six months ending with the date of his death or injury.

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

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

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

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

Provided that, notwithstanding anything contained in these rules, the Inspector General of Police may, without the prior concurrence of the Finance Department sanction extraordinary pension in case of any member of the Police Force who is killed in action on duty.

10.6 An [#] **[**injury/disability**]** pension to a Government servant, or in case of his death, a family pension may be sanctioned under any of the following conditions on the merits of each case [@] ~~up to half the amount of pay or Rs.500 per mensem, whichever is less, subject to the minimum of Rs.100 per mensem or the amount of pay, which ever is less~~ -

A Government servant, who receives injury (including wound) or is killed -

(i) while serving in a civil capacity with a Military, Naval or Air Force,
(ii) while serving in a military capacity with a Military, Naval or Air Force,
(iii) while performing any particular duty which has the effect of increasing his liability to injury beyond the ordinary risk of the post which he holds.

[φ] **[**10.6-A. (a) Disability pension and gratuity shall be allowed at the following scale:

[#] Substituted for the word "injury" vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
[@] Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

CHILDREN'S PENSION

Class of injury | Pension | Gratuity | Child with own living mother | Child without own mother

A	20% of pay subject to a maximum of Rs. 3000 and a minimum of Rs. 500 P.M. (Note—After death it will devolve on the widow).	6 months pay	5% of pay, subject to a maximum of Rs. 500/- and a minimum of Rs.250 PM per child.	2.5% of pay subject to a maximum of Rs. 250 and a minimum of Rs. 125 PM per child.
B	15% of pay subject to a maximum of Rs. 2500 /-and a minimum of Rs. 375/- P.M.	Nil	4% of pay subject to a maximum of Rs. 400/- and minimum of Rs. 200/-P.M. per child.	2% of pay subject to a maximum of Rs. 200/- and a minimum of Rs. 100/-P.M. per child.
C	15% of pay subject to a maximum of Rs. 2500/- and a minimum of Rs. 375/- P.M.	Nil	Nil	Nil
D	20% of Pay subject to a maximum of Rs.3000/- P.M.and a minimum of Rs.500/-P.M.	6 Months Pay	50% of Pay subject to a maximum of Rs.500/-P.M.and a minimum of Rs.250/-P.M.per child.	2.5% of Pay subject to a maximum of Rs.250/-P.M.and a minimum of Rs.125/-P.M.per child.

(Note:- The above rates are effective from 01.02.2008)

(b) The classification of disability and the criteria for determining whether these were attributable to service have been detailed in the Annexure to this chapter.**]**

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

10.8 (a) When a claim for any injury pension or family pension arises, the Head of the Department/Attached Department/Office in which the injured or deceased Government servant

was employed shall forward the claim through the usual channel to the Finance Department with the following documents:

(1) A full statement of circumstances in which the injury was received, the disease was contracted or the death occurred.

(2) The application for injury pension in Form 9(Pen.) or the application for family pension in Form 10 (Pen.).

(3) In the case of an injured Government Servant or one who has contracted a disease a medical report in Form 11 (Pen.). In the case of a deceased Government Servant, a medical report as to the death or reliable evidence as to the actual occurrence of death, if the Government servant lost his life in such circumstances that a medical report cannot be secured.

(b) When extraordinary pension is sanctioned without the prior concurrence of the Finance Department under the proviso to rule 10.5, the documents referred to in sub-rule (a) shall be forwarded to the Finance Department along with the particulars of the pension so sanctioned.

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

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

ANNEXURE

PART-I
CLASSIFICATION OF DISABILITY
CLASS 'A'

1. Death /loss of life
2. Loss of a hand and a foot or loss of use of two or more limbs.
3. Total loss of eye-sight.
4. Total loss of speech.
5. Total deafness both ears.
6. Paraplegia or hemiplegia.
7. Lunacy.
8. Very severe facial disfigurement.
9. Advanced cases of incurable disease.
10. Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated.
11. Emasculation.

Note-- Wounds, injuries or disease of limb resulting in damage of nerves, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partial function is retained will not be included in this class. However, if the partial retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the Government servant has been totally impaired due to the invaliding disability.

CLASS 'B'

1. Loss of a thumb or at least three fingers of hand.

2. Partial loss of one or both feet at or beyond tarsometatarsal joint.

3. Loss of vision of one eye.

CLASS 'C'

1. Limited restriction of movement of joint due to injuries.

2. Disease of a limb restricting performance of duties.

General Note-- When the wound, injury or illness causing the disability is not entered in the above Schedule, the disability shall be assessed by the medical board at the classification most closely corresponding to those given above.

PART-II

PRINCIPLES AND PROCEDURE FOR DETERMINING ATTRIBUTABILITY TO SERVICE OF DISABILITY

(A) **Casualties due to wound or injury--**

(1) It should be established in such cases that the cause of casualty was the result of duty in service.

(2) where the injury resulted from the risk inherent in service attributability will be conceded.

(3) An individual will be deemed to be in the performance of duty when-

(i) he is physically present in his headquarters;

(ii) he is traveling on leave at Government expense;

(iii) when traveling to or from duty (e.g. from residence to place of duty and back but not whilst he is in his residence);

(iv) whilst traveling on duty, i.e. where it is established that but for the duty he would not have been Traveling at all.

(4) Disability resulting from purely personal act, such as shaving or similar private pursuits would not normally be treated as attributable to service.

(5) Disability resulting from violence provoked by performing of duty will be viewed as attributable to service unless the circumstances of the case warrant a different conclusion.

(6) If circumstances are such that service played no part in the causation of disability, attributability will not be conceded.

Illustration-- If a person driving a motor cycle etc., on duty, collides with a truck the injury received may be attributed to service but if he is out for a walk and sustains injury from a passing truck, his case will not qualify for the concession.

(B) **Casualties due to disease**---

(a) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in service. In determining attributability in such cases due regard should be paid to the question whether service in a particular region, or of a particular type, involved exposure to exceptional risk of contraction of, or infection by, a disease, as well as to the actual circumstances of the case.

(b) Attributability will not be conceded if, though contracted during the period of actual performance of duty, the disease is, in the opinion of the medical authorities concerned, due to risks which cannot be regarded as peculiar to such duty in service.

(c) Where a disease or its aggravation resulted from the risk of duty, attributability/aggravation will be conceded.

(d) All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravated by service where the medical opinion is in favour of the acceptance.

(e) Attributability/aggravation in all cases of cardiac disease will be determined in accordance with the guidelines mentioned at the end of this part.

(f) Where medical or other supporting documents are incomplete, cases will be dealt with on merits with due regard to medical opinion and other evidence.

11. Guidelines for determining attributability/ aggravation in cases of cardiac disease

1. There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pin-pointed as being responsible for such an attack. It is, therefore, not easy to lay any hard and fast rule for awarding attributability/aggravation in such cases. For the guidance of medical and administrative authorities some of the facts which may precipitate the attack of heart disease are enumerated below:

(a) Physical Exertion---coronary occlusion is known to have precipitated during or immediately following physical exertion, physical exertion may not necessarily be of an unusual character i.e. lifting of a heavy trunk/bundle, pushing a stalled vehicle or an up-hill climbing have in many instances been followed by an attack of coronary occlusion. The effects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress. Attributability will be conceded if a person undergoing stress and strain, pressure and counter pressure by virtue of the nature of his duties develops psychiatric problem.

(b) Emotional Strain---The occurrence of coronary disease in persons who had been under an unusually severe and protracted emotional strain points to a probable relationship between the two. Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological trauma.

(2) The question of attributability/aggravation of heart disease on occurrence in otherwise a normal individual who is subject to the above mentioned factors will, therefore, have to be considered and decided in the light of known history and merits of each case.

(3) While dealing with such cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as award of attributability/aggravation depends on their candid opinion.

12. FORMS

FORM I (PEN)

{Referred to in Rule 4.7(6)}

NOMINATION FOR GRATUITY

When the Government Servant has family and wishes to nominate one member thereof:

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

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

Dated this_____day of_____200_____at _____

Witnesses to signature

1._____
2._____

Signature of the Government Servant
_____

To be filled in by the Head of Office in case of a Non-Gazetted Government Servant

Nomination by_____Signature of Head of Office_____
Designation_____Date_____
Office_____Designation_____

FORM 2 (PEN)

{Referred to in Rule 4.7 (6)}

NOMINATION FOR GRATUITY

When the Government Servant has family and wishes to nominate more than one member thereof

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

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

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

Dated this_____day of_____19_____at_____

Witnesses to Signature
1._____
2._____

Signature of Government servant

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

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

Nomination by_____Signature of Head of Office_____
Designation_____Date_____
Office_____Designation_____

**** PENSION PAPERS**
OF

Mr. _____
_____
_____

POSTAL ADDRESS:_____
_____
_____

INSTRUCTIONS

1. The head of the Department or Office responsible for initiating the case should start filling in sections (2) to (5) of Part II of the working copy of the Form one year before the expected date of retirement. In case of death of a Government servant, while in service, the Head of Department/Office should get the papers completed instead of waiting for the submission of claim by family members.

2. Six months before the date of retirement, the pensioner should be asked to fill in and sign Part I in a fresh copy of the form and submit it along with the required enclosures mentioned in the last paragraph of the application for pension.

3. Part-I of the working copy will then be filled in by copying from Part-I of the signed copy received back from the applicant. Similarly, sections (2) to (5), Part-II of the signed copy will be filled in by copying from Part-II of the working copy. Section (I) of Part II of both the forms should then be filled in.

4. The signed copy should be forwarded to the sanctioning authority after filling in and signing section (6), while the working copy will be retained in the initiating office as an office copy. If any extra enclosures, such as list of family members, Death Certificate, Invalid Certificate, etc., are required by the special nature of a case, these should be attached with the form sent to the Audit Office.

5. The sanctioning authority should fill in section (7) of the form and send it to the Audit Office, along with forwarding letter.

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

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

** Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

FIRST PAGE
FORM 3(PEN)
PART I
(To be filled in and signed by the applicant himself)

APPLICATION FOR PENSION AND COMMUTATION

To

The _____
_____

Sir,

I have the honour to say that I *have retired/*have been permitted to retire/*am due to retire from Government service with effect from_____(Date). I, therefore, request that the pension admissible under the rules may kindly be sanctioned to me.

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

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

4. I wish to commute my pension to the extent of Rs. __out of my full pension.

5. I wish to draw my pension from the District Accounts Office/Treasury/ Sub-Treasury at_ _____(place).

6. The following documents, duly attested, are enclosed:

(i) There specimen signatures of mine.
(ii) Three photographs of mine.
@ (iii) Two sets of my thumb and finger impressions.
(iv) Attested copy of my National Identity Card.
(v) Photo copy of the Computer slip (in case of computerized pay roll only)

Your obedient servant

(Signature with date)_____
(S/o) _____
Post held at the time of retirement
Postal address_____

---

* Delete inapplicable alternative.

@ Not required in the case of Government servants retiring from posts in BS-16 and above.

FIRST PAGE (CONTINUED)

APPLICATION FOR FAMILY PENSION

To

The _____
_____
_____

Dear Sir,

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

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

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

4. I wish to draw my pension from District Accounts Office
Government Treasury/Sub-Try
at (place)_____

5. The following documents, duly attested, are enclosed:

(i) Three specimen signatures of mine duly attested /two sets of my thumb and finger impressions on the prescribed form.
(ii) Three photographs of mine@.
(iii) List and particulars of family members.
(iv) Descriptive Roll.
(v) Death Certificate.(From Hospital /Local Council Authorities).
(vi) Non -remarriage and non separation certificates.
(vii) Attested photo copy of the National Identity Card.

Yours faithfully,

Signature_____
Widow/Husband/entitled member of the family_____
Postal Address_____

Date_____

---

* Indicate relationship with the deceased Government servant.

@ Not applicable in the case of *purdah-observing* lady.

SECOND PAGE

PART II

(To be completed by Office/Department)
SECTION (1) PARTICULARS OF APPLICANT

1. Name of applicant _____
2. Father's name _____
3. Nationality _____
4. Postal address _____
5. Post held on the date of retirement and BPS_____
6. Date of birth of the applicant_____

7. Date of (Commencement of service _____
(Retirement_____
(Application for pension_____

7-A Computer Personnel No._____

8. Length of service, including interruptions--

Y. M. D.

From to i.e.
From to i.e.

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

Y. M. D.

From to i.e.
From to i.e.
_____
Total
_____

10. Governments under which service has been rendered in chronological order --

Y. M. D.

Government of _____ From to i.e.

Government of _____ From to i.e.

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

11. Class of pension or gratuity applied for_____
12. Average emoluments/last pay drawn of post held on regular basis_____

13. Proposed full pension/gratuity_____

14. Proposed family pension_____

15. Proposed value of commutation_____

16. Proposed net pension._____

17. Place of payment (Government Treasury or Sub-Treasury)/District Accounts Office _____

18. Date from which pension is to commence_____

Office

Signature of Head of_____

Official seal Department

THIRD PAGE

Section (2) Calculation of Qualifying Service

Y. M. D.

Total length of service, as per Col. 10 of Section (1)

Less--

(i) Extraordinary leave.
(ii) Suspension not treated as duty or as leave.
(iii) Service rendered before break, if break is not condoned.
(iv) Service forfeited by resignation.
(v) Unauthorized absence.

_____
Total _____
Net qualifying service_____

Add--

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

_____
Total _____
Total qualifying service _____

SECTION (3).-CALCULATION OF AVERAGE EMOLUMENTS UNDER PARA 3(a)/(b) of L.P.R. 1977

STATEMENT OF EMOLUMENTS DURING THE LAST 36/12 MONTHS

Period		**Duration Month & Days**		**Monthly rate of emoluments**		**Amount drawn**	
From	To	M	D	Rs.	Ps	Rs.	Ps.

The Total emoluments for 36/12 months are;
Therefore "Average Emoluments", work out to

Rs. 36/12=Rs. P.M

FOURTH PAGE

SECTION (4)-CALCULATION OF PENSION

Length of total qualifying service ……..years

Emoluments/Average Emoluments/Last Pay drawn of the post held on regular basis. Rs.....

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

Amount of gratuity on discharge from temporary service where qualifying service is 10 years or more but less that 25 years. Rs.....

Full pension calculated up to 30 years qualifying service Rs.....

Benefit to the extent of 2% of full pension for each extra year of service beyond 30 years subject to a maximum of 10% of the full pension. Rs.....

Total Rs.....

Commutation Rs.....

Net Pension Rs.....

SECTION (5)-COMMUTED VALUE OF PENSION

(i) Amount of pension to be commuted Rs.....

(ii) Age next birthday or 60 in case of Superannuation .....years

(iii) Rate of commuted value for every one rupee. Rs.....

(iv) Commuted value of pension. Rs.....

FIFTH PAGE

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

1. Remarks regarding any gratuity or pension received by the applicant (see Chapter IX of Punjab Civil Services Pension Rules).

2. Any other remarks.

Signature of the

Head of the Department/Office

SECTION (7) -- ORDER OF THE SANCTIONING AUTHORITY

1. Sanction is hereby accorded to the grant of pension and/or commuted value of pension/gratuity as calculated in sections (4) and (5).

2. _____has not been sanctioned anticipatory pension.

The anticipatory pension/gratuity of Rs._____sanctioned, vide No.___ _____dated_____may be adjusted while making payment on the final PPO (score out which is not applicable).

3. The payment of pension and/or gratuity may commence from _____. Before issuing the pension payment order, the Audit Officer may kindly ascertain whether the Last Pay and No Demand Certificates have been received by him. In case No Demand Certificate has not been received, the Government servant, or his family in the event of his death, may be requested to give his/its consent in writing to any amount outstanding against him on the date of retirement/death being recovered from the pension and/or gratuity in lump sum or in monthly installments.

Signature_____

Designation_____

SIXTH PAGE

PART III

(FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE)

I. The calculations contained in the preceding pages have been checked.

II. Length of qualifying service accepted
in Audit_____Year

III. Reasons for difference, if any, between this and the length of qualifying service worked out by the Department.

IV. Amount of pension. Rs.....

V. Reasons for discrepancy,
if any, between this amount
and that calculated by the Department.

VI. Amount of family pension. Rs.....

VII. Reasons for discrepancy,
if any, between this amount
and that calculated by the Department

VIII. Amount of commutation for
the pension commuted. Rs.....

IX. Reasons for discrepancy,
if any, between this amount
and that calculated by the Department

X. Amount of net pension payable Rs.....

XI. The pension will
commence from .....

XII. Allocation of the pension/gratuity and commutation.

	Pension	Gratuity
Government of_____		
Government of_____		
Government of_____		
Defence Estimates_____		
Total	_____	_____

XIII. Anticipatory pension of Rs._____
(Rupees_____)
per month, granted with effect from_____
vide P.P.O. No._____under rule_____
to be adjusted in the final P.P.O.

XIV. Amount of original pension
commuted. Rs.....

XV. Checked with the L.P.C.
and 'No Demand Certificate'

XIV. P.P.O. issued, vide No._____dated_____

Assistant Accountant General
Assistant Accounts Officer

* FORM 4 (PEN)

* Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

[*] **FORM 5 (PEN)**
(Referred to in Rule 6.4)

[@] From

_____
_____

To

The Accountant General, Punjab, Lahore/
District Accounts Officer,_____

Subject: GRANT OF ANTICIPATORY PENSION TO_____

Sir,

[**] Mr. _____ is due to retire/ has retired from Government service with effect from_ _____.The finalization of his pension case is likely to take some time. To avoid unnecessary hardship he is granted an anticipatory pension/gratuity, with effect from_____ __as follows:

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

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

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

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

1) Name of the Government servant.
2) Father's Name.
3) Postal address.
4) Post held at the time of retirement and BPS.
5) Date of birth.
6) Date of first recruitment in Government service.
7) Date of beginning of continuous qualifying service (including temporary service over five years without break or temporary and officiating service followed by confirmation).
8) Date of ending of service.
9) The period of service that ordinarily does not count for pension:-
   i) the period of service paid from contingencies;
   ii) extraordinary leave; or
   iii) period of training before actual appointment to Government service.

10) The length of qualifying service (after deduction of the period mentioned in (9) above).

11) Class of pension or gratuity (whether compensation; invalid; superannuation or retiring).

12) Average emoluments or last pay drawn of the post held on regular basis.

13) (i) (a) Whether his service was more than 5 years and less than 10 years, if so--

---

[*] Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

[@] Here insert the name of the authority competent to sanction the pension.

[**] Give the name and designation of the retiring Government Servant.

(b) gratuity admissible to him.

(ii) If his qualifying service is ten years or more and he did not die before retirement, the amount of full pension.

3. The pension/gratuity is chargeable to the Punjab Government provision ally and will commence_____ (the date of the retirement of the government servant or the day following his death if he died before retirement).

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

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

Your obedient servant

Form attached

Authority competent to sanction the pension

No._____dated_____

A copy forwarded to @ _____

for information.

Authority competent to sanction the pension

No._____dated_____

A copy is forwarded to the District Accounts Officer/Treasury Officer * _____
for necessary action.

2. Pension payment order No._____ in favour of_____ for Rs. _____ per mensum is attached. I am to request that the pensioner's half of the order may be made over to him after obtaining his signatures on the disburser's half after you have satisfied yourself of his identity and payments noted on both halves as they are made. The slip bearing the left hand thumb and finger impressions**, passport size photograph and specimen signatures of the pensioner are also enclosed.

@ Here insert the name and full address of the Government servant.

* Here insert the name of Treasury.

Authority competent to sanction the pension

DECLARATION

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

Signatures of the Government servant with full address and date

Witness with full address:

1_____

2_____

[**] In the case of literate ladies and gazetted Government servants thumb or finger impressions are not required.

[@] Here state the designation of the authority sanctioning the anticipatory pension.

ANTICIPATORY PENSION/GRATUITY PAYMENT ORDER PENSISONER'S PORTION

CLASSIFICATION

Major 000 Function	General Administration	Major Object 600	Transfer Payments.
Minor 020 Function	Fiscal Administration	Minor Object 660	Superannuation Allowances and Pension.
Detailed Function 028	Superannuation and Pension	Detailed Object 661	Superannuation Retiring and Compensatory Pension.

Debitable to_____Government

Place for signature of Pensioner's as the first payment is made_____.

Class of pension and date of order sanctioning	Personal identifi-cation	Height		Date or approx-imate date of birth	Sect	Permanent residence showing village, tehsil and ID No.	Amount of monthly pension	
		M	CM				Rs.	Ps.

OFFICE OF THE

NO. The_____200_____

Until further notice, and on the expiration of every month please pay to Mr. _____son/daughter of _____the sum of rupees _____(less income tax), being the amount of _____pension, as _____BPS No. _____upon the production of this Order and a receipt in the usual form. The payment should commence from _____.

2. As the late_____died in service, a gratuity of Rs. _____Rupees_____ _____in lieu of his 1/4th pension of Rs._____is also payable. The gratuity is debitable to the Head:

Major Object	600	Transfer Payments.
Minor Object	660	Superannuation Allowances and Pension.
Detailed Object	663	Gratuity Value of Pension.

3. A sum of Rs. _____Rupees _____on account of commuted value of pension is also payable and debitable to the Head:-

Major Object	600	Transfer Payments.
Minor Object	660	Superannuation Allowances and Pension.
Detailed Object	662	Gratuity Value of Pension.

4. As the service of _____was less than 10 years _____was not employed in a substantive capacity and his service was less than 25 years; only a gratuity of Rs. _____ _____is admissible to him. An amount of Rs._____ being one-sixth of 3/4th of the gratuity may be paid to him monthly for a period of six-month.

(Signature)_____

(Designation)_____

To

The Treasury Officer/

District Accounts Officer,

NOTE (1) Payment under this order is to be made only to the pensioner in person, with the following exceptions.

(a) To persons specially exempted by Government.

(b) To females unaccustomed to appear in public and to persons unable to appear on account of illness or bodily informity, (Payment in both classes (a) and (b) is made on production of a Life Certificate signed by a responsible officer of Government, or other well-known and trustworthy person).

(c) To any person sending a Life Certificate signed by some person exercising the powers of a Magistrate of any class under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer who before retirement exercised the powers of a Magistrate or any Gazetted Officer of Government or by any person holding a Government title.

(d) In all cases referred to in clauses (a), (b) and (c) the Disbursing Officer must at least once a year, require proof, independent of that furnished by the Life Certificate, of the continued existence of the pensioner.

(2) Strikeout the paragraph(s) not applicable.

REVERSE OF DISBURSER'S PORTION

Amount of pension Rs._____(in words_____).

A gratuity of Rs._____(Rupees_____) paid vide Treasury Voucher No._____dated_____.

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

@ Month for which pension is due	19	19	19	19	19	19	19	19	19	19	
	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	REMARKS
July August September October November December January February March											

@ If the payment is by Postal Money Order, identification is required twice a year as prescribed otherwise annually.

April May June											
	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	
Note of pensioner's identification											

@ Month for which pension is due	19	19	19	19	19	19	19	19	19	19	
	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	REMARKS
July August September October November December January February											

@ If the payment is by Postal Money Order, identification is required twice a year as prescribed otherwise annually.

March April May June											
	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	
Note of pensioner's identification											

@ Month for which pension is due	19	19	19	19	19	19	19	19	19	19	
	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	REMARKS
July August September October November											

@ If the payment is by Postal Money Order, identification is required twice a year as prescribed otherwise annually.

December January February March April May June											
	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	
Note of pensioner's identification											

FORM 6 (PEN.)
(Referred to in Rule 8.2)
COMMUTATION OF CIVIL PENSIONS
PART-I FORM OF APPLICATION

I,_____desire to commute Rs _____of my Superannuation/ Retiring/Invalid/Compensation pension of Rs_____ month. I certify that I have answered correctly each and all of the questions below -

Place Signature
Date Designation
Address

Question ***Answer***

1. What is the date of your birth?

2. How much of your pension do you wish to commute?

3. (a) Have you already commuted a portion of your pension, if so give particulars.

   (b) Has any application from you for commutation of pension ever been rejected, or have you ever accepted/declined to accept commutation of pension on the basis of an addition of years to your actual age recommended by the medical authority? If so, give particulars.

4. From what treasury do you draw or proposed to draw your pension and commutation money?

5. If you are already drawing your pension quote the No. of your Pension Payment Order.

6. Without prejudice to the direction of the sanctioning authority, from what date approximately do you wish this commutation to have effect?

7. At what station (near the area in which you are ordinarily resident) would you prefer your medical examination to take place

Place:

Signature

Forwarded for report to

(Here enter designation and address

of the Accounts Officer)

Date:

Signature

Designation (of Head of Office/

Department/Attached Department)

@ **[PART-II**

Forwarded to_____(Here enter the designation and address of the sanctioning authority).

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

Sum payable, if the commutation becomes absolute before the applicant's next birthday, which falls on.	(On the basis of normal age, i.e.……years, Rs……)
Sum payable if the commutation becomes absolute before the applicant's next birthday, but before the birthday but one.	(On the basis of normal age,……. years, Rs……)

3. The sum payable will be debitable to
(i)The Federal Government Rs……
(ii) The Provincial Government(s) of. Rs……

Signature and Designation of

Accounts Officer.

Station_____

Date_____

Part-III

Administrative sanction is accorded to the above commutation. A certified copy of paragraph 2 of Part-II of the Form has been forwarded to the applicant in Form 7 (Pen).

Signature and Designation

of the Sanctioning Authority

Place_____

Date_____

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

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

@ Part-II and III substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

Signature and Designation
of the Sanctioning Authority**]**

FORM 7 (PEN.)
(Referred to in Rule 8.7)
COMMUTATION OF CIVIL PENSIONS
PART I

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

Sum payable if the commutation

becomes absolute before the applicant's

next birthday, which falls on_____ i.e…….years, Rs……

Sum payable if the commutation becomes absolute

age after the applicant's next birthday but before his

next birthday but one. ……years, Rs…….

Station Signed
Date. (Designation of Accounts Officer)

PART II

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

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

Station. (Signature and designation of
Date. the Sanctioning Authority).

To

_____
(The name and address of applicant)

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

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

PART-I

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

1. Name in full (in block letters).
2. Date of birth.
3. Have you ever been granted leave on medical certificate. If so, state periods of leave and nature of illness.
4. Has any application for insurance on your life ever been declined or accepted at an increased premium?
5. (i) Have you ever been told that you had albumen or sugar in the urine?
   (ii) Do you rise at night to urinate?
   (iii) Are you now or have you ever been on special diet for your health?
   (iv) Has there been any marked increase or decrease in your weight within the past three years? If so, how much?
6. Have you been under the treatment of any doctor within the last three months, if so, for what illness?

DECLARATION BY APPLICANT
(To be signed in presence of the medical authority)

I declare all the above answers to be, to the best of my belief, are true and correct. I will fully reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.

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

Applicant's Signature
Signed in presence of _____
Signature and designation of medical authority

FORM 8 (PEN.) - Contd.

PART-II
(To be filled in by the examining medical authority)

1. Apparent age.
2. Height
3. Weight.
4. Girth of abdomen at level of umbilicus.
5. Pulse rate -
   (a) Sitting
   (b) Standing.
   (c) What is character of pulse?
6. What is condition of arteries?
7. Blood pressure -
   (a) Systolic.
   (b) Diastolic.
8. Is there any evidence of disease of the main organs -
   (a) Heart.
   (b) Lungs.
   (c) Liver.
   (d) Spleen.
9. Does chemical examination of urine show (i) albumen, (ii) Sugar? State specific gravity.
10. Has the applicant a rupture? If so, state the kind and if reducible.
11. Describe any scars or identify marks.
12. Any additional information.

(Signature and designation of examining medical authority)

Station
Dated

@ **PART-III**

I/We have carefully examined_____
(Name of applicant)

and am/are of opinion that:

Either he is/is not good bodily health and has the prospect of an average duration of life/is not a fit subject for commutation or (in the case of an impaired life which is yet considered a fit subject for commutation) as _____
Name of applicant

is suffering from _____his age for the purpose of commutation, i.e. his age next birthday should be taken to be_____years more than actual age.

Left hand and finger impression of
non-gazetted Government servants.

Station
Dated

(Signature and designation of examining medical authority).

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

@ Substituted vide Notification No. FD (SR-III) 4-1/89 dated 1st March 1992

FORM 9 (PEN)

(Referred to in Rule 10.8)

FORM OF APPLICATION FOR INJURY PENSION OR GRATUITY

1. Name of applicant.
2. Father's name.

*[~~3. Race, sect and caste.~~]

3. Residence, showing village/Tehsil & District/ **~~Pargana~~.

4. Present or last employment including name of establishment.
5. Date of beginning of service.

[6. Length of Service including interruptions-
(a)the service qualifying for pension,
(b)non-qualifying service and interruption.]

7. Classification of injury.
8. Pay at the time of injury.
9. Proposed Pension or Gratuity.
10. Date of injury.
11. Place of payment.
12. Special remarks, if any.
13. Date of applicant's birth by Christian era.
14. Height.
15. Remarks.

Thumb and finger impression

Thumb	Fore-finger	Middle-finger	Ring finger	Little finger

16. Date on which the applicant applied for pension.

Signature of Head of Office/
Department/Attached Department.

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

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

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* Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992 and subsequent serial numbers were renumbered.
** Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
# Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

FORM 10 (PEN)
(Referred to in Rule 10.8)
FORM OF APPLICATION FOR FAMILY PENSION

Application for an extraordinary pension for the family of [@] ~~A.B. late~~ _____ killed, or died of (injuries received in the execution of duty.)
Submitted by the_____

Description of claimants.

(1) Name and residence showing village, Tehsil and District.
(2) Age.
(3) Height.
[**] ~~(4) Race, caste or tribe.~~
(4) Marks for identification.
(5) Present occupation and pecuniary circumstances.
(6) Degree of relationship to deceased.

Description of deceased.

(7) Name.
(8) Occupation & service.
(9) Length of service.
(10) Pay when killed.
(11) Nature of injury causing death.
(12) Amount of pension or gratuity proposed.
(13) Place of payment.
(14) Date from which pension is to commence.
(15) Remarks.

Name	*Date of birth by Christian era.*
Name and age of surviving kindred of deceased	Sons
	Widows
	Daughters
	Father
	Mother

Note - If the deceased has left no son, widow, daughter, father or mother surviving him, the word "none" or "dead" should be entered opposite to such relative.

Place
Dated

Signature of Head of Office/Department/
Attached Department.

Note - Entries 1, 7 and 13 to be entered in Block Capitals.

[@] Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992
[**] Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992 and subsequent Sr. Nos. renumbered.

* **FORM 11 (PEN)**
(Referred to in Rule 10.8)

FORM TO BE USED BY MEDICAL BOARD WHEN REPORTING ON INJURIES

PROCEEDINGS OF MEDICAL BOARD

Proceedings of a Medical Board assembled by order of _____for the purpose of examining and reporting on the present state of the injury sustained /disease contracted by___ _____at (place of injury, etc.)_____on the (_____date of injury) etc.

(a) State briefly the circumstances under which the injury/disease was sustained/contracted.

(b) What is the Government servant's present condition.

(c) Is the Government servant's present condition wholly due to the injury/disease? if not, state to what other causes it is attributable.

(d) In the case of disease, from which date does it appear that the Government servant has been incapacitated?

The opinion of the Board is as follows:

INSTRUCTIONS TO BE OBSERVED BY THE MEDICAL BOARD PREPARING THE REPORT

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

2. The Board should clearly specify the nature of injury/disability and the class in which it falls according to the classification given below.

3. If the injuries be more than one, they should be numbered and described separately and should it be considered that together they have resulted in a disability of class A, B, or C, this opinion should be expressed in the report giving details of the disability.

4. The Medical Board will confine itself exclusively to medical aspect of the case and will carefully discriminate between the Government servant’s unsupported statements and the medical and documentary evidence available.

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

* Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

13. CLASSIFICATION OF DISABILITY

Class ‘A’

1. Death/loss of life.
2. Loss of hand and a foot or loss of use of two more limbs.
3. Total loss of eyesight.
4. Total loss of speech.
5. Total deafness, both ears.
6. Paralegia or hemiplegia.
7. Lunacy.
8. Very severe facial disfigurement.
9. Advanced cases of incurable disease.
10. Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated.
11. Emasculation.

Note-- Wounds, injuries or disease of limb resulting in damage of nerves, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partial function is retained will not be included in this class. However, if the partial retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the Government servant has been totally impaired due to the invaliding disability.

Class ‘B’

1. Loss of a thumb or at least three fingers of hand.
2. Partial loss of one or both feet at or beyond tarsometatarsal joint.
3. Loss of vision of one eye.

Class ‘C’

1. Limited restriction of movement of joint due to injuries.
2. Disease of a limb restricting performance of duties.

General Note -- When the wound, injury or illness causing the disability is not entered in the above schedule, the disability shall be assessed by the medical board at the classification most closely corresponding to those given above.

14. ANCILLARY INSTRUCTIONS

NO. FD.SR.III-4-54/83-C
Dated the 16th July 1985

Subject: RESTORATION OF COMMUTED PORTION OF PENSION

I am directed to state that under existing rules a pensioner on his option can get his pension commuted up to a maximum of 50 percent. In such cases Government pays commuted value of such portion of pension for a number of years according to age next birthday after retirement as mentioned in the Commutation Table. The Governor has been pleased to direct that commuted portion of pension to the extent of 1/4th of gross pension shall be restored w.e.f. 01.07.1985 in the case of such civil pensioners who have already completed the number of years for which commuted value of pension was paid. The 1/4th commuted portion of pension shall also be restored in the case of those retiring in future on completion of the number of years for which commuted value is paid.

2. In restoring the commuted portion of pension fraction of a year mentioned in the Commutation Table Which is less than 6 months will be ignored and that of 6 month and more will count as one year.

3. No arrears on account of restoration of commuted portion of pension will be payable in those cases in which the number of years paid for had been completed before 01.07.1985.

No. FD.SR.III-4-115/91
Dated the 30th September 1991

Subject: RESTORATION OF PENSION SURRENDERED IN LIEU OF GRATUITY/COMMUTATION

I am directed to state that prior to 01.07.1986 a civil pensioner had the option to surrender 1/4th amount of gross pension for gratuity and get 1/4th there of commuted. Since then, payment of gratuity against surrender of 1/4th of pension has been discontinued and now a civil pensioner has the right, at his option, to get commuted value of up to 50% of his gross pension. At present, 1/4th of commuted pension and, if no commutation has been made, 1/4th amount of gross pension surrendered for gratuity by the civil pensioners is restored as and when the pensioner outlives the period for which the commutation/surrender for gratuity is made. Now the Governor of the Punjab is pleased to allow the restoration of remaining 1/4th of pension with effect from 01.07.1991 with the condition that no arrears shall be allowed for the period prior to 01.07.1991.

ANNEXURE TO THE FINANCE DEPARTMETNS LETTER NO.FD-SR-III-4-58/86-D DATED 10TH AUGUST 1986

COMMUTATION TABLE

Age next Birthday	Number of years purchase	Age next birthday	Number of years purchase
20	50.6304	50	22.8911
21	49.6676	51	22.0658
22	48.7066	52	21.2563
23	47.7467	53	20.4638
24	46.7884	54	19.6896
25	45.8314	55	18.9348
26	44.8758	56	18.2002
27	43.9215	57	17.4860
28	42.9688	58	16.7925
29	42.0179	59	16.1191
30	41.0089	60	15.4649
31	40.1218	61	14.8290
32	39.1767	62	14.2105
33	38.2336	63	13.6090
34	37.2929	64	13.0239
35	36.3551	65	12.4549
36	35.4203	66	11.9017
37	34.4885	67	11.3643
38	33.5603	68	10.8428
39	32.6361	69	10.3371
40	31.7160	70	9.8472
41	30.8007	71	9.3729
42	29.8907	72	8.9142
43	28.9800	73	8.47.08
44	28.0891	74	8.0427
45	27.1990	75	7.6299
46	26.3172	76	7.2322
47	25.4444	77	6.8496
48	24.5816	78	6.4818
49	23.7301	79	6.1287
		80	5.7901

No.FD.SR.III-4-58/86-D
Dated the 10th August 1986

SUBJECT: REVISION OF RATES OF COMMUTATION AND ABOLITION OF GRATUITY

I am directed to state that under the existing rules a civil pensioner is eligible to commute at his option 50% of his gross pension. He has also the option to draw 1/4th amount of gross pension as gratuity and 1/4th amount thereof as commutation. The Governor of the Punjab has been pleased to decide that w.e.f. 01.07.1986 gratuity shall be abolished altogether. Commutations up to 50% of gross pension shall, however, continue to be admissible at the option of a pensioner.

2. It has further been decided to replace the existing commutation table by a new commutation table as annexed to this letter.

3. Under, the existing rules if a civil servant dies while in service gratuity in lieu of one-forth of the gross pension is allowed. In such cases, the rate of gratuity as from 01.07.1986 will be determined on the basis of age next birthday of the deceased civil servant in accordance with the new Commutation table referred to above.

NO. FD.SR.III-4-111/89
Dated 22nd July 1989

Subject: LIBERALIZATION OF PENSION RULES - FAMILY PENSION

I am directed to state that in accordance with this Department's circular letter NO.FD-SR-III-4-54/83 dated 25.08.1983 family pension at present is admissible to the widow for life or until re-marriage. In the case of death of the widow, family pension is admissible, to the son, if any, until he attains the age of 29 years and unmarried daughters, if any, until they are married or attain the age of 21 years whichever is earlier. The Governor of Punjab has been pleased to decide that w.e.f. 01.07.1989 family pension in case of widow's death will be admissible to the dependent sons until they attain the age of 24 years or till they are gainfully employed, whichever is earlier and to unmarried daughters till their marriage, or their acquiring regular source of income whichever is earlier.

2. The Governor of Punjab has been further pleased to decide that pension to physically/mentally retarded children will be admissible for life. Payment of pension to these children will be subject to the production of a certificate from the Medical Board that the children is physically/mentally retarded permanently and not able to be gainfully employed.

3. The existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. Necessary amendment in the rules will be issued in due course.

No. FD.SR.III-4-1/77
Dated the 19th June 1996

Subject: VERIFICATION OF SERVICE OF GOVERNMENT SERVANTS FOR PURPOSES OF PENSION

The study report of pension cases made by the Auditor General of Pakistan in the office of A.G. Punjab, Lahore displayed very astonishing results and out of the total 146 pension cases in the month of October, 1994, only 9 were received before the retirement dates whereas 137 cases were received after the date of retirement which is indicative of the fact that instructions contained in the Finance Department letter No. D.SR.III-4-1/77 dated 14.04.1977 (copy enclosed) are not being followed strictly. Otherwise no such abnormal delay in pension cases would have occurred. It is once again emphasized that the instructions contained in circular letter ibid may be brought to the notice of all concerned for strict compliance and the disciplinary action against the defaulters may be taken up as already requested in F.D.'s letter No. FD.R.III-4-1/77 dated 02.11.1995.

No.FDSR.III-4-1/77
Dated the 14th April 1977

Subject: SIMPLIFICATION OF PROCEDURES REGARDING PENSIONS

I am directed to say that the Government attaches a great importance to the timely sanction of pension, so that a retired Government servant is not put to financial hardship on this account. Instructions in this behalf have been issued from time to time with a view to streamlining and simplifying procedure ensuring expeditious finalization of pension cases. That some cases of delay in sanction of pension are still reported indicates that these instructions are not being observed strictly by all concerned. The procedure for sanction of pension has again been considered by the Government with a view to affecting improvements and the following decisions have been taken:

i) **Preparation of pension papers –** Action regarding sanction of pension should be initiated by the Head of attached/administrative department one year before the date of retirement and the pension papers completed in all respects should be sent to the audit officer six months before the date of retirement, without fail.

ii) **Checking and maintenance of Service Book --** (a) One of the main reasons for delay in the timely sanction of pensions is incomplete entries and lack of prescribed periodic checks of the Service Books. To avoid delay due to this cause, it has been decided that the departments should, where the workload so justifies, exclusively designate a whole-time officer for supervising the maintenance of Service Books. In any case the responsibility in this respect should be clearly defined and assigned. The entries in the Service Books should be clearly made, verified and attested by the officer so designated. Officer next above thus designated officer or the head of an office where he is the designated officer himself, should record an annual certificate in the Service Book in token of the correctness of the entries made therein.

(b) the Service Book should be got verified from the Audit Office immediately after the 10th and 24th year of service of the official concerned. On the basis of these annual certificates recorded as instructed in sub para (a) above the head of the office should also record a consolidated certificate in respect of the entire service period in the following form:

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

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

1._____

2._____

3._____

This certificate should also be recorded before submission of the case to the Audit Office as laid down above. The Audit Office shall accept it as a final proof of verification of service.

(c) The Service Book should be maintained in duplicate, the duplicate copy being kept in custody of the Government servant. Entries in duplicate Service Book shall as far as possible be made simultaneously with those in the original

Service Book. However, this duplicate Service Book would serve as a means of contemporary evidence, if needed.

(d) In the case of transfer of a Government servant, the original Service Book duly completed to the date of transfer should be sent to new head of the department/office and a copy of the entries relating to the office from which transfer takes place shall be maintained in that office; a certificate to this effect shall invariably be recorded in the covering letter under which the Service Book is transferred.

iii) **Production of "No Demand Certificate" not essential –** 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. This is for strictly compliance by all concerned. 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 verify 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 on the current demands. The Department should also send the requisite certificate to the Audit Office 15 days before the date of issue of prescribed PPO. 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 of the date of his retirement.

iv) **Review of delayed cases –** Every head of the Department should review the position in respect of outstanding pension cases every 3 months and furnish a statement of outstanding cases including the cases of anticipatory pensions together with the reasons for delay and the remarks of the Accountant-General/District Accounts Officer to the Pension Cases Disposal Committee.

v) **Nomination regarding beneficiaries –** The Administrative Account should also take timely ------- for ensuring that the Government servant has made proper nomination regarding beneficiaries in the even of his death.

vi) **Issue of pension payment order –** The pension payment order shall as a rule be issued:

(i) in the case of normal retirement, one month before retirement, and

(ii) in the case of premature, voluntary or compulsory retirement of death, within 3 months from the date of the even.

(b) If for any reason, it is apprehended that the pension payment order cannot be issued within the prescribed time, a provisional PPO, authoring payment of 80% of the admissible pension should be issued by the competent authority without referring the case to the audit office within one month of the expiry of the time prescribed in sub para (a) above.

(vii) **Condoning of gaps for qualifying service**

(a) As in the existing rules, the period of extraordinary leave shall not be treated as qualifying service for pension but only as a bridge between the two periods of qualifying service. Interruption in service due to other reasons may be condoned provided such interruption is not due to any fault or willful act of the Government servant, like unauthorized absence, resignation or removal from service. Interruption due to removal on account of reduction and retrenchment of the post shall, however, be deemed to have been condoned. The period of such interruption shall not however count as qualifying service for pension.

(b) all periods suspensions followed by reinstatement should qualify for pension regardless of the fact whether the Government servant was or

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

(c) The action in respect of break in service should be completed by the head of the Department competent authority before forwarding pension papers to the audit office.

(viii) **Commutation –** (a) Submission of pensioners to medical examination is not necessary if commutation is applied for within one year of the date of retirement. The pensioners should apply to the Accounts Officer for commutation who would authorize the payment. In the event of issue of provisional pension, the commutation may be provisionally sanctioned on the basis therein but when the pension is finally sanctioned the final payment order shall be substituted for the provisional payment order for purposes of commutation as also for all other purposes.

(b) in the case of premature retirement on medical grounds, the requirement of medical examination shall not be waived.

(ix) **Undrawn pension arrears –** It has been decided that there should be no restriction for the drawl of the pension, if it falls in arrears. The arrears may be paid by the disbursing offers without reference to the audit office or the pension sanctioning authority.

(x) All existing rules shall be deemed to have been modified to the extent indicated above.

(ix) These orders will take effect from 1st February, 1977 in case of para (viii) above i.e. Commutation and from 1st July, 1977 in respect of other clauses.

No. FD.SR.III-4-1/77

Dated the 12th March 1997

Subject: VERIFICATION OF SERVICE OF GOVERNMENT SERVANTS FOR PURPOSES OF PENSION

In continuation of this Department's letter No. FD.SR.III-4-1/77 dated 2nd November, 1995 and 19th June, 1996 on the subject noted above, I am directed to state that it has been reported by the office of the Auditor-General of Pakistan that authorities dealing with preparation/finalization of pension claims are not providing lists of Government servants (Gazetted and non-Gazetted) within the stipulated period of one year prior to retirement thus causing delays in finalization of cases as well as hardship to pensioners. It is reiterated that the information sought for be provided on a monthly basis to streamline the process of sanction of pension. The lists of Government servants (Gazetted and non-Gazetted) due to retire after one year should be supplied to the concerned Accounts Officer regularly on a monthly basis.

NO.FD.SR.III-4-1/77

Dated the 17th December 1978

Subject: VERIFICATION OF SERVICE OF GOVERNMENT

SERVANT FOR PURPOSE OF PENSION

In continuation of this Department's letter No. 397-SO(SR)IV/72 dated the 6th March, 1972, on the subject noted above. I am directed to state that in order to eliminate delay in the payment of pension to Government servants, it has been decided by the Provincial Government that services of civil servants would be verified for the purposes of pension, in accordance with the following:-

(i) Once, when a Government servant completes 10 years of service;

(ii) next, when he completes 24 years of service (i.e. in respect of 14 intervening years since last verification); and

(iii) finally, in respect of the period after 24 years when he is actually due to retire.

No. FD.SR-III-4-114/89

Dated the 15th January 1997

SUBJECT: RATIONALIZATION OF GRANT OF FAMILY PENSION TO THE WIDOW/WIDOWER IN CASE OF DEATH OF EITHER SPOUSE (CIVIL SERVANT)

I am directed to state that under the existing rules/orders on the subject, family pension is admissible to widower of a deceased female Government servant for a period of 10 years or un-expired portion of 10 years and to a widow for life or until remarriage. The Government of the Punjab has decided that with effect from 01.03.1992 the widower of deceased female Government servant will also be entitled to family pension for life or until remarriage.

2. The other instructions on the subject will continue.

No. FD.SR-III-4-22/97

Dated the 29th March 1997

Subject: GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE PUNJAB GOVERNMENT, RETIRED IN BPS 1 TO 16

I am directed to refer to the subject noted above and to state that the Governor of the Punjab has been pleased to sanction, with effect from 01.03.1997, an increase @ 10% in pension for existing civil pensioners of the Punjab Government retired in BPS 1 to 16.

2. For the purpose of admissibility of this increase in pension, the term 'pension' means pension before commutation and/or surrender of 1/4th for gratuity plus dearness/ad hoc increase/indexation/ad hoc relief in pension sanctioned from time to time. Gross pension of retired Government employees would not be less than Rs.300/-P.M. and in the case of family pension not less than Rs.150/- P.M. for the purpose of calculation of the above increase.

3. The increase in pension will also be admissible on family pension granted under the pension-cum-gratuity scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the Punjab Civil Services Pension Rules as well as on the compassionate allowance allowed under the Section 18(3) of the Punjab Civil Servants Act, 1974.

4. If the gross pension sanctioned by the Punjab Government is shared with any other Government in accordance with the Provisions of Appendix-4 of Punjab Financial Rules Vol. II, the amount of the increase in pension will be apportioned between the Punjab Government and the other Government concerned on proportionate basis.

5. Commutation/Gratuity of any part of increase in pension will not be permissible.

6. In the case of re-employed pensioners, the increase in pension sanctioned in this circular letter shall not be admissible to them during the period re-employment.

7. The benefit of increase in pension sanctioned in this circular letter will also be admissible to those civil pensioners of the Punjab Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15.08.1947 and are not entitled to or are not in receipt of pension increase under the British Government's Pension (Increase) Acts. The payment will be made at the existing official rate of exchange.

No. FD.SR-III-4-22/97

Dated the 10th April 1997

Subject: GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE PUNJAB GOVERNMENT, RETIRED IN BPS 1 TO 16

I am directed to refer to this department's circular letter of even number dated 29.03.1997 on the subject noted above and to say that certain queries with clarifications thereto are brought to the notice of all concerned for guidance and necessary action:

QUERIES

i) Whether the above said increase is also admissible to the pensioners who were in BPS-17 by move-over or by virtue of Selection Grade
ii) Whether the said increase is admissible to those who will retire on or after 01.03.1997.

CLARIFICATIONS:

i) The benefit of 10% increase in pension is also admissible to those pensioners who were in BPS-17 by virtue of moreover but not to those who were in BPS-17 by virtue of Selection Grade.
ii) The benefit of an increase in pension is admissible to those Government servants who were retired prior to 1st March 1997.

NO.FD.SR.III-4-54\83

Dated the 12th March 1997

SUBJECT: FURTHER LIBERALIZATION OF LIBERALIZED PENSION RULES FOR CIVIL SERVANTS FAMILY PENSION

I am directed to refer to rule 4.10(2)(B)(i) & (ii) of the Punjab Civil Services Pension Rules read with para-5 of the circular letter No.FD.SR.III-4\1-77 dated 17.01.1997 according to which in the event of no pension being payable under clause(A) of the rule ibid the family pensions granted for period of 10 years or un-expired portion of 10 years to:-

i) the father; or

ii) failing the father to the mother:

I am also to state that it has been decided that w.e.f. 01.01.1996, family pension will be admissible to the father and failing father to the mother for life instead of a period of 10 years in the event of no pension being payable under clause(A) of the rule ibid. It is further clarified that this amendment shall apply ONLY in case of father land failing the father to the mother as surviving heir. The remaining shall continue to be governed by the original provision.

No. SO (PCDC)-11(2)/97-Misc.

Dated Lahore the 23rd December 1997

Subject: PROMPT FINALIZATION OF PENDING PENSION/G.P.FUND CASES

The pension rules require that the pension cases of the retiring Government servants should be initiated one year before the date of their retirement and be referred to the audit office six months before the retiring date and the pension payment order should be issued one month before the actual date of retirement. Despite requirement of rules and instructions issued by the Government, in this regard, from time to time, the prescribed time schedule is not

being observed by certain pension sanctioning authorities with the result that delay continues to occur in the payment of pension to the retirees.

2. In the meetings conducted by the Pension Cases Disposal Committee, it has transpired that much of the delay takes place due to the apathy/indifference on the part of the Heads of Departments/Offices who do not take personal interest in the finalization of the cases. In some cases the pension sanctioning authorities and heads of Departments/offices not only do not attend the meetings personally and in case of their inability to attend the meetings due to their official engagements, they even do not depute the officers, well-versed with the facts of the cases, but depute clerks and assistants who are unable to explain the causes of delay/bottlenecks in the sanctioning of Pension/G.P. Fund cases in the meetings. This obviously defeats the very purpose for which these meetings are held to guide the pension sanctioning authorities and to iron out difficulties in the disposal of the cases and give them an opportunity to objectively assess the over all working of their subordinate offices.

3. The above position may kindly be brought to the notice of all pension sanctioning authorities and drawing and disbursing officers for settlement of claims for pension and G.P. Fund accordingly in all cases. Moreover, in future, the PCDC meetings should be attended by the Pension Sanctioning Authorities themselves or in case of their inability in this regard, by the gazetted officers of their offices/ departments who are well conversant with the facts of the cases.

4. It is further requested that necessary instructions be issued to all the offices under your control to ensure that the time schedule prescribed for this purpose is adhered to strictly and information/documents called for by the Audit Offices for finalization of Pension/G.P. Fund cases are furnished promptly.

No. FD.SR-III-4-72/99

Dated the 27th July 1999

Subject: GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE PUNJAB GOVERNMENT INCLUDING CIVILIANS PAID FROM DEFENCE ESTIMATES

I am directed to refer to the subject and state that the Governor of the Punjab has been pleased to sanction with effect from 1st July, 1999 increase in pension to all civil pensioners of Punjab Government at the rates as follows:

		Increase in Pension
i)	Pensioners in BPS 1 to 16	25%
ii)	Pensioners in BPS 17 & above	20%

2. For the purpose of admissibility of the increase in pension, the term ‘pension’ means pension before commutation and/or surrender of ¼ for gratuity plus dearness/ad hoc increases/indexation/ad hoc relief, in pension sanctioned from time to time. Gross pension of retired Government employees would not be less than Rs. 300/- per month and in the case of family pension not less than Rs. 150/- per month for the purpose of calculation of the above increase.

3. The increase in pension will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1994, Liberalized Pension Rules, 1997, on Pension sanctioned

under the Punjab Civil Services Pension Rules as well as on the Compassionate Allowance allowed under Section 18 (3) of the Punjab Civil Servants Act, 1974.

4. The increase in pension will also be admissible to those Government Servants who would retire between the period commencing from 1st July 1999 and introduction of revised pay scales.

5. If the gross pension sanctioned by the Punjab Government is shared with any other Government in accordance with the rules laid down in Appendix-4 of Punjab Financial Rules Vol-II, the amount of the increase in pension will be apportioned between the Punjab Government and the other Government concerned on proportionate basis.

6. Commutation/Gratuity of any part of increase in pension will not be permissible.

7. In the case of re-employed pensioners, the increase in pension sanctioned in this office memorandum shall not be admissible to them during the period of their re-employment.

8. The benefit of increase in pension sanctioned in this circular letter will also be admissible to those civil pensioners of the Punjab Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15th June, 1947 and are not entitled to, or are not in receipt of pension increase under the British Government's Pension (Increase) Acts. The payment will be made at the existing official rate of exchange.

No. FD.SR-III-4-72/99

Dated the 7th February 2001

Subject: GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE PUNJAB GOVERNMENT INCLUDING CIVILINAS PAID FROM DEFENCE ESTIMATES

I am directed to refer to this department's circular letter of even number dated 27.07.1999 on the subject noted above and to state that the issue of grant of 20% or 25% increase in pension to the pensioners who retired in BS-17 by virtue of move-over, has been under consideration for some time especially following the observations of the Auditor General of Pakistan contained in his reference bearing No. REG-II/21/C/94/KW/394-96 dated 23.10.1999.

2. The Finance Division, Ministry of Finance, after examination of the subject case, has decided that as the pension is drawn on the basis of the pay last drawn, therefore, any one drawing pay in BS-17 at the time of retirement will be entitled to the increase in pension 20% allowed under O.M. No. F-4 (1)-REG.6/99 dated 23.07.1999.

3. In pursuance of the policy of the Finance Division, it is clarified that the pensioners who retired in BS-17 while holding it by virtue of move-over are entitled to draw 20% increase in pension allowed vide the above referred circular of the Punjab Government.

No. FD.SR-III-12-8/2000

Dated the 28th February 2002

Subject: GRANT OF COMMUTATION TO THE WIDOW OF GOVERNMENT SERVANT RETIRED ON INVALIDATION BY MEDICAL BOARD BUT EXPIRED BEFORE SIGNING HIS PENSION/COMMUTATION CLAIMS

I am directed to refer to subject noted above and to state that commutation up to 40% of gross pension is admissible to a civil pensioner at his option. Under the existing procedure, the entitlement of commuted value up to 40% of gross pension becomes valid as and when a Government Servant, while in service or on retirement, exercises his option for commuted value of pension. Few references have been received in this Department wherein Government servants, while having retired on invalidation by Medical Board, could not sign their pension papers due to their death. Consequently, the bereaved families of deceased pensioners were not given benefits of the commuted value of pension under the existing rules and orders.

2. The case has been considered an it has been decided that the family of a deceased Government Servant, who after having retirement on invalidation by Medical Board, could not sign his pension papers due to death, will also be entitled for the commuted value of pension henceforth.

No. FD.SR-III-4-73/2002

Dated the 9th May 2002

Subject: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BS-1 TO 22) OF PUNJAB GOVERNMENT

I am directed to refer to this department's circular letter No. FD.PC.2-1/2001, dated 22.10.2001, on the subject noted above and further to clarify that the retiring employees w.e.f. 01.07.2001 who opt for 2001 Pay Scales are not entitled to 5% increase and condition of reduction in pension by 5% has now been deleted.

No. FD.PC.2-1/97

Dated the 2nd March 2006

Subject: INCLUSION OF ADHOC RELIEF OF Rs. 300/- IN PENSION

I am directed to refer to this department's letter of even number dated 15th March, 1997 regarding grant of Adhoc Relief to civil servants and to say that in light of Judgment of Supreme Court of Pakistan in civil petition No. 3403/2001 dated 21.03.2003, it has been decided to treat Adhoc Relief of Rs. 300/- reckonable towards pension for those retired employees in BPS-1-16 (including those who were in BPS-17 by virtue of move-over) who were in receipt of Adhoc Relief at the time of their retirement.

No. FD.PC.2-1/97

Dated the 24th August 2006

Subject: INCLUSION OF Rs. 100/- AS RECKONABLE TOWARDS CALCULATION OF PENSION

I am directed to refer to this department's letter of even number dated 17.01.2000 regarding grant of adhoc relief @ Rs. 100/- p.m. to civil servants in BS-1 to BS-16 and to letter of even number dated 02.03.2006, making the adhoc relief of Rs. 300/- as reckonable towards calculation of pension and to state that condition No. (iii) of the letter dated 17.01.2000 referred to above, is modified to the extent that adhoc relief of Rs. 100/- shall be treated as part of emoluments for the purpose of calculation of pension for those retired employees in BS-1 to BS-16 (including those, in BS-17 by virtue of move-over) who were in receipt of adhoc relief at the time of their retirement.

No. FD.(SR-III)4-80/2006

Dated the 22nd July, 2006

Subject: PENSION INCREASE

I am directed to state that the Governor of the Punjab has been pleased to grant increase in pension to the pensioners including family pensioners of the Government of the Punjab with effect from 01.07.2006 at the following rates:

a) Pensioners who retired prior to 01.05.1977 20%

b) Pensioners who retired on or after 01.05.1977 15%

2. The increase in pension will also be admissible to those government servants who would retire after 30.06.2006.

3. For the purpose of admissibility of increase in pension sanctioned in this notification the term “Pension” means “Pension being drawn”.

4. The increase will also be admissible on Family Pension, Extraordinary Pension & on Compassionate Allowance, sanctioned under the Pension Rules, of Government of the Punjab.

5. If the gross pension sanctioned by the Punjab Government is shared with any Government in accordance with the rules, the amount of the increase in pension will be apportioned between the Punjab Government and the other Government concerned on proportionate basis.

6. In case of re-employed pensioners, the increase in pension sanctioned in this notification shall not be admissible to them during the period of their re-employment.

7. The benefit of increase in pension sanctioned in this notification will also be admissible to those civil pensioners of the Punjab Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15.08.1947 and are not entitled to, or are not in receipt of pension increase under the British Government’s Pension (increase) Acts. The payment will be made at the applicable rate of exchange.