

GOVERNMENT OF PAKISTAN
FINANCE DIVISION



COMPENDIUM OF
PENSION RULES AND ORDERS
2018

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FINANCE DIVISION**



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Preface

This Compendium of Pension Rules and Orders incorporates all important orders relating to pension and other retirement benefits. Compendium of Pension Rules and Orders was last prepared in March, 1984. Since then a number of orders have been issued or replaced by the Government, necessitating its revision.

We have revised the Compendium of Pension Rules and Orders. The clarifications and amendments, issued from time to time since 1984, have been incorporated. While latest orders have also been placed in the new edition. Efforts have been made to separate the orders subject wise and show it as such.

It would be appreciated if any error or omission, found in the new Compendium of Pension Rules and Orders, is brought to the notice of the Ministry of Finance.

Secretary to the
Government of Pakistan,
Ministry of Finance

Islamabad
Dated:30th July, 2018.

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COMPENDIUM OF PENSION RULES AND ORDERS

CIVIL SERVICE REGULATIONS

PART I. ---- PRELIMINARY

CHAPTER I. ---- GENERAL SCOPE

Extent of Application

1(a). These Regulations are intended to define the conditions under which salaries, and leave and pension and other allowances, are earned by service in the civil departments, and in what manner they are calculated. They do not deal otherwise than indirectly and incidentally with matters relating to recruitment, promotion, official duties, discipline or the like.

(b). Many orders applying to particular appointment or to particular individuals are not included in them; but with this exception the Regulations have been framed so as to embody all orders still in force affecting the acting allowances, the leave and leave allowances, the pension, and the travelling allowances of officers, the conditions of whose service in respect to, these matters are not defined by the Army and Pakistan Navy Regulations. The omission from the Regulations of any order on those matters which is believed to be still in force should be brought to the notice of the Government through the proper channel. Until so confirmed, it should be considered as not in force.

(c). These Regulations do not apply to the pay and allowances (except travelling allowances), pension and leave of officers of the Pakistan Navy holding shore appointments, which are governed by the Pakistan Navy Regulations.

2. The rules which apply to the ordinary civil establishments of the State apply also to officers employed under the Military and Navy Departments and under Local Governments whose service does not qualify under the Army or Pakistan Navy Regulations.

3. Not printed.

Right of Changing or Interpreting Rules

4. The Government of Pakistan reserve to themselves the right of changing the rules in these Regulations regarding pay and acting allowance and leave and pension, from time to time at their discretion, and of interpreting their meaning in case of dispute.

An officer's claim to pay and allowances is regulated by the rules in force at the time in respect of which the pay and allowances are earned; to leave by the rules in force at the time the leave is applied for and granted; and to pension by the rules in force at the time when the officer resigns or is discharged from the service of Government.

4-A. An officer transferred to a Service or post to which the pension rules in these Regulations apply, from a Service or post to which they do not apply, becomes subject to the pension rules in these Regulations, provided that it shall be open to him, within six months of the date of transfer or, if he is on leave on that date, within six months of his return from leave, to elect to be governed by the pension rules to which he was subject immediately before the date of transfer. The intention of exercising this option

must be specifically declared to the Local Government or the **[President] as the case may be. The option once exercised shall be final.

CHAPTER II.—DEFINITIONS

5. Unless there be something repugnant in the subject or context, the terms defined in this Chapter are used in the Regulations in the sense here explained.

6. **Absentee** means an officer absent from an appointment on which he has a lien, either on leave or on deputation to another appointment, whether permanent or temporary, or on special duty unconnected with his own appointment, or on joining time, or under suspension.

7. **Accountant General** includes “Auditor-General” and “Comptroller”.

8-9. Not printed

10. Cancelled.

11. Cancelled.

12. Cancelled

13. Not printed

14. **Age**.—When an officer is required to retire, revert, or ceases to be on leave, on attaining a specified age, the day on which he attains that age is reckoned as a non-working day, and the officer must retire, revert or cease to be on leave (as the case may be) with effect from and including that day. This rule applies to all officers, Civil, Military or Naval.

15. **Audit Officer** means the Account and Audit Officer, whatever his official designation, in whose circle of audit a public servant is serving or in respect of verification of service for pension is holding or has held a permanent non tenure post in a substantive capacity, i.e.,—

For service in an ordinary civil establishment including the Public Works Branch—the Accountant-General.

For service in the Post and Telegraph including Telegraph Engineering — the Accountant General, Posts and Telegraph Branch.

For service in the Military, Pakistan Navy and Pakistan Air Force Departments — the Controller of Military Accounts.

For service under the Railway Department — the Chief Auditor of the Pakistan Railways concerned.

16-19. Not printed

20. Cancelled.

**Substitute for the words “Governor General”.

21-26. Not printed

27. Foreign Service means service in which a Government servant receives his substantive pay with the sanction of Government (a) from any source other than the Revenues of the ¹President or of a Province or the Railway Fund when established; or (b) from a company working a State Railway.

28. General Revenues for the purposes of pension includes Provincial Revenues.

29. Not printed

29-A. Heads of Departments.—The term includes—

- (a) Officers who have been declared by the Government of Pakistan to be Heads of Departments. Officers who were declared by Local Governments to be Heads of Departments under the Resolution by the late Government of India in the Finance Department, No. 5525-Ex., dated the 19th November 1909, will continue to exercise such powers as have already been delegated to them ; but the extension to any such officer of the larger powers that can now be delegated to Heads of Departments requires the sanction of the Government of Pakistan, in which alone rests the power of adding to the list of Head of Departments.
- (b) Any other authority to which the Government of Pakistan may delegate the powers of a Head of a Department.

29-B to 32. Not printed

33. Local Fund.— The expression “Local Fund” denotes:—

- (1) Revenue administered by bodies which by law or rule having force of law come under the control of Government whether in regard to the proceedings generally, or to specific matters such as the sanctioning of their budgets, sanction to the creation or filling up of particular appointments, the enactment of leave, pension or similar rules;
- (2) The revenues of any body, which may be specially notified by the Government of Pakistan as such.

34. Local Government.—This term applies primarily to the Provincial Governments, enumerated in Part I of Appendix I with which regular or quasi-provincial settlements have been concluded, and the Minor Local Governments enumerated in Part II whose position is analogous to that of Provincial Governments, but which are not embraced in the system of Provincial Settlements. But for the purpose of these Regulations, the term also includes, in so far as they exercise the powers of a Local Government, the Departments, and officers who are shown in Part III of the appendix referred to as exercising these powers in full or in part.

35 to 40. Not printed

¹Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp.71-72.

41. Pension.—Except when the term “Pension” is used in contra-distinction to Gratuity, “Pension” includes Gratuity.

42 to 44. Not printed

44-A. Not printed

44-B. Not printed

2“45. Rule of Proportions.— (1) Pension or leave allowances are said to be chargeable according to the rule of proportions, when the charge is debitable to several accounts in the proportions in which, in the case of pension the aggregate pay drawn by the officer during the whole of his qualifying service has been paid from them or in the case of leave allowances, the aggregate salary drawn by the officer during the portion of his service immediately preceding the beginning of his leave which is taken into account in calculating the leave granted to him was charged to such several accounts.

(2) No pension contribution shall be required by a lending department if a Federal or Provincial Government’s employee is posted on deputation to autonomous body corporation, authority, project, program or company etc. within the same Federal or Provincial Government as the case may be, which have the same source of budget.

(3) Pension contribution shall be charged according to rule of proportions when a Federal Government employee is posted to a Provincial Government and vice versa or a Provincial Government employee is sent on deputation to another Provincial Government.

(4) Pension contribution shall be required if an employee of Federal Government is posted on deputation outside the Federal Government to an autonomous body or corporation or project or program under a Provincial Government and vice versa. In such cases, the contribution shall be paid by borrowing organization at the time of repatriation or relinquishment of charge by an employee through treasury challan duly verified by treasury office and the amount contributed shall also be mentioned on last pay certificate supported by schedule of supported by schedule of monthly contribution.

(5) Pension contribution shall be required and paid if an employee of Federal Government or Provincial Government is posted to such organizations that are not funded by Government of Pakistan or a Provincial Government, raise their own revenues and incur expenditure out of those revenues e.g., an employee of Federal Government or Provincial Government is posted on deputation to Capital Development Authority (CDA) and vice versa. The Office of Controller General of Accounts (CGA) may issue a list and decide on status of an entity regarding requirements of pension contributions.”

46. Not printed

47. Not printed

48. Not printed

² Article 45 substituted by the S. R. O. 1423(I)/2018 [No. F. 9(3)-R.6/2015-1262], dt:- 15-11-2018, Gaz of Pak., Extra., Pt. II, page. No.3005, dt:- 20-11-2018

PART IV.—ORDINARY PENSIONS
CHAPTER XV—GENERAL RULES
SECTION I.—EXTENT OF APPLICATION

348-A. Every pension shall be held to have been granted subject to the conditions contained in Chapter XXI.

349. The conditions of service of officers of the following classes include special rules for pension which are laid down in the chapters noted against each, viz.:

- (a) Judges of the High Court (see Chapter XXIII).
- (b) Barristers, etc., holding the appointments specified in Article 547(see Chapter XXIV).
- (c) Members of the Civil Service Pakistan (see Chapter XXV).
- (d) Cancelled.
- (e) Civil Engineers and Telegraph Officers (see Chapter XXX).
- (f) State Railway Establishments (see Chapter XXXII).
- (g) Cancelled.
- (h) Special Rules for the Police.
- (i) Cancelled.
- (j) Army Veterinary Officers of the Civil Veterinary Department (see Chapter XXIX).
- (k) Cancelled.

349-A & 349-AA. Not printed

³[**349-AAA.** Articles 349A and 349AA do not apply to officers who entered Government service on or after 1st July, 1966, or who, having entered such service before that date, did not elect to continue to be governed by the rules theretofore applicable to them.

In the case of such officers the rules in Articles 465B, 474B and 474 C⁴[***] replace the rules in Articles 465, 465A, 465AA, 474, 474A, 474AA, 475, 475A, 475AA and 475AAA.]

3149-B. Not printed

350. The pensions of all other officers are regulated by the rules in this Part: Provided that it is open to a Local Government to rule that the service of any class of officers serving under it does not qualify for pension.

³Inserted vide Fin. Div. Notification No.F.4(4)-RS/68, dt:-30-1-1971.

⁴In Article 349AAA omitted "475C" by SRO.227(1)/83[No.F.6(4)-REG(6)/81], dt:-17-02-1983, the Gaz of Pak. Extr. Part-II, P.No.326, dt:-8-3-1983.

1. Service in Dak Bangalow and District Garden Establishments does not qualify.
2. The service of a Patwari, whether appointed before or after the abolition of the Patwari or Village Officer's Cesses and Funds, does not qualify in any case in which it did not qualify prior to that abolition.

351. (1) Future good conduct is an implied condition of every grant of a pension. The Local Government and the Government of Pakistan reserve to themselves the right of withholding or withdrawing a pension or any part of it, if the pensioner be convicted of serious crime or be guilty of grave misconduct.

The decision of the President on any question of withholding or withdrawing the whole or any part of a pension under this Regulation shall be final and conclusive.

⁵[(2) Except with the previous sanction of the Federal Government, no pensioner shall, within a period of two years from the date of his retirement, take part in any election or engage in political activity of any kind.

(3) The contravention of clause (2) shall be deemed to be a grave misconduct within the meaning of this regulation.]

⁶Note 1.—[This rule is applicable, to all the officers enumerated in Article 349.]

⁷Note 2.—[Power given in this rule to withhold or withdraw a pension or any part of it, if the pensioner is guilty of grave misconduct, shall not be exercised until an opportunity has been given to the pensioner to explain his conduct verbally or in writing.]

351-A. The President reserves to himself the right to order the recovery from the pension of an officer who entered service on or after 23rd February, 1939 of any amount on account of losses found in judicial or departmental proceedings to have been caused to Government by the negligence or fraud of such officer during his service:

Provided that—

- (1) such departmental proceedings, if not instituted while the officer was on duty,—
 - (i) shall not be instituted save with sanction of the President;
 - (ii) shall be instituted before the officer's retirement from service or within a year from the date on which he was last on duty whichever is later;
 - (iii) shall be in respect of an event which took place not more than one year before the date on which the officer was last on duty and:
 - (iv) shall be conducted by such authority and in such places whether in Pakistan or elsewhere, as the President may direct;
- (2) all such departmental proceedings shall be conducted, if the officer concerned so requests, in accordance with procedure applicable to

⁵Added vide S.R.O.144(K)/65[No. F. 1(7)-RI/64], dated 01-03-1965, Gaz. Of Pak. Extra.Pt.II,P.No.115, dt:-12-03-1965.

⁶ Already existing in the old CSR Book of 1951.

⁷Inserted vide Fin. Div. Notification No. F. 12 (4)-RI/55, dated the 14-12-1955.

departmental proceedings on which an order of dismissal from service may be made; and

- (3) such judicial proceedings, if not instituted while the officer was on duty, shall have been instituted in accordance with sub-clauses (ii) and (iii) of clause (1).

⁸[351-B. The Government may, within one year from the date of issue of Pension Payment Order, recover any of its dues from the pension granted to a civil servant, subject to the condition that no recovery shall be made from the pension without the personal order of the Head of the Ministry or Division or Head of the Department, declared as such under S.R.2(10) and included in Appendix No. 14, Vol. II of the Compilation of the Fundamental Rules and Supplementary Rules, as the case may be.]

SECTION II.— CASES IN WHICH CLAIMS ARE INADMISSIBLE

352. In the following cases no claim to pension is admitted:

- (a) When an officer is appointed for a limited time only, or for a specified duty, on the completion of which he is to be discharged.
- (b) When a person is employed temporarily on monthly wages without specified limit of time or duty; but a month's notice of discharge should be given to such a person, and his wages must be paid for any period by which such notice falls short of a month.
- (c) When a person's whole time is not retained for the public service, but he is merely paid for work done for the Government.

(1) This clause applies, among others, to the following, officers:—

Advocate General, Solicitor to Government, Government Pleaders and Law Officers not debarred from private practice.

- (d) When a public servant holds some other pensionable office, he earns no pension in respect of an office of the kind mentioned in clause (c) or in respect of duties paid for by a Local Allowance.
- (e) When an officer serves under a covenant which contains no stipulation regarding pension, unless the Government of Pakistan specially authorizes an officer to count such service towards pension.

Misconduct or Inefficiency

353. No pension may be granted to an officer dismissed or removed for misconduct, insolvency or inefficiency; but to officers so dismissed or removed compassionate allowances may be granted when they are deserving of special consideration; provided that the allowances granted to any officer shall not exceed two-thirds of the pension which would have been admissible to him if he had retired on medical certificate.

Unfitness for further advancement

353-A. Not printed

⁸Inserted vide SRO.258(I)/82[No.F.6(8)-Reg.6/79], dt:-18-3-1982, Gaz. Of Pak. Extra.Pt.II, P.No.379, dt:-22-3-1982

Claims of Widow

354. (a) It being the duty of every Government officer himself to provide for his family, the Government ⁹[except as provided in respect of officers governed by the Pension-cum-Gratuity Scheme, 1954,] recognises no claim by a widow on account of the services of her husband, and is almost invariably under the painful necessity of rejecting recommendations made in contravention of this rule.

(b) The submission of such recommendations, save under very extraordinary circumstances, is disapproved, as calculated only to give rise to hopes which cannot be fulfilled.

Limitations

355. (a) An officer cannot earn two pensions in the same office at the same time, or by the same continuous service.

(b) Two officers may not simultaneously count service in respect of the same office.

Military Service

356. (a) Service rendered by an employee belonging to one of the classes mentioned in Note 2 below,¹⁰[***]which is pensionable under military rules but which terminates before a pension has been earned in respect of it, may, at the discretion of the Government of Pakistan or of the Provincial and Minor Local Governments specified in Parts I and II of Appendix I to these Regulations, be allowed to count, when followed by service qualifying for pension under civil rules, 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 such number of monthly instalments, not normally exceeding 36 and beginning from such date, as in each case the Government of Pakistan, Provincial Government or Minor Local Government, as the case may be, may decide. Service so allowed to count shall, however, be restricted to service, within or outside the employee's unit or department, in Pakistan or elsewhere, which has been paid for from Pakistan revenues or for which a pensionary contribution has been received by Pakistan revenues.

(b) Service pensionable under military rules which does not terminate before a pension has been earned in respect of it shall not be allowed to count for pension under civil rules without the sanction of the President.

Note 1.—An officer, ex-soldier or ex-airman will not be brought under the operation of this Article as a matter of course. Each case will be decided on its merits, e. g., there may be cases in which it may be open to a claimant for pension to add military service during the Great War to former non-pensionable service in the Army in order to claim the benefit of a military pension. In such cases it may be to the advantage of the claimant that he should not be brought under the operation of this Article. The bearing of paragraph 574 of the Pay and Allowance Regulations of the Army, Part II, on the position of soldiers of the Pakistan Army who re-entered during the Great War, deserves consideration in this connection.

⁹ In Article 354, inserted vide Fin. Div. Notification No.3(2)-RSII/69, dt:-22-10-1969.

¹⁰ Omitted the words " after attaining the age of 20 years" vide SRO.151(1)/73 [Fin. Div. No.F.1(15)-Reg(6)/72], dt:-31-1-73

Note 2.—This Article applies to commissioned officers, non-commissioned officers and men of the Pakistan Army, ¹¹[of the Pakistan Navy], ¹²[Pakistan Air Force] (and of the Frontier Constabulary and Militias) and to non-combatant departmental and regimental employees and followers of the supplemental services. It also applies to warrant and non-commissioned officers and men of the British Service, and to warrant officers and departmental officers of the commissary and assistant surgeon classes.]

Note. 3.—¹³Omitted.

Note 4.—[Employees in the Military Police have the option of counting service under any other rules in these Regulations which would give them a similar or more liberal concession.]

Note 5.—[Employees who were in service in an appointment pensionable under civil rules on the 22nd February 1921 are eligible to count service under the rules which were in force before that date, where these rules are more advantageous to them.]

Note 6.—[A person permanently appointed to the Civil Police force or to a post in the Jails Department of an administration subordinate to the ¹⁴President who before such appointment has served in the reserve of the Pakistan Army, may, if his military service, whether or not including service with the colours in addition to service, in the reserve was pensionable under military rules but terminated before he had qualified for pension, be permitted, at the discretion of the head of the administration, and subject to the provisions contained in this Article to count for civil pension the whole of his service with the colours, if any, and half his service in the reserve.]

¹⁵**357.** Omitted.

357-A. Civil employees other than those governed by Article 357-B who, prior to their civil employment, have rendered satisfactory paid service between the 4th August, 1914. and the 31st August 1921, in His Majesty's Military, Naval or Air Forces, British or Indian, which did not earn a service pension under the Military, Naval or Air Force Rules, shall be allowed to count such military service, including sick leave taken during such service, for the purpose of civil pension, subject to the observance of the following general principles:—

- (1) Completed years of military service shall be allowed to count up to a maximum of four years.
- (2) In the case of services in which a minimum age is fixed for recruitment, no military service rendered below that age shall be allowed to count for pension.
- (3) The addition of war service shall not be included in total service under Article 408 for the purpose of counting leave as service for pension, nor allowed in addition to the concession in Article 404-A, but any Government servant who

¹¹ Inserted vide Fin. Div. Notification No.F.4(12)-Reg(6)/77, dated:-11-04-1978.

¹² Inserted vide SRO.1014(I)/79 [No.F.1(3)-Reg.7/78], dated:-06-11-1979, Gaz. Of Pak. Extr, Part-II, P.No.1808, dt:-10-11-1979.

¹³Omitted vide SRO.227(1)/83 [No.F.6(4)-Reg(6)/81], dt:-17-2-83, Gaz. Of Pak. Extr, Part-II, P.No.326, dt:-8-3-83.

¹⁴Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp.71-72.

¹⁵Omitted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491,dt:-2-5-69.

may be entitled to the concessions admissible under the latter Articles and to the concession in this Article, will be allowed to select whichever is more favourable.

- (4) British and Pakistan military service shall be allowed to count alike for pension and no contribution towards, or share of, a pension earned as a result of this concession shall be claimed from the British Government.
- (5) No refund of military bonus or gratuity shall be demanded from the employee.

¹⁶{**357-AA** Civil employees who, prior to their Civil employment, have rendered whole-time satisfactory paid, enlisted or commissioned service ¹⁷(including service rendered as a Cadet in a Military Training School) ¹⁸[***] between the 3rd September, 1939 and the 31st March, 1946, in His Majesty's Military Naval or Air Forces, British or Indian, which did not earn a service pension under the Military, Naval or Air Force Rules and who have been appointed in a civil pensionable post on or before the 18th July, 1949, shall, subject to the observance of general principles laid down, in Articles 357-A and 357-B in so far as they are not inconsistent with this Article, be allowed to count completed years of such service upto a maximum of five years, for the purpose of civil pension.}

357-B. Members of the services specified in the Schedule below, who, prior to their civil employment, have rendered whole-time enlisted or commissioned service between the 4th August, 1914, and the 31st August, 1921, in His Majesty's Military, Naval or Air Forces, British or Indian, which did not earn a service pension under the Military, Naval or Air Forces Rules, may count such service, including sick leave taken during such service, for civil pension of all kinds subject to the following conditions:—

- (1) Completed years of service rendered after the attainment of the minimum age mentioned in the schedule to this Article shall be allowed to count up to a maximum of four years.
- (2) The addition so made shall not be included in total service under Article 408 for the purpose of counting leave as service qualifying for pension nor be allowed in addition to the concession in Article 404-A but an officer who may be entitled to the concession under Article 404-A and to that provided in this Article, shall be allowed whichever concession is more favourable to him.
- (3) Save as stated in Note 1, no refund of bonus or gratuity received in respect of such service shall be required from the officer.

Note 1.—Officers of the late Indian Army retired as surplus under the terms of the Royal Warrant of 25th April, 1922, appointed to any of the services named in the schedule shall be entitled to the concession in this Article or to the following concession whichever is more favourable:—

They shall be allowed to count as service qualifying for superannuation, retiring and invalid pension, all service in the Pakistan Army (excluding service in the British Army which would have counted for Pakistan Army Pension) rendered after attaining the

¹⁶Inserted by Fin. Div. Notification No. F.11(3)-R I/56, dated 15-09-1956, Gaz. Of Pak. Extra.Part-II,P.No.451,dt:-5-10-56.

¹⁷Inserted by Fin. Div. Notification No. 24(8)-RS (3)/70, dated 10-12-1970.

¹⁸Omitted vide SRO.151(1)/73 [Fin. Div. Notification No. F.1(15)-Reg. (6)72], dated 31-01-73.

minimum age of appointments as indicated in the Schedule below, and subject to a maximum period in all of four years but the gratuity, if any, received by them under that Royal Warrant shall be refunded to Government.

Note 2.—Service added under this Article shall count towards the limit of 28 years' qualifying service prescribed in Article 475A (7).

Schedule

Service	Minimum age
Pakistan Audit and Accounts Service	22 Years
Pakistan Customs Service	22 Years
Superior Telegraph Engineering and Wireless Branches of the Posts and Telegraph Department	22 Years
Geological Survey of Pakistan (Class I)	Nil
Mines Department (Class I)	25 Years

¹⁹**357-C.** Omitted.

CHAPTER XVI.—CONDITIONS OF QUALIFYING SERVICE

SECTION I.—DEFINITION OF QUALIFYING SERVICE

Beginning of Service

²⁰**358.** Unless it be otherwise provided by special rule or contract, the service of an officer begins to qualify for pension from the date he takes charge of the office to which he is first appointed.

²¹**359.** Omitted.

²²**360.** Omitted,

Conditions of Qualification

361.²³ [Except as otherwise provided in these Regulations, the service of an officer] does not qualify for pension unless it conforms to the following three conditions:—

First.—The service must be under Government.

Second.—The employment must be substantive and permanent.

¹⁹Omitted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491,dt:-2-5-69.

²⁰Substituted vide SRO.151(1)/73 [Fin. Div. Notification No. F.1(15)-Reg.(6)/72], dated 31-01-73.

²¹Omitted vide SRO.151(1)/73 [Fin. Div. Notification No.1(15)-Reg.(6)/72], dated 31-1-1973.

²²Omitted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491, dt:-2-5-69.

²³Substituted vide SRO.595-(K) [Fin. Div. Notification No.F.11(5)-R I(I)/59], dated the 09-12-1959.

Third.—The service must be paid by Government.

These three conditions are fully explained in the following Sections.

361-A. The Government of Pakistan may, however, in the case of service paid from General Revenues, even though either both of conditions (1) and (2) are not fulfilled.

- (1) declare that any specified kind of service rendered in a non-gazetted capacity shall qualify for pension;
- (2) In individual cases and subject to such conditions as it may think fit to impose in each case, allow service rendered by an officer to count for pension.

Subject to such conditions as it may think fit to impose, the Government of Pakistan may delegate its powers under this Article to Provincial Governments, Minor Local Governments and Heads of Departments.

Note.—(a) Provincial Governments exercise the powers of the Government of Pakistan under clauses (1) and (2) of this Article in respect to officer serving under them if the pension does not exceed fifty rupees a month. In individual cases where the pension exceeds fifty rupees a month, they may allow half the actual non-qualifying service paid from General Revenues to count for pension subject to a maximum of twelve months in all.

(b) Minor Local Governments exercise the powers of the Government of Pakistan under clause (2) of this Article in respect of officers serving under them if the pension does not exceed ten rupees a month.

SECTION II.—FIRST CONDITION

362. The service of an officer does not qualify unless he is appointed and his duties and pay are regulated by the Government, or under conditions determined by the Government. The following are examples of officers excluded from pension by this Article:—

- (1) An Officer of the Navy paid by fees fixed by the Board of Trade;
- (2) Officers of a Municipality;
- (3) Officers of Grant-in-aid Schools and Institutions;
- (4) Subordinates appointed by Treasurers on their own responsibility .e.g. Potdars (money-testers) in ²⁴East Pakistan.

363-364. Cancelled.

²⁴Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp.71-72.

Service paid from Contract Allowances

365. Service on an establishment paid from a Contract Establishment Allowance, with the detailed distribution of which the Government does not interfere, does not qualify, whether such contract allowance is a fixed amount or consists of fees.

2. Cancelled.

Note.—[The maximum Establishment Allowance for Registration offices in ²⁵East Pakistan is not a contract allowance within the meaning of this Article].

366. Service on an establishment paid from the Household Allowance of President or a Governor, does not qualify.

Service under an employer other than Government

367. In the following cases service under an employer to whose position Government has succeeded qualifies:—

- (a) Cancelled.
- (b) Service in the establishment employed in the Khelat territory for the assessment and collection of water-rate on lands watered by the Sind Canal which was paid in part by the Khan of Khelat prior to the levy of a local cess to meet the charge.

SECTION III.—SECOND CONDITION

General Principles

368. ²⁶[Except as otherwise provided in these Regulations, service] does not qualify unless the officer holds a substantive office on a permanent establishment.

369. An establishment, the duties of which are not continuous, but are limited to certain fixed periods in each year, is not a temporary establishment. Service in such an establishment, including the period during which the establishment is not employed, qualifies, but the concession of counting as service the period during which the establishment is not employed does not apply to an officer who was not on actual duty when the establishment was discharged, after completion of its work, or to an officer who was not on actual duty on the first day on which the establishment was again re-employed.

370. An officer transferred from a temporary to a permanent appointment can count his service in the temporary office, if, though at first created experimentally or temporarily, it eventually becomes permanent.

²⁵Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp.71-72.

²⁶Substituted vide SRO.595-(K)[Fin. Div. Notification No. F.11(5)-R 1(l)/59], dated:- 09-12-1959.

371. An officer without a substantive appointment officiating in an office which is vacant, or the permanent incumbent of which does not draw any part of the pay or count service, may, if he is confirmed without interruption in his service count his officiating service.

²⁷**371-A.** Notwithstanding anything contained in Articles ²⁷[355(b),]²⁸[361,] 368, and 371 of these Regulations, temporary and officiating service, in the case of Government servants who retired on or after the 1st January, 1949, or who joined service thereafter, shall count for pension according to the following rule:—

- (i) Government servants borne on temporary establishments who have rendered more than 5 years continuous temporary service shall count such service for the purpose of pension or gratuity excluding broken periods of temporary service, if any, rendered previously, and
- ²⁹(ii) Continuous temporary and officiating service of less than 5 years immediately followed by confirmation shall also count for gratuity or pension, as the case may be.

Apprentices and Probationers

372. Service as an apprentice shall qualify for pension subject to the following limits:—

Engineer or Examiner Apprentices	}	Full
Assistant Superintendent Apprentices in the Pakistan Telegraph and Telephone Department		
All other Apprentices		

373. The service of a probationer who holds a substantive office and draws substantive pay qualifies. So does that of an officer who is on probation for a substantive office, if he is employed in a vacancy reserved for him pending probation, and in which no other officer simultaneously counts service.

374. Police probationers and temporary and officiating Assistant Superintendents of Police in all Provinces count their service as follows:—

- (1) If recruited in England - from the date from which they draw pay.
- (2) If recruited in India under the orders in late Secretary of State's dispatch No.14 dated, the 15th March 1894 - from the date of assuming charge of their appointments.

375. Not printed

Permanent Officer deputed

376. An officer on a permanent establishment detached on temporary duty, on the understanding that, when the temporary duty ceases, he will return to the permanent establishment, counts his detached service.

²⁷ Added vide Notification No.F.11(4)-RI/52, dated:-23-01-1953.

²⁸ Inserted vide SRO.595-(K) [Fin. Div. Notification No.F.11(5)-RI(I)/59], dated:-9-12-1959.

²⁹ Clause (ii) substituted vide Fin. Div. Notification No. F. 5(1)-Reg(6)77-II, dt:-22-10-1985.

377. The preceding Article permits the temporary suspension of the second condition of qualifying service which forms the subject of this Section; it does not authorise any relaxation of the first condition (Section II), or the third conditions (Section IV) and, in particular, must not be understood to countenance any modification of the rules in Part VII, which apply to an officer on Foreign Service.

378. Service as Private Secretary to the President or a Governor, qualifies, provided that the officer belonged, before his appointment as Private Secretary, to the Civil Service of Government, whether the Civil Service Pakistan or not.

Substantive Office abolished

379. If the substantive office of the officer is abolished within the meaning of Article 426, but the officer is, at the time, on special duty or is, on abolition of his office, deputed on special duty, his service on special duty qualifies, but the duty must be special; mere employment, in continuation of permanent employment, in a temporary appointment which happens at the time to be vacant, does not qualify.

1. The service of an officer of the Navy continues to qualify when, upon the abolition of his appointment, he is retained on subsistence allowance or in an acting appointment.

Piece-work

380. A Press servant, who is paid for piece-work, is treated as having held a substantive office, if —

- (i) he is employed, not casually, but as a member of a fixed establishment; and
- (ii) during the last seventy-two months of his actual employment he has been attached to one office uninterruptedly for twenty-four months, or it has been through his own choice or misconduct that he has not been so attached.

381-382. Not printed

Exception

383. A Medical Officer in charge of a Government vessel may count his service afloat, if he is transferred, without interruption of his service, to the Civil Medical Service.

384. Cancelled

SECTION IV.—THIRD CONDITION

Sources of Remuneration

385. Service which satisfies the conditions prescribed in Section II and III qualifies, or does not qualify, according to the source from which it is paid; with reference to this Article, service is classified as follows:—

- (a) Paid from the General Revenues.
- (b) Paid from Local Funds.

- (c) Paid from Funds in respect to which the Government holds the position of Trustee.
- (d) Paid by Fees levied by law, or under the authority of the Government, or by Commission.
- (e) Paid by the Grant, in accordance with law or custom, of a tenure in land, or of any source of income, or right to collect money.

General Revenues

386. Service paid from the General Revenues qualifies. The fact that arrangements are made for the recovery on the part of the Government, of the whole or part, of the cost of an establishment or officer, does not affect the operation of this principle: Provided that the establishment or officer is appointed, controlled, and paid by the Government.

Note.—[In making arrangements for the recovery of cost of establishments, it should not be forgotten that Government has to bear not only the immediate cost, but also that of leave allowances and pensions. (See Article 783)]

Example: When Police officers are entertained at the cost of individuals and corporate bodies, an additional charge of one-fourth of the pay of officers whose pay is not less than Rs.100 a month and of three-sixteenth of the pay of others must be defrayed by the persons for whose benefit the officers are employed: Provided always that the additional charge shall not be made when such officers do not belonging to the regular Police, but are only temporarily engaged, their service not counting for pension; or when the pay of the officers is a charge upon the General Revenues.[See Article 495 (b)]

387-389. Cancelled.

Local Funds and Trust Funds

390. Service paid from a Local Fund qualifies, or does not qualify according to the rules laid down in Chapter XLII.

391. Service paid from Funds which Government hold only as a Trustee such as under a Court of Wards or in an Attached Estate, does not qualify.

Fees and Commission

392. Except when fees or commission are drawn in addition to pay from the General Revenues, service in an office paid only by fees, whether levied by law or under the authority of Government, or by a commission, does not qualify.

1. Service as Official Assignee does not qualify.

Tenures in Lands, etc.

393. Service paid by the grant, in accordance with law or custom, of a tenure inland, or of any other source of income, or right to collect money, does not qualify.

394. Cancelled.

SECTION V.—DISTINCTION BETWEEN SUPERIOR AND CLASS IV SERVICE

³⁰**395-402.** Omitted.

CHAPTER XVII—RULES FOR RECKONING SERVICE

SECTION I.—SPECIAL ADDITIONS

Special Appointments

403. Cancelled.

404. Cancelled.

404-A. Not printed

405. Cancelled.

406. Cancelled.

SECTION II.—PERIODS OF LEAVE

Superior Service

407. ³¹[All periods of leave, other than extraordinary leave, count as service qualifying for pension.]

³²**408-410.** Omitted.

411. The Government of Pakistan may at its discretion decide in the case of an officer (including a person in training for, but not actually appointed to, Government service) who is selected to undergo a course of training, whether the time spent in training shall count as service qualifying for pension. A Local Government exercises similar powers in respect of officers serving under it.

Note. 1—[The Government of Pakistan and Local Governments may delegate their power under this Article to Heads of Departments as regards officers serving under them.]

Note. 2.—[The Government of Pakistan or a Local Government may issue general orders under this Article in regard to any specified class of officers under training.]

Deputation out of Pakistan

412. When an officer is deputed out of Pakistan on duty, the whole period of his absence from Pakistan counts. When an officer on leave out of Pakistan is employed, or

³⁰Omitted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491,dt:-2-5-69.

³¹Substituted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491,dt:-2-5-69.

³²Omitted vide SRO.196(K)/64 [Fin. Div.No.F.2(3)-Reg-(S)/64], dt:-6-3-1964Gaz. Of Pak. Extra.Part-II, P.No.88, dt:-13-3-64.

is detained after the termination of his leave on duty, the period of such employment or detention counts.

Recall to Duty

413. Time spent on the voyage to India up-to 14th August 1947 and to Pakistan thereafter by an officer, who is recalled to duty before the expiry of any recognised leave out of India/Pakistan counts, provided his return to duty is compulsory (see Article 199).

³³**414.** Omitted.

415. Cancelled.

SECTION III-SUSPENSIONS, RESIGNATION, BREAKS, AND DEFICIENCIES IN SERVICES

Periods of Suspension

416. Time passed under suspension pending enquiry into conduct counts, if the suspension is immediately followed by reinstatement ³⁴[***].

³⁵**417.** Time passed under suspension followed by reinstatement shall count for pension irrespective of whether the Government servant was or was not allowed full pay and allowances for that period.

³⁶**[417-A.** If an officer, who has been suspended pending inquiry into his conduct, attains the age of superannuation before completion of the inquiry, the disciplinary proceedings against him shall abate and such officer shall retire with full pensionary benefits and the period of suspension shall be treated as period spent on duty.]

Resignations and Dismissals

418. (a) Resignation of the public service, or dismissal or removal from it for misconduct, insolvency, inefficiency not due to age, or failure to pass a prescribed examination entails forfeiture of past service.

(b) Resignation of an appointment to take up another appointment, service in which counts, is not a resignation of the public service.

419. Any authority who, on revision or appeal, reverses; an order dismissing (or removing) an officer, may declare that the officer's past service counts.

Interruptions

420. An interruption in the service of an officer entails forfeiture of his past service, except in the following cases—

³³Omitted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491,dt:-2-5-69.

³⁴Omitted vide SRO.21(K)/66 [Fin. Div.No.F.3(2)-RS/65], dt:-4-1-1966Gaz. Of Pak. Extra.Part-I,P.No.33,dt:-14-1-66.

³⁵Substituted vide SRO.227(1)/83 [Fin. Div. No.F.6(4)-Reg(6)/81], dt:-17-2-83, Gaz. Of Pak. Extr, Part-II, P.No.326, dt:-8-3-83.

³⁶Inserted vide Fin. Div.Notification No.F.12(8)-Reg.6/79, dt:-10-11-1980.

- (a) Authorised leave of absence.
- (b) Un-authorised absence in continuation of authorised leave of absence so long as the office of the absentee is not substantively filled; if his office is substantively filled, the past service of the absentee is forfeited.
- ³⁷(c) Suspension where it is immediately followed by re-instatement, whether to the same or a different office, or where the officer dies or is permitted to retire or is retired while under suspension.
- (d) Abolition of office or loss of appointment owing to reduction of establishment.
- (e) Transfer to non-qualifying service in an establishment under Government control. The transfer must be made by competent authority; an officer who voluntarily resigns qualifying service cannot claim the benefit of this exception. Transfer to a grant-in-aid school entails forfeiture [But see Example (c) of Article 386].
- (f) Transfer to service on the household establishment of the President.
- (g) Time occupied in transit from one appointment to another, provided that the officer is transferred under the orders of competent authority, or, if he is a non-gazetted officer, with the consent of the head of his old office.
- ³⁸(h) Due to any other reason, provided the interruption is not due to any fault, or wilful act of a Government servant, such as, un-authorised absence, resignation or removal from service;

421. The authority who sanctions the pension may commute retrospectively periods of absence without leave into leave without allowances.

Condonation of Interruptions and Deficiencies

422. Upon such conditions as it may think fit in each case to impose the authority competent to fill the appointment held by an officer at the time condonation is applied for, were he to vacate that appointment, may condone all interruptions in his service.

Note.—[The powers under this Article shall be exercised subject to any Rules which the Government of Pakistan may deem fit to prescribe ³⁹{but shall not be so exercised as to condone breaks in temporary and officiating service specially excluded from the category of qualifying, service under Article 371-A.}].

40[423. (I) A deficiency of a period not exceeding six months in the qualifying service of an officer shall be deemed to have been condoned automatically.

³⁷ Substituted vide Fin. Div. Notification No.F.2(7)-Reg(6)/72, dt:-13-9-1972

³⁸ Inserted vide SRO.227(1)/83 [No.F.6(4)REG(6)/81], dt:-17-2-83, Gaz. Of Pak. Extr, Part-II, P.No.326, dt:-8-3-83.

³⁹ Inserted vide Fin. Div. Notification No.F.4(9)RI(1)/57, dt:-1-5-1958.

⁴⁰ Substituted Fin. Div. Notification of. F. 4(4)-RS/68, dated:- 30-1-1971.

(2) The authority competent to sanction pension may condone a deficiency of more than six months but less than a year subject to the following conditions, namely:—

- (a) The officer has died while in service, or has retired under circumstances beyond his control, such as on invalidation or the abolition of his post, and would have completed another year of service if he had not died or retired.
- (b) The service rendered by him had been meritorious.]

423-A. Cancelled.

CHAPTER XVIII.—CONDITIONS OF GRANT OF PENSION

SECTION I.—CLASSIFICATION OF PENSIONS

424. Pensions ⁴¹[****] are divided into four classes, the rules for which are prescribed in the following Sections of this Chapter:—

- (a) Compensation pensions (see Section II).
- (b) Invalid pensions (see Section III).
- (c) Superannuation pensions (see Section IV).
- (d) Retiring pensions (see Section V).

⁴²**425.** Omitted.

SECTION II.—COMPENSATION PENSION

426. If an officer is selected for discharge owing to the abolition of a permanent post, he shall, unless he is appointed to another post the conditions of which are deemed by authority competent to discharge him to be at least equal to those of his own, have the option—

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

427. Cancelled. [With effect from 9th June 1937.]

⁴¹Omitted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491,dt:-2-5-69.

⁴²Omitted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491,dt:-2-5-69.

Selection for Discharge

428. The selection of the officers to be discharged upon the reduction of an establishment should prima facie be so made that the least charge for Compensation pension will be incurred.

429. The discharge of one officer to make room for another better qualified is not the abolition of an appointment within the meaning of Article 426; the abolition must produce a real saving to Government. Particulars of the saving effected should be fully set forth in every application for Compensation pension. The saving should always exceed the cost of the pension; otherwise it may perhaps be better to postpone the reduction of establishment or abolition of appointment. (see orders printed as Appendix- 8)

Note.—[The relaxation of the condition laid down in this article require the sanction of the Provincial Government in respect of appointments which it is competent to abolish, and otherwise of the Govt. of Pakistan.]

Restrictions

430. A Deputy Collector, Munsiff, or similar officer who belongs to the public service apart from his particular local appointments cannot obtain a compensation pension on the abolition of a particular appointment.

431. No pension is admissible to an officer for the loss of an appointment on discharge after the completion of a specified term of service.

432. No pension may be awarded for the loss of a duty or local allowance.

433. School masters or other officers, who, in addition to their other duties, are employed in any capacity in the Postal Department, are not entitled to Compensation pension on being relieved of such duties.

Special Cases

434. If it is necessary to discharge an officer in consequence of a change in the nature of the duties of his office, the case should be referred to the Local Government, who will deal with it in accordance with the rules laid down in this Section as to notice of discharge and compensation pension or gratuity.

435. If of two appointments held by one officer only one is abolished and it is desired to give him an immediate pension in respect of the abolished post, the case should be specially referred for the orders of the Government of Pakistan or of the Provincial Government competent to abolish the appointment.

Notice of Discharge

436. Reasonable notice should be given to an officer in permanent employ before his services are dispensed with on the abolition of his office. If, in any case, notice of at least three months is not given, and the officer has not been provided with other employment on the date on which his services are dispensed with, then, with the sanction

of the authority competent to dispense with the officer's services, a gratuity not exceeding his emoluments for the period by which the notice actually given to him falls short of three months, may be paid to him, in addition to the pension to which he may be entitled under ⁴³[these regulations]; but the pension shall not be payable for the period in respect of which he receives a gratuity in lieu of notice.

1. The gratuity prescribed in this Article is not granted as compensation for loss of employment but only in lieu of notice of discharge, with view to mitigate the hardship caused to an officer by the sudden loss of employment. When, therefore, an officer discharged without notice is provided with some other employment on the date on which his services are dispensed with, whether that re-employment be in qualifying or non-qualifying service, he is not entitled to any gratuity.

2. Unless it contains an express statement to the contrary, an order for the abolition of an office or appointment shall not be brought into operation till the expiry of three months after notice has been given to the officers whose services are to be dispensed with on such abolition. The immediate head of the office or the department will be held responsible that there is no un-necessary delay in giving such notice. In the case of an officer on leave, the order shall not be brought into operation until the leave expires.

Note.—[Emoluments in this rule means the emoluments or leave allowances (or partly the one, partly the other) which the officer would be receiving during the period in question had the notice not been given to him.]

436-A. Whenever it is found necessary to determine the service of an officer serving under a contract within the period of his agreement, a specific intimation of the determination of the agreement and of the grounds on which it has been determined shall be furnished to the officer in writing.

Offer of Re-employment

437. Cancelled. (With effect from the 9th June, 1937).

438. The rule in Articles 511 and 512, requiring the refund of a Compensation gratuity on re-employment, applies to a gratuity awarded under Article 436, if the officer is permanently re-employed within three months from the date of notice. But the officer need not refund that proportion of his gratuity under this rule which the interval of his non-employment bears to the whole period for which the gratuity is given. If the officer is re-employed only temporarily, he need refund no part of his gratuity; but if such temporary employment is foreseen, the gratuity should be proportionately reduced.

439. Cancelled. (With effect from the 9th June 1937).

Acceptance of new Appointment

440. If an officer who is entitled to Compensation pension accepts instead another appointment in the public service, and subsequently becomes again entitled to receive a pension of any class, the amount of such pension shall not be less than he could have claimed if he had not accepted the appointment.

⁴³Substituted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491,dt:-2-5-69.

SECTION III.—INVALID PENSION

441. An Invalid pension is awarded, on his retirement from the public service, to an officer who by bodily or mental infirmity is permanently incapacitated for the public service, or for the particular branch of it to which he belongs.

Rules regarding Medical Certificates

442. If an officer applying for an invalid pension is sixty years old or upwards, no certificate by a Medical Officer is necessary; it suffices for the head of the office to certify to the incapacity of the applicant. Otherwise incapacity for service must be established by a medical certificate attested as follows:—

- (a) If the officer submitting it is on leave in England by the Medical Board at the Office of the Ambassador for Pakistan in the United Kingdom.
- (b) If he is serving at or near the capital town of a Province - by the Administrative Medical Officer of the Province, or by a Medical Committee over which the Administrative Medical Officer should, when practicable, preside.
- (c) If he is an officer in Superior service, and is serving in the interior of the country under such circumstances that, in the opinion of the authority which sanctions the pension, he can be conveniently required to appear before a Medical Invaliding Committee - by such Committee.
- (d) In other cases, the authority which sanctions the pension may either accept a certificate given by a single Commissioned Medical Officer or Medical Officer-in-Charge of a civil station, or assemble a special Invaliding Committee at a convenient civil station.
- (e) If the pension applied for exceeds Rs.100 a month, a certificate by a single Medical Officer should not be accepted as sufficient, if it is possible, without undue inconvenience, to assemble an Invaliding Committee or to cause the applicant to appear before the Director-General of Health.
- (f) Except in the case of an officer on leave in England, no medical certificate of incapacity for service may be granted unless the applicant produces a letter to show that the head of his office or department is aware of his intention to appear before the Medical Officer. The Medical Officer shall also be supplied by the head of the office or department, in which the applicant is employed, with a statement of what appears from official records to be the applicant's age. Where the applicant has a Service book, the age there recorded should be reported.
- (g) In the case of civilians in the various administrative services and departments of the Pakistan Army including the Military Accounts Department who, under an agreement, are liable for field service, incapacity for service must be established by a Military Medical Board the members of which will attest the medical certificate.

443. (a) A succinct statement of the medical case, and of the treatment adopted, should, if possible, be appended.

(b) If the Examining Medical Officer, although unable to discover any specific disease in the officer, considers him incapacitated for further service by general debility while still under the age of fifty-five years, he should give detailed reasons for his opinion, and, if possible, a second medical opinion should always in such a case be obtained.

(c) In a case of this kind, special explanation will be expected from the head of the office or department of the grounds on which it is proposed to invalid the officer.

444. A simple certificate that inefficiency is due to old age or natural decay from advancing years, is not sufficient in the case of an officer whose recorded age is less than fifty-five years, but a Medical Officer is at liberty, when certifying that the officer is incapacitated for further service by general debility to state his reasons for believing the age to be understated.

Form of Medical Certificate in England

445. The form of the medical certificate given by the Medical Board, respecting an officer applying for pension in England is as follows:—

“We have carefully examined Mr.

Taking into account all the facts of the case as well as his present condition, we consider that he is incapable of discharging the duties of his situation, and that such incapability is likely to be permanent. We, therefore, recommend that he be permitted to retire from the service of Government on the pension or gratuity for which he may be eligible.”

446. If any doubt arises regarding the validity of a certificate by the Medical Board, the Audit Officer must not of his own motion reject the certificate as invalid, but must submit the matter for the decision of the Local Government.

Note.—[The Local Government may delegate its power under this Article to Head of the Departments.]

Form of Medical Certificate in Pakistan

447. (a) The form of the certificate to be given respecting an officer applying for pension in Pakistan is as follows:—

“Certified that I (we) have carefully examined A. B, son of C, D, a——— in the ———. His age is by his own statement———years, and by appearance about———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). His incapacity does not appear to me (us) to have been caused by irregular or intemperate habits.”

Note.—If the incapacity is obviously the result of intemperance, substitute for the last sentence: In my (our) opinion his incapacity is the result of irregular or intemperate habits.

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

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

(b) The object of the alternative certificate (of partial incapacity) is that an officer should, if possible, be employed even on lower pay, so that the expense of pensioning him may be avoided. If there be no means of employing him even on lower pay, then he may be admitted to pension; but it should be considered whether, in view of his capacity for partially earning a living, it is necessary to grant to him the full pension admissible under rule. [The principle of Article 427 must always be carefully borne in mind.]

447-A. (a) In the case of civilians in the various administrative services and departments of the Pakistan Army including the Military Accounts Department who, under an agreement, are liable for field service, and whose continuous and pensionable service is not more than 20 years, the medical certificate will take the following form if the officer is incapacitated from permanent physical unfitness to fulfil his field service obligations but is not completely incapacitated for ordinary service:—

Certified that I (we) have carefully examined A, B, son of C, D. a _____in the_____. His age is by his own statement_____years and by appearance about_____years_____. I (we) consider A, B, to be incapacitated for further service in the_____in consequence of (here state disease, etc.) which renders him permanently unfit physically for field service. I am (we are) of opinion that A, B is fit for further service in any department or service of Government in which liability, for field service is not a condition of employment. His incapacity does not appear to me (us) to have been caused by irregular or intemperate habits.

Note.—[If the incapacity is obviously the result of intemperance, the following will be substituted for the last sentence “In my (our) opinion his incapacity is the result of irregular or intemperate habits.”]

(b) The above certificate does not give an officer any right of transfer to any other Government service or department; and an officer invalided on a certificate in this form will receive either full pension admissible under rule or such smaller amount as may be decided by the authority empowered to sanction the pension.

Signallers in the Telegraph Department

448. (a) In the case of Signallers in the Pakistan Telegraph Departments the medical certificate prescribed by Article 447 may, if it is found after medical examination that it cannot be granted, be dispensed with in special cases when inefficiency is not the result of misconduct, and instead of it two certificates—

- i. one in Form A signed by two superior officers of the Telegraph Department; and
- ii. the other in Form B signed by the Director-General of Telegraphs - may be substituted.

Form A.—“We certify that, after a perusal of the records of A B’s service and of the report of his immediate superior during the last twelve months of his service, we are satisfied that he is permanently incapacitated for the duties of a Signaller in the Telegraph Department.”

Form B.—“After a careful consideration of A B’s case, I concur with Messrs. C and D in thinking that he is permanently incapacitated for the duties of a Signaller in the Telegraph Department and accordingly recommend that he may be permitted to retire on the pension or gratuity for which he may be found eligible.”

(b) The practice enjoined in Article 447 (b) of re-employing pensioners should be carefully followed as far as practicable in these cases.

(c) Officers permitted to retire under this Article may be granted a pension or gratuity of only four-fifths of the amount that would be admissible for a man permanently unfit for any duty.

Note.—[This Articles applies only to men who are “Signallers” including in that term Telegraph Masters who are members of the signalling staff, when they retire.]

Special precautions in the Police

449. District Superintendents of Police should be on their guard against endeavours to retire on Invalid pension by officers who are capable of serving longer.

450. Medical Officers should confine themselves to recommending leave to such policemen as are not likely to benefit by a further stay in hospital and should not certify that a policeman is incapacitated for further service unless they are officially requested to report upon his incapacity for further service.

451. Medical Officers should be specially searching in their examination of the physical unfitness of every applicant for pension, and, whenever the number of applicants for pensions is large the examination should, if possible, be conducted by two Medical Officers.

Restrictions

452. An officer discharged on other grounds has no claim under Article 441, even although he can produce medical evidence of incapacity for service.

453. Cancelled.

454. If the incapacity is directly due to irregular or intemperate habits, no pension can be granted. If it has not been directly caused by such habits, but has been accelerated or aggravated by them, it will be for the authority by which the pension is grantable to decide what reduction should be made on this account.

Applicant to be discharged

⁴⁴**455.** An officer who has submitted under Article 442 a Medical Certificate of incapacity for further service, may not (except for special reasons to be recorded in writing

⁴⁴ Substituted vide Fin. Div. Notification No.(51)-F.10(10)-RI/54, dated:-24-03-1955, Gaz. Of Pak. Part-I, P.No.76, dated:-01-04-1955.

by the authority which has the power to sanction the pension) be retained in active service pending a decision on his application for pension, nor can he obtain leave of absence.

The authority which has the power to sanction the pension may allow the service intervening between the date of such Medical Certificate and the date on which the discharge is actually affected, to count for pension upto a maximum of one month.]

456. The object of Article 445 is to discourage tentative applications: but ⁴⁵[an employee in Grade 1-2] (including in that term a Police officer whose pay does not exceed Rs.20) who, in the opinion of the head of his office, is fit for light work may be retained in employment till his pension is sanctioned, provided that his place is not filled up till he retires, and that his service counts only ⁴⁶[for the actual period of service rendered after the date of his medical certificate not exceeding one month].

457. Article 455 refers only to the retention in active service of an officer who has furnished a medical certificate in support of an application for Invalid pension or gratuity while in Pakistan. The retirement of an officer who is absent on leave other than Privilege leave, when such certificate is submitted, may have effect from the termination of his leave, and the officer may continue to draw leave allowance to the end of his leave.

SECTION IV—SUPERANNUATION PENSION

458. A Superannuation pension is granted to an officer ⁴⁷[***] entitled or compelled, by rule, to retire at a particular age.

459. Not printed

⁴⁸**460.** Omitted.

461-462. Cancelled.

Procedure

463. With a view to the issue of necessary orders as to retention or otherwise of officers to whom Article 459 (b) applies (i.e., officers other than ministerial), the Audit Officer should on or about the 1st of September in each year submit to the authorities concerned a list of those who will attain the age of 55, or complete the term for which extension has been allowed, during the next official year. The Audit Officer should similarly submit to the authorities concerned on or about the 1st of September in each year a list of ministerial officers who will attain the age of 60 during the next official year, should the Local Government or the Head of a (Federal) Department so direct.

Optional Retirement at Fifty-five

464. An officer in Superior service who has attained the age of 55 years may, at his option, retire on a Superannuation pension.

SECTION V.—RETIRING PENSION

465. A retiring pension is granted to an officer who is permitted to retire after completing qualifying Superior service for thirty years or such less time as may for any special class of officers be prescribed.

⁴⁵ Substituted vide Establishment Div. Notification No. SRO.1530(I)/73, dated 03-11-1973.

⁴⁶ Substituted vide Fin. Div. Notification No.(51)-F.10(10)-RI/54, dated:-24-03-1955, Gaz. Of Pak. Part-I, P.No.76, dated:-01-04-1955.

⁴⁷ Omitted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491, dt:-2-5-69.

⁴⁸ Omitted vide SRO.1241(K)/69 [Fin. Div.No.D.203-RS.II/69], dt:-21-4-69, Gaz. Of Pak. Extra.Part-II,P.No.491, dt:-2-5-69.

⁴⁹(2) A retiring pension is also granted to an officer who is required by Government under paragraph (a) of clause (4) of Article 178 of the Constitution to retire after completing twenty-five years' qualifying service or more. This clause does not apply to an officer who has attained the age of fifty-five years.

465-A. For officers ⁵⁰[appointed substantively to the services or appointments] mentioned in Article 349-A the rule for the grant of retiring pension is as follows:—

(1) An officer is entitled, on his resignation being accepted, to a retiring pension after completing qualifying service of not less than 25 years or in the case of officers of ⁵¹Federal Services of the Forest, Geological Survey, Public Works, Railway and Telegraph Departments and any others covered by Article 635 who entered the service before the 6th day of December, 1932, not less than twenty years.

⁵²(2) A retiring pension is also granted to an officer who is required by Government under paragraph (a) of clause (4) of Article 178 of the Constitution to retire after completing twenty-five years' qualifying service or more. This clause does not apply to a Judge of the Supreme Court or of a High Court or the Comptroller and Auditor General of Pakistan or an officer who has attained the age of fifty-five years.

⁵³Note 1. Omitted.

Note 2. [In the case of an officer who was in the service on or before the 15th November, 1919 and who fulfils the conditions of clause (1) of this Article, acceptance of his resignation will in no circumstances be deferred beyond a period of six months from the date on which his application to resign was submitted.]

465-AA. For officers referred to in Article 349 AA the rule for the grant of retiring pension is as follows:—

(1) An officer is entitled, on his resignation being accepted, to a retiring pension after completing qualifying service of not less than 30 years.

⁵⁴(2) A retiring pension is also granted to an officer who is required by Government under paragraph (a) of clause (4) of Article 178 of the Constitution to retire after completing twenty-five years' qualifying service or more. This clause does not apply to a Judge of the Supreme Court or of a High Court or the Comptroller and Auditor General of Pakistan or an officer who has attained the age of fifty-five years.

⁵⁵Note 1. Omitted.

⁴⁹Substituted vide SRO.239(K)/66 [Fin. Div. Notification No.F.3(1)-RS/66], dt:-1-3-1966, Gaz. Of Pak. Part-I, P.No.128, dt:-11-03-1966.

⁵⁰Inserted vide Fin. Div. Notification No F.14(6)R1(1)/57, dated 9-7-1958.

⁵¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

⁵²Substituted vide SRO.239(K)/66 [Fin. Div. Notification No.F.3(1)-RS/66], dt:-1-3-1966, Gaz. Of Pak. Part-I, P.No.128, dt:-11-03-1966.

⁵³Omitted vide SRO.239(K)/66 [Fin. Div. Notification No.F.3(1)-RS/66], dt:-1-3-1966, Gaz. Of Pak. Part-I, P.No.128, dt:-11-03-1966.

⁵⁴Substituted vide SRO.239(K)/66 [Fin. Div. Notification No.F.3(1)-RS/66], dt:-1-3-1966, Gaz. Of Pak. Part-I, P.No.128, dt:-11-03-1966.

⁵⁵Omitted vide SRO.239(K)/66 [Fin. Div. Notification No.F.3(1)-RS/66], dt:-1-3-1966, Gaz. Of Pak. Part-I, P.No.128, dt:-11-03-1966.

⁵⁶[**465-B.** For officers referred to in Article 349 AAA, the rule for the grant of retiring pension is as follows:—

- (1) A retiring pension is granted to an officer who exercises his right to retire from service any time after completing twenty-five years' qualifying service.
- (2) A retiring pension is also granted to an officer who is required by Government to retire after completing twenty-five years' qualifying service. This clause does not apply to a Judge of the Supreme Court or of a High Court or the Comptroller and Auditor General of Pakistan or an officer who has attained the age of fifty-five years.

Note 1.—Subject to the provisions of the Essential Services (Maintenance) Act, 1952 (LIII of 1952), an officer, other than an officer against whom a departmental proceeding is pending, has the right to retire from service after completing twenty-five years' qualifying service; provided that an officer who intends so to retire shall, at least three months before the date on which he intends to retire, submits a written intimation to the authority competent to fill the appointment held by him at the time of submitting that intimation indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final and shall not be allowed to be modified or withdrawn.

Note 2.—Government has the right to retire any officer after he has completed twenty five years' qualifying service.]

466. (See Article 509-A)

Combined Appointments

467. An officer holding two or more separate appointments may not, save with the express sanction of the Government of Pakistan, Ministry of Finance, or if pensions are a Provincial charge, of the Provincial Government, resign one or more of such appointments on a pension, without retiring from the public service altogether. There is no objection to his being relieved from one or more of such appointments at any time without being compelled to leave the service altogether; but in such case, any pension admissible to him for service in the office or offices from which he is relieved, will be deferred until he finally retires.

Note.—[The Government of Pakistan may delegate its power under this Article to Minor Local Government and Heads of Departments. A Provincial Government also may delegate its power to Heads of Departments.]

CHAPTER XIX.—AMOUNT OF PENSIONS

SECTION I. —GENERAL RULES

468. The amount of pension that may be granted is determined by length of service as set forth in Articles 474 to 485. Fractions of a year are not taken into account in the calculation of any pension admissible to an officer under this part of these Regulations.

468-A. Not printed

⁵⁶Inserted vide Fin. Div. Notification of. F. 4(4)-RS/68, dated:- 30-1-1971.

Currency

469. A pension is fixed in rupees, and not in sterling money, even though it is to be paid in England.

Award of Full Pension

470. (a) The full pension admissible under the rules is not to be given as a matter of course, or unless the service rendered has been really approved (see Appendix-9).

(b) If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper.

⁵⁷Note 1.—[The amount of any pension shall not be reduced under this Article without affording to the person entitled to it, by means of a notice in writing, an opportunity to show cause against the proposed reduction.]

⁵⁸Note 2.—[A Government servant compulsorily retired under the Government Servants (Efficiency and Discipline) Rules, 1973, shall be entitled to pension or gratuity as admissible under normal rules and the certificate of 'thoroughly satisfactory service' will not be required in his case.]

Limitations

471. An officer entitled to pension may not take a gratuity instead of pension.

Note.—[See Note 2 under Article 807.]

472. In the case of an officer who has any service under the Imperial (British) Government, pension from Pakistan Revenues should not be fixed until it has been ascertained whether any pension is payable from Imperial funds in respect service under the British Government.

473 and 473-A. Deleted.

SECTION II —AMOUNT OF PENSION

474 to 474-AA. Not Printed

⁵⁹**474-B.** For officers referred to in Article 349 AAA, the amounts of gratuity and pension are regulated as follows:—

⁶⁰{(a) After a service of five years or more but less than ten years, a gratuity not exceeding one month's emoluments for each completed year of service. If a civil servant dies in service, the rate shall be one and a half month's emoluments for each completed year of service. If the emoluments of a civil servant have been reduced during the last twelve months or thirty six months of his service, as the case may be, otherwise than as a penalty, average emoluments may, at the discretion of the authority which has the power to sanction gratuity, be substituted for emoluments.

⁵⁷ Inserted vide Fin. Div. Notification No.10(7)R-6/72, dt:-30-3-1972.

⁵⁸ Inserted vide Fin. Div. Notification No.1(21)R-6/70, dt:-1-1-1981.

⁵⁹ Substituted by S.R.O. 227(1)/83, dt:- 17-2-1983, Gaz. of Pak. Extra, Pt. II, P. No, 326, dt:- 8-3-1983.

⁶⁰Substituted vide Fin. Div. Notification No.1(1)-Reg.6/2008, dated:-24-06-2008.

- (aa) If the civil servants are unable to work and retire on account of invalidation due to illness, accident, earthquake or terrorism will get complete pension benefits, and the condition of ten years service shall not apply to such cases.}
- (b) After a service of ten years or more, pension shall be calculated at the rate of 70 percent of average emoluments on completion of thirty years qualifying service in accordance with the scale shown in the table below ⁶¹[**]. If qualifying service is less than thirty years but not less than ten years, proportionate reduction in percentage shall be made. ⁶²[***].

Completed years of qualifying service	Scale of pension expressed as fractions of average emoluments
1	2
10	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300
21	147/300
22	154/300
23	161/300
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30 and above	210/300

- (c) If, for a pensioner with qualifying service of thirty years or more, the amount of pension calculated under sub-paragraph (b) falls short of the amount of pension (inclusive of dearness increases) that would have been admissible under the rules existing prior to the 7th January, 1977, or exceeds it by less than Rs.45, the amount under the liberalized formula shall be so increased as to make such difference one of Rs.45. If qualifying service is less than thirty years but not less than ten years, proportionate reduction at the rate of Rs.1.50 for each year short of thirty years shall be made while working out the amount of minimum increase mentioned above.
- (d) If the enhancement of the cut-off point to Rs.2,000 results in no increase of less than Rs.40 in the pension, it shall be so determined that a minimum

⁶¹Omitted by S.R.O. 280(1)/84 [No.F.12(2)Reg.(6)/84], dt:- 9-2-1984, Gaz. of Pak., Extra., Pt.II, P. No,635, dt:- 1-4-1984

⁶²Omitted by S.R.O. 1074(1)/85 [No.F.12(2)-Reg.(6)/84] dt:- 13-10-1985, Gaz. of Pak., Extra., Pt.II, P. No,1938, dt:- 2-11-1985

benefit of Rs.40 per month is ensured. Similarly, if employees in grade 11-16 and 17-18 get an increase of less than Rs.70 per month and Rs.100 per month, respectively, by the enhancement of the cut-off point to Rs.2000, the increase shall be so determined that a minimum benefit of Rs.70 or Rs.100 per month, as the case may be, is ensured if the aforesaid increases result in an increase of less than the following amounts, namely:—

N.P.S.	Rs. P.M.
1-10	40
11-16	70
17-18	100
19-20	150
21-22	200

In Family Pension, Extraordinary Family Pension, Disability Pension and Compassionate Allowance accruing on or after the 1st July, 1980, they shall be so determined that a minimum benefit equal to the above amounts is ensured.

- (e) A pensioner shall be allowed to draw full gross pension, that is, one-fourth of the pension under Pension-cum-Gratuity Scheme, 1954, need not compulsorily be paid in the form of gratuity. But if a pensioner so wishes, he may, at any time before the expiry of one month from the date of his retirement, ask for gratuity equal to 25 per cent of his gross pension together with the remaining net amount of pension. The gratuity be paid at the rates fixed from time to time.
- (f) A pensioner who draws gratuity equal to 25 percent of his gross pension may opt to commute 25 percent of the gross pension. The commuted value shall be calculated at the rates fixed from time to time.
- (g) If a pensioner does not opt to draw gratuity equal to 25 per cent of his gross pension, he shall be allowed to commute up to 50 per cent of the gross pension.
- ⁶³(h) Commutation shall be paid according to date of birth mentioned in the Form-25 irrespective of date of claim and with effect from the date of retirement (the requirement of Form-C in vogue at present shall no more be required). In case of premature retirement on medical grounds for invalid pension, the requirement of central medical board examination shall not, however, be waived.

Explanation:— Invalid pension shall be granted on medical examination of Central Health Services Medical Board only and medical examination by any other hospital or committee shall not be considered for invalid pension”.

⁶³ Article 474-B, clause (h) substituted by the S. R. O. 1423(I)/2018 [No. F. 9(3)-R. 6/2015-1262], dt:- 15-11-2018, Gaz. Of Pak., Extra., Pt. II, page. No. 3006-3007, dt:-20-11-2018.

⁶⁴**[474-C.** Article 474 B does not apply to an officer in pensionable service who is not employed in a substantive and permanent capacity and who is discharged from service owing to the abolition of his post or on replacement by a qualified person. In the case of such officers, the amounts of gratuity and pension are regulated as follows:—

- (a) After a service of 10 years or more but less than 25 years, a gratuity not exceeding one month's emoluments for each completed year of service subject to a maximum of Rs.25,000 ⁶⁵{in the case of officers who retired before the 1st October, 1984 and Rs.50,000 in the case of officers who retired or retire on or after that date} ⁶⁶(and Rs.75,000, in the case of officers who retired or retire on or after the 1st April 1992) ⁶⁷{and ⁶⁸(Rs.1,75,000) in the case of officers who retired or retire on or after the 1st July, 2003}.
- (b) After a service of 25 years or more, a pension at the rates and subject to the conditions laid down in Article 474-B (b).]

⁶⁹**[474-D.** Family pension shall be allowed at the following rates:—

- (a) In the case of death of a civil servant while in service on or after the 1st July, 1983, gratuity in lieu of one-fourth of the gross pension shall be allowed at the existing rates. In addition, family pension shall be admissible for life or until remarriage of the widow, at 50 per cent of the gross pension.
- (b) In the case of death of a pensioner who retired or retires on or after the 1st July, 1983, family pension shall be admissible for life or until remarriage of the widow, at 50 per cent of the pension (net or gross, as the case may be.)
- (c) In the case of a widow who, on the 1st July 1983, was entitled to a family pension which was admissible for a period of ten years under the previous rules, the family pension shall be admissible to her for life or until her remarriage.]

475-485C. Not printed

SECTION IV.—ALLOWANCES RECKONED FOR PENSION

Emoluments and Average Emoluments.

⁷⁰**[486.** The term “emoluments” means the emoluments which the officer was receiving immediately before his retirement and shall include—

- (a) Pay as defined in FR 9(21) (a) (i);
- (b) Senior Post Allowance;

⁶⁴ Inserted vide Fin. Div. Notification No.F.4(4)-RS/68, dt:-30-1-1971

⁶⁵ Inserted vide SRO No.1030(I)/84 [No.F.3(1)-Reg.(6)/84], dt:-20-11-1984, Gaz. Of Pak. Extra.Pt:-II, P.No.2053, dt:-3-12-1984.

⁶⁶ Inserted vide Fin. Div. Notification SRO No.F.3(2)-Reg.7/88-D.414/92, dt:-18-04-1992.

⁶⁷ Added vide Fin. Div. Notification SRO No.F.8(1)-R.7/96(Vol.II)-446/03, dt:-24-07-2003.

⁶⁸ Substituted vide Fin. Div. Notification SRO No.F.8(1)-R.7/96(Vol.II)-831/03, dt:-10-12-2003.

⁶⁹ Substituted vide SRO No.280(I)/84 [No.F.12(2)Reg.(6)/84], dt:-9-2-1984, Gaz. Of Pak. Extra.Pt:-II, P.No.636, dt:-1-4-1984.

⁷⁰ Substituted vide SRO.227(I)/83 [No.F.6(4)-REG(6)/81], dt:-17-2-83, Gaz. Of Pak., Extra.,Pt.II, P.No.329, dt:-8-3-83.

- (c) Special Pay of all types and nature;
- (d) Personal Pay;
- (e) Technical Pay;
- ⁷¹(f) Indexed Pay;
- (g) Increments accrued during leave preparatory to retirement;
- (h) Any other emoluments which may be specially classed as Pay.

Note 1.—The President has been pleased to declare with reference to clause (h) of this Article that the emoluments or pay drawn by an officer who is transferred on foreign service in an autonomous or semi-autonomous body, in a post appointment to which is, by Law, required to be made, and the salary of which is required to be fixed, by the Federal Government or a Provincial Government, shall be treated as emoluments or pay drawn in a post in Government service.

⁷² [Note 2.—*****]

487. The term “Average Emoluments” means the average calculated upon [*] the last three years of service.

1. If during the last three years of his service an officer has been absent from duty on leave with allowances, or having been suspended, has been reinstated without forfeiture of service, his Emoluments, for the purpose of ascertaining the average, should be taken at what they would have been had he not been absent from duty or suspended:

Provided always (a) that his pension must not be increased on account of increase in pay not actually drawn and (b) that an officer will not during leave be allowed to count as emoluments the sub. Pro-tem. allowances which he would have been entitled to so count under Article 486(h) had he remained on duty, if another officer has been appointed sub. Pro-tem. to the same appointment during the period of such leave. But if his absence on Departmental or Recess leave is reckoned as service under Article 409, only the allowances, if any, actually received during such leave should be taken into account.

- ⁷³1-A. If, during the last three years of his service an officer’s pay has been re-fixed as a result of revision or up-gradation of the scale of pay of the post held by him with retrospective effect but arrears have not been allowed nor recoveries made in respect of the past period, his emoluments, for the purpose of calculating the average, shall be taken at what they would have been if the arrears had not been disallowed or the recoveries had been made.]

⁷¹ Substituted vide SRO.1074(I)/85 [No.F.12(2)-Reg.(6)/84], dt:-13-10-85, Gaz. Of Pak., Extra.,Pt.II, P.No.1938, dt:-2-11-85.

⁷²Omitted vide SRO.1074(I)/85 [No.F.12(2)-Reg.(6)/84], dt:-13-10-85, Gaz. Of Pak., Extra.,Pt.II, P.No.1938, dt:-2-11-85.

⁷³ Inserted vide Fin. Div. Notification SRO No.4(4)-Reg(6)/72, dt:-8-12-1972.

2. If, during the last three years of his service, an officer has been absent from duty on leave without allowances (not counting for pension), or in Class IV service, or suspended under such circumstances that the period of suspension does not count as service, the periods so passed should be disregarded in the calculation of the average, an equal period before the three years being included.
 - 2-A. In the case of a military officer, departmental officer, warrant or non-commissioned officer or soldier who was in civil employ on 7th June 1937 and was or may be granted a pension under military rules on or after the 30th May 1933 and whose pay has been reduced under Clause (b) of Article 526, emoluments for the purpose of ascertaining the average shall be taken at what they would have been had the pay not been reduced.
3. Excepting as provided in [rules 1, ⁷⁴(1-A), 2 and 2-A] only emoluments actually received can be included in the calculation. For example, when an officer is allowed to count time retrospectively towards increase of pay, but does not receive retrospectively the intermediate periodical increments, these intermediate increments are not reckoned in the calculations.
4. In the case of Section-writers whose service has been allowed to count for pension under special orders of the Government of Pakistan, and of Press servants whose service qualifies under Article 380, "Average Emoluments" means the average earnings of the last seventy-two months in Superior service.

Note 1.—[This rule applies in a case of a Press servant remunerated by a fixed rate of pay if his pay is met from the grant for piece-work.]

Note 2.—[Overtime earnings of Press servants paid at piece-work rate may be taken into account in calculating Average Emoluments under this rule, but such earnings must be excluded in reckoning the Average Emoluments of Press employees who draw at fixed rate.]

Note 3.—[If during the last 72 months of service a Press servant has been for some period on fixed pay and for other periods a piece-work employees overtime earnings may be taken into account in calculating pension only for the periods during which he was remunerated at piecework rate.]

487-A. Not printed

Allowances which do not count

488. An officer cannot count the following allowances:—

- (1) Local allowances and deputation (local) allowances;
- (2) Messing allowances, Working allowances, and Provision allowances to officers in the Navy Department.
- (3) House-rent allowance, or estimated value of free quarters;

⁷⁴Inserted vide Fin. Div. Notification SRO No.4(4)-Reg(6)/72, dt:-8-12-1972.

- (4) Tour and other allowances (to officers who accompany any Government);
- (5) Compensation for dearness of provisions.

Net Emoluments taken

489. Any part of an officer's pay or emoluments which is specially intended to provide for expenses incidental to his duty, must be excluded. The following are examples of the operation of this Article:—

- (1) When an officer's pay is intended partly to cover the expense of his providing or keeping a horse, his pay must be taken only at what it would be if it was not intended to cover such expense. When a water-carrier's pay includes provision for a bullock, his pay must be taken at what it would be if he were not required to keep a bullock.
- (2) When a consolidated pay specially, includes tentage, travelling allowance, or house allowance, these must be deducted.
- (3) When an officer's pay is fixed at two rates, a smaller rate during stationary duty and a higher rate during period passed on tour or travelling, the former rate alone should be the basis of the calculation.

490. When service on temporary duty counts for pension under Article 376, the pay of the permanent appointment held by the officer, and not that drawn in respect of the temporary duty, is taken into consideration in determining the amount of pension, unless the officer draws a deputation (duty) allowance under the provisions of Article 76-C or Article 81.

491. The preceding Article does not apply to an officer deputed temporarily to service in the Income-Tax Department, or to an officer deputed on abolition of his appointment to special duty (Article 397), or to an officer who, when his appointment was abolished, was on special duty. In these cases the full allowances are counted.

Combination of Appointments

492. If an officer has held more than one appointment, 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 office separately and alone. The consolidated pension thus admissible is subject to the limitations prescribed in Articles 474 to 480 and 481.

493. An officer is not entitled, for service in an office conjointly with another office, to any pension which would not have been admissible to him if he had held the office separately and alone.

CHAPTER XX.—SPECIAL RULES FOR THE POLICE

SECTION I.—EXTENT OF APPLICATION

Government Police

494-509. Not printed.

CHAPTER XXI.—RE-EMPLOYMENT OF PENSIONERS

SECTION I.—GENERAL

509-A. No officer, Civil or Military, may retire with the view of being re-employed, and drawing pension in addition to pay, whether in the general service or in the service of any Local Fund.

510. When a person who was formerly in the civil or military employment of any Government in Pakistan 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 pension granted to him in respect of the previous employment. The authority re-appointing him shall specifically state in the order of re-appointment whether any deduction is to be made from pension or salary required by the rules of this Chapter and shall communicate a copy of the order to the Audit Officer.

Note.—[The principle of this article applies in the case of continued employment on retirement from Government service. The amount of the pension to be declared is that sanctioned originally, i. e. it shall be inclusive of any amount that may have been commuted (vide Articles 524- B and 524-C.)]

510-A. The attention of every officer who is re-employed should be specially called to the provisions of this Chapter by the authority re-employing him, and, whether he becomes aware of such an appointment, by the Audit Officer; but the failure of such authority to do this will not be admitted as a ground for condoning any breach of the regulations contained in this Chapter.

510-B. Notwithstanding anything contained in the rules in this chapter, a wound or other extraordinary pension sanctioned under Chapter XXXVIII of these Regulations and a wound or injury or disability pension or a disability addition to pension awarded under the military rules shall continue to be drawn by a retired Government servant, civil or military, during re-employment or continued employment, and shall be subject only to the conditions of its award. The amount of such pension or addition to pension or continued employment.

Note.—[Where the military pension is consolidated and service and disability elements are not explicitly differentiated, the total pension may be split up in the following manner. The service portion of the pension will be represented by the service pension earned or, if no service pension has been earned, by the proportionate service pension calculated with reference to the minimum ordinary pension admissible for the rank and the actual length of service rendered. In calculating this service element, an amount of 8 annas and over shall be taken as a whole rupee, amount of less than 8 annas being ignored. The disability portion of the pension will be the balance.]

SECTION II.—CIVIL PENSIONERS

Re-employment after Compensation Gratuity

511. An officer who has obtained a Compensation gratuity, if re-employed in qualifying service, may either retain his gratuity, in which case his former service will not count for future pension, or refund it and count his former service.

512. The intention to refund must be stated immediately on re-employment: but the refund may be made by monthly instalments of not less than one-third of the officer's salary, and also not less than the whole gratuity divided by the number of months which have elapsed since the end of the service for which the gratuity was given. The right to count previous service does not revive till the whole amount is refunded.

Note.—[The equity of this rule is based upon the consideration that so long as the refund of the gratuity is postponed, the officer avoids the risks and the State losses to possibility of the gratuity lapsing absolutely to the public treasury by the death or dismissal of the officer. A subsequent refund of a gratuity, even with compound interest does not compensate the State for the loss of this possibility meanwhile].

513. (See Article 510-A.)

After Compensation Pension

514. (a)⁷⁵ An officer who obtained a compensation pension, if re-employed, may retain his pension in addition to his pay, provided that if he is re-employed in a post-paid from general revenues, the pension shall remain wholly or partly in abeyance if the sum of the pension and the initial pay on re-employment exceeds his substantive pay at the time of his discharge that is, an officer can draw so much of pension only as will make his initial pay plus pension equal to his substantive pay at the time of his discharge. Once the amount of pension has been fixed in conformity with the above condition the officer shall be entitled to receive the benefits of increments in his new scale or promotion to another scale or post without a further corresponding reduction in pension nor shall the amount of pension so fixed be varied during leave. In the case, however, of a pensioner re-employed in either a permanent or a temporary appointment, for bona-fide temporary duty lasting for not more than a year, the Local Government may allow the pension to be drawn in whole or in part even though the sum total of pay and pension exceeds his substantive pay at the time of his discharge.

(a)⁷⁶ An officer who obtained a compensation pension, if re-employed, may retain his pension in addition to his pay, provided that if he is re-employed in a post-paid from general revenues, the pension shall remain wholly or partly in abeyance if the sum of the pension and the initial pay on re-employment exceeds his substantive pay at the time of his discharge that is, an officer can draw so much of pension only as will make his initial pay plus pension equal to his substantive pay at the time of his discharge. Once the amount of pension has been fixed in conformity with the above condition the officer shall be entitled to receive the benefits of increments in his new scale or promotion to another scale or post without a further corresponding reduction in pension nor shall the amount of pension so fixed be varied during leave. In the case, however, of a pensioner re-employed in either a permanent or a temporary appointment, for bona-fide temporary duty lasting for not more than a year, the Local Government or, in cases where the pension does not

⁷⁵This revised clause applied to officers under the rule-making control of the late Secretary of State and takes effect from the 9th June 1937.

⁷⁶This revised clause applies to officer under the rule making Control of the Governor-General and takes effect from the 9th June 1937.

exceed⁷⁷[Rs.200] a month, the officer who controls the establishment on which the pensioner is to be employed, may allow the pension to be drawn in whole or in part even though the sum total of pay and pension exceeds his substantive pay at the time of his discharge.

Note 1.—[This rule applies to the re-employment on all establishments paid from the General Revenues, whether paid by fixed salary or by fluctuating monthly allowances; but it does not apply to pensioners employed on work as coolies and paid daily hire.]

Note 2.—[In the case of re-employment under a Local Fund, no deduction is made from a Compensation pension.]

Note 3.—[The Government of Pakistan may permit an officer who has obtained a compensation pension and is afterwards re-employed in a permanent or temporary appointment duly sanctioned by competent authority, to draw his full pension in addition to the pay and allowances of the appointments, irrespective of the period of such re-employment.]

Note 4.—[The Local Government may delegate its power under this Article to Heads of Departments in respect of pensioners whose re-employment they are authorized to order.]

Note 5.—[The restrictions in this Article do not apply to ex-policemen whose pension does not exceed Rs. 200 a month or to ex-Class-IV servants.]

- (b) If his re-employment is in qualifying service, he may either retain his pension (subject to the proviso above stated), in which case his former service will not count for future pension, or cease to draw any part of his pension and count his previous service. Pension intermediately drawn need not be refunded.

Note.—[An officer counts his previous service under clause (b) if on re-employment his pension remains wholly in abeyance under the proviso to clause (a).]

515. In the case of a Section-writer whose service has been allowed to qualify for pension under special orders of the Government of Pakistan, or of a press servant (see Article 380) re-employed, *[the substantive pay at the time of discharge] is taken at the average earnings of the last six months of employment.

516. If an officer does not, within three months from the date of his re-employment, exercise the option conceded by Article 514, of ceasing to draw pension and counting his former service, he may not thereafter do so without the permission of the Local Government.

517. Cancelled (with effect from the 9th June 1937).

518. Cancelled.

⁷⁷Substituted vide SRO.860(I)/82 [Fin. Div. notification No.F.4(3)-R.7/82], dt:-31-8-1982, Gaz. Of Pak. Part-II, P.No.1431, dt:-9-9-1982.

After Invalid Pension

519. There is no bar to the re-employment of an officer who has regained health after obtaining Invalid pension, or if an officer is invalidated as being incapacitated for employment in a particular branch of the service, to his re-employment in some other branch of the Service. The rules in such a case as to refunding gratuity, drawing pension, and counting service, are the same as in the case of re-employment after Compensation pension.

After Superannuation or Retiring Pension

520. An officer who is in receipt of a superannuation or retiring pension shall not be re-employed or continue to be employed in service paid from general revenues or from a local fund, except on public grounds, Sanction to re-employment or extension of the term of employment may be given as follows:—

- (i) By the Government of Pakistan in the Administrative Ministry or Division concerned, when the pensioner served before retirement in a gazetted appointment directly under the Government of Pakistan or belonged to an Imperial Service or Imperial Branch of any Service, or was [an officer] who, before retirement, held a post usually filled by officers of an Imperial Service or Branch;
- (ii) In other cases, by the Local Government under whose administration the pensioner is re-employed;
- (iii) By any authority subordinate to a Local Government to whom the Local Government may delegate its powers under this Article in respect of pensioners re-employed in establishments under the control of such authority.

Note.—(A Local Government may declare that the restrictions contained in this Article shall not apply to any particular local fund or to local funds of any particular class in its territories or that they shall apply subject to such modifications as it may direct.)

521. The authority competent to fix the pay and allowances of the appointment in which the pensioner is employed shall determine whether his pension shall be held wholly or partly in abeyance. If the pension is drawn wholly or in part, such authority shall take the fact into account in fixing the pay to be allowed to him; provided that (i) where a Local Government has delegated its power under clause (iii) of Article 520 to the Head of a Department the latter may not allow the pensioner to draw full pension in addition to the full pay of the post except when the re-employment or continued employment is for bona-fide temporary duty lasting for not more than a year or the pension does not exceed*[Rs.200] a month, and (ii) where the Local Government has delegated its power to any other authority subordinate to itself, such authority may not allow the pensioner to draw in full a pension of more than *[Rs.200] a month in addition to the full pay of the post.

Note 1.—[Where the employment is in service paid from a local fund, the authority determining whether the pension shall be wholly or partly held in abeyance shall be either—

- (i) the authority administering the local fund, if so empowered by the Local Government by special or general orders in this behalf; or,
- (ii) in any other case, the Local Government or such other authority as the Local Government may prescribe.]

Note 2.—[The restrictions in this Article do not apply to ex-policement whose pension does not exceed Rs. 200 a month or to inferior servants.]

Exceptions

522. The foregoing rules do not apply to pensioners re-employed under the Court of Wards.

523. A pensioner of any class may be employed as an Extra Departmental Agent in the Post Office or as a Sub-Registrar under the law for the registration of documents remunerated by fees only.

524. Cancelled.

524-A. Deleted

In Case of Commutation of Pension

524-B. In the case of a pensioner who is re-employed in Government service or in the service of a Local Fund and who commutes a portion of his pension after such re-employment, the amount of pension which the pensioner is entitled to draw under the rules in this Section shall be the amount to which he would have been entitled had there been no commutation, less the amount commuted.

524-C. In the case of a pensioner a portion of whose pension has been commuted before re-employment, the original amount of the pension should be taken into consideration in fixing the total receipts during re-employment or continued employment and not merely the un-commuted pension.

SECTION III.—MILITARY PENSIONERS

525. Except where it is otherwise expressly provided, the rules in section II of this chapter do not apply to a military officer, departmental officer, warrant or non-commissioned officer or soldier who is taken into or allowed to continue in civil employ [after he has been granted a pension under military rules]. The claims of such an officer to salary in the Civil Department are governed by Articles 526 to 528. His pension for service in the Civil Department will not be affected by his military pension.

526. (a) When a person formerly in military service obtains employment in the civil department after having been granted a military pension, he shall continue to draw his military pension, but the authority competent to fix the pay and allowances of the post in which he is re-employed shall have power to take into account the amount of pension, including such portion of it as may have been commuted.

(b) A military officer, departmental officer, warrant or non-commissioned officer or soldier who is granted a pension under military rules while he is in civil employ, shall draw such pension while he is in civil employ, but the authority competent to fix the pay and allowances of the post in civil employ, may, with effect from the date from which the pension is granted, reduce such pay and allowances with reference to such officer or soldier by any amount not exceeding the amount of such pension.

Note 1.—If the military pension of a person does not exceed Rs.200 a month, it shall not be taken into account in fixing his pay and allowances in the Civil Department, and, in the case of Junior Commissioned Officers and other Ranks, where the amount of pension exceeds Rs.200 a month, only so much as is in excess of Rs.200 shall be deducted from his pay and allowances in the Civil Department. Where such pay and allowances have been fixed after taking such pension into account, they shall be re-fixed with effect from 1st September, 1982, as if the person is not in receipt of any military pension or, in the case of Junior Commissioned Officers and other Ranks, is in receipt of only such amount of military pension as is in excess of Rs.200.

527, 528 & 528-A. Cancelled.

⁷⁸**528-B.** The pension of the widow or dependent of an officer or member of the Armed Forces, including an honorary commissioned officer, junior commissioned officer and an enrolled non-combatant of such Forces shall not be taken into account while fixing their salary on employment in any Civil Department.

SECTION IV. —PENSION FOR NEW SERVICE

529. Except as provided in Articles 525 to 528-B, an officer who, having been discharged with a pension, is subsequently re-employed, may not count his new service for a separate pension. Pension (if any) is admissible only for the new service combined with the old, the whole being counted as one service.

530. If an officer who has obtained a Compensation or Invalid pension is re-employed in pensionable service and retains the pension (see Article 514), the pension or gratuity admissible for his subsequent service is subject to the following limitation, namely, that the gratuity or the capital value of the pension shall not be greater than the difference between the value of the pension that would be admissible at the time of the

⁷⁸ Substituted vide SRO.1014(1)/79 [No.F.1(3)-Reg.7/78], dt:-6-11-1979, Gaz. Of Pak. Extra, Pt.II, P.No.1808, dt:-10-11-1979.

officer's final retirement, if the two periods of service were combined, and the value of the pension already granted for the previous service.

531. (a) If a gratuity received for the earlier service has not been refunded, gratuity or pension (as the case may be) may be allowed for the subsequent service, on condition that the amount of such gratuity or the present value of such pension plus the amount of the previous gratuity shall not exceed the amount of gratuity or the present value of the pension that would have been admissible had the gratuity received for the earlier service been refunded.

(b) If the amount of such gratuity or the present value of such pension, plus the amount of the previous gratuity, exceeds the amount of gratuity or the present value of the pension that would have been admissible if the gratuity received for the earlier service had been refunded, the excess must be disallowed.

531-A. For the purposes of Articles 530 and 531, the capital or present value of a pension shall be calculated in accordance with the table prescribed by the President under the "Civil Pensions (Commutation) Rules".

⁷⁹SECTION V.—COMMERCIAL EMPLOYMENT AFTER RETIREMENT

531-B. (a) If a pensioner to whom this Article applies wishes to accept any commercial employment before the expiry of two years from the date of his retirement, he should obtain the previous sanction of the President to such acceptance. No pension shall be payable to a pensioner who accepts commercial employment without such sanction, in respect of any period for which he is so employed or such longer period as the President may direct:

Provided that 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.

(b) This Article shall apply to every pensioner (other than a person mentioned in the Note below this Article) who immediately before retirement was a member of any of the All Pakistan Unified Grade including the Foreign Service, or whether before or after the 15th August, 1947, or any ⁸⁰Federal Superior Civil Service or a ⁸¹Federal Service in grade 16 and above but shall not apply in relation to any commercial employment accepted by such pensioner before the 5th December, 1953.

"Note.—This Article shall not apply to a person who having been appointed by the late Secretary of State or Secretary of State in Council to a Civil Service in India continued on or after the 15th August, 1947 to serve under the Government of Pakistan or any Province or part thereof."

⁷⁹Added vide Fin. Div. Notification No.F.9(15)R1(I)/51, dt: 5-12-1953 as amended vide Fin. Div. Notification No.F.9(15)R1(I)/51, dt: 22-08-1957

⁸⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

⁸¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

(c) In this Article “Commercial employment” means employment in any capacity including that of an Agent under a Company, firm or individual engaged in trading or in a commercial, industrial, agricultural, financial, or professional business, and includes also a directorship of such company and a partnership of such firm.

⁸²SECTION VI.—EMPLOYMENT UNDER A GOVERNMENT OUTSIDE PAKISTAN AFTER RETIREMENT

531-C. (a) If a pensioner to whom this Article applies wishes to accept any employment under a Government outside Pakistan, he should obtain the previous sanction of the President to such acceptance. No pension shall be payable to a pensioner who accepts such employment without prior permission, in respect of any period for which he is so employed or such longer period as the President 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.

(b) This Article shall apply to every pensioner (other than) a person mentioned in the Note below Article 531-B) who immediately before retirement was a member of any of the All- Pakistan Unified Grade including the Foreign service, or whether before or after the 15th August, 1947, of any ⁸³Federal Superior Civil Service or a ⁸⁴Federal Service in grades 17 and above but shall not apply in relation to any employment referred to in clause (a) above accepted by such pensioner before the 5thDecember, 1953.

(c) For the purpose of this Article “employment under a Government outside Pakistan” shall include employment under a local authority or corporation or any other institution or organisation which functions under the supervision or control of a Government outside Pakistan.

Part V.—Rules Applicable on Special Departments or Special Officers

CHAPTER XXII	}	532-550	Not printed.
CHAPTER XXIII			
CHAPTER XXIV			

CHAPTER XXV — MEMBERS OF THE CIVIL SERVICE PAKISTAN

Date of Arrival in Pakistan

551-560. Not printed.

Retirement and Annuity

561. An officer who has been twenty-five years in the service, counting from the date of his covenant [or from the date of the dispatch of the Late Secretary of State

⁸²Added vide Fin. Div. Notification No.F.9(15)R1(I)/51, dt: 5-12-1953 as amended vide Fin. Div. Notification No.F.9(15)R1(I)/51, dt: 22-08-1957

⁸³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

⁸⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

announcing his appointment (whichever may have been earlier)]*and who has rendered twenty-one years' active service, is entitled, on his resignation of the service being accepted, to an annuity of Rs.10,666-10-8. This annuity is subject to a minimum of £.1,000.

⁸⁵[**561-A.** The pension of an officer of the former Indian Civil Service who retires from service after the 30th June, 1966, and who has not elected to be governed by Article 561, shall be regulated under Article⁸⁶{474B}; provided that an officer who has been twenty-five years in service and has rendered twenty-one years' active service shall, on his resignation from service being accepted, be entitled to an ordinary pension of Rs.13,333.34 per annum.]

562. An officer who resigns the service will, by such resignation, vacate any office under the Government which he may then be holding. But this rule does not apply to the offices of President and Governor of East Bengal.

563. Deleted.

564. Not printed.

564-A. Officers who, prior to their civil employment, have rendered whole-time enlisted or commissioned service between the 4th August, 1914, and the 31st August 1921, in His Majesty's Military, Naval or Air Forces, British or Indian, which, did not earn a service pension under the Military, Naval or Air Forces Rules, shall count completed years of such service, including sick leave taken during such service, up to a maximum of four years, for the purposes of Articles 561 and 564 subject to the following conditions:—

- (1) Only service rendered after the attainment of age of 23 years shall be allowed to count.
- (2) Save as stated in Note 2, no refund of bonus or gratuity received in respect of such service shall be required from the officer.

Note 1.—Members of the service (excluding Surplus Officers of the Army) shall be entitled to the concession allowed by the substantive portion of this Article or to the following concession whichever is more favourable:—

Service in His Majesty's Forces will count for active and total service for annuity, including invalid annuity, as follows:—

Candidates who had attained the age of 25 but were under the age of 27 years on the 1st August preceding their arrival in India or Pakistan, may count a period not exceeding one year, provided that such period was spent on whole-time enlisted or commissioned service (including sick leave) between the 4th August, 1914, and the 31st August 1921. Candidates of 27 years and over on the 1st August preceding their arrival in India or Pakistan may similarly count a period not exceeding two years subject to the same proviso.

Note 2.—Officers of the Indian Army retired as surplus under the terms of the Royal Warrant of 25th April, 1922, shall be entitled to the concession allowed by the

⁸⁵Inserted vide Fin. Div. notification No.F.4(4)-RS/68, dt:-30-1-1971.

⁸⁶Substituted vide SRO.227(I)/83 [No.F.6(4)-REG(6)/81], dt:-17-2-1983, Gaz. Of Pak., Extra.Pt.II, P.No.329, dt:-8-3-1983.

substantive portion of this Article or to the following concession whichever is more favourable:—

They shall be allowed to count as active and total service for annuity including invalid annuity, all service in the Indian Army (excluding service in the British Army which would have counted for Indian Army pension) rendered after attaining the age of 23 years, and subject to a maximum period on all four years, but the gratuity, if any, received by them under that Royal Warrant shall be refunded to Government.

564-B. The power of withholding or withdrawing the whole or any part of an annuity under Article 351 shall be exercised only by the President.

Unfitness for Further Advancement

564-C. The grant of an annuity to an officer of the Civil Service Pakistan who is proved to be unfit for further advancement and is removed from service by the President on the recommendation of the Local Government and the Government of Pakistan, is regulated by Article 352-A.

565. Not printed.

CHAPTER XXVI. Cancelled.

CHAPTER XXVII. Cancelled.

CHAPTER XXVIII. Not printed.

CHAPTER XXIX. Not printed.

CHAPTER XXX. Not printed.

CHAPTER XXXI. Not printed.

CHAPTER XXXII. Not printed.

CHAPTER XXXIII. Deleted.

CHAPTER XXXIV. Deleted.

CHAPTER XXXV. Not printed.

CHAPTER XXXVI. Not printed.

CHAPTER XXXVII. Not printed.

⁸⁷[**PART VI.—WOUND AND OTHER EXTRA ORDINARY PENSIONS**

CHAPTER XXXVIII.—WOUND AND OTHER EXTRAORDINARY PENSIONS

728 – 749. Omitted.]

⁸⁷Omitted vide Fin. Div. notification No.F.6(2)-Reg(6)/85, dt:-7-7-1985.

PART VII.—FOREIGN SERVICE; REGULAR ESTABLISHMENTS THE COST OF WHICH IS RECOVERED BY GOVERNMENT; SERVICE UNDER LOCAL FUNDS

CHAPTER XXXIX.—FOREIGN SERVICE

Extent of Application

749-A. The revised rules in this Part will apply only to cases in which officers are transferred to Foreign Service after the 1st August 1913. In the case of officers transferred to Foreign Service before this date, the old rules contained in the original fifth edition of these Regulations should continue to be applied.

749-B. It is to be understood that, unless the Local Government is expressly given authority to make exceptions all deviations from the Foreign Service Rules require the sanction of the Government of Pakistan, whose powers in this respect remain unaltered.

Definition

750. Foreign Service is of two kinds, viz —

First.—The service of an Officer transferred to service under an employer who is not under the orders of Government and is allowed, while in such service to maintain his claim to pension or to leave and pension in the same way as if he were still in the service of Government.

Examples.—Officers lent to a State, which has acceded to Pakistan, a Port Trust, a municipality, a District Board or other Local Fund.

Second.—The service of an Officer employed in connection with the management by Government of estates or funds which they have taken under their control or received in trust, and paid from the revenue of such estates or from such funds. The service must be strictly connected with the management by Government and appointments existing apart from, or continuing after relinquishment of, Government control can be made only under the conditions of foreign service of the first kind.

Examples.—Administrators of States which have acceded to Pakistan under direct managers of Courts of Wards' Estates.

General Conditions applicable to Foreign Service

751. An Officer transferred to Foreign Service remains subject to general and disciplinary rules which have applied to him as a servant of Government had he not been so transferred.

752. An Officer who belongs to a graded service is allowed the substantive promotion which he would have received had he not been transferred. One who does not belong to a graded service shall not be given substantive promotion in Government service without the specific sanction of the authority who would have been competent to grant the promotion if he had remained in Government service. Nor shall he at the time of his reversion be promoted to a higher appointment than he held at the time of his transfer without the specific sanction of the authority who would have been competent to promote him to that appointment had he continued in Government service. And such promotion

shall not be given unless the nature of officer's duties and the manner in which he has discharged them qualify him for it. An Officer whose appointment under Government is one on progressive or a time-scale of pay counts time spent in Foreign Service for increments.

Note.—[An Officer who belongs to a graded service may also be allowed any officiating or temporary promotion, which he would have received had he not been transferred, which counts towards additional pension under Articles 644 (b) and 475, Civil Service Regulations.]

753. An Officer in Foreign Service may not elect to withhold contribution and forfeit the right to count as Government service the time spent in foreign employ. The contribution paid by or for him maintains his claim to pension or, if contribution is paid for leave allowance also, to pension and leave allowance in accordance with the rules of the service to which he belongs. Neither he, nor any body which has paid contribution on his behalf, has any right of property in such contribution nor can any claim for refund be entertained.

754. An Officer of Government, who is lent on Foreign Service conditions, may not, except with the sanction of the Government of Pakistan accept a pension or gratuity from his foreign employer in respect of such service.

755. (a) An Officer retains while on foreign service a lien upon substantive office under Government, and when he reverts to Government service either temporarily or permanently, he resumes substantively the position in his service or establishment which he held when he was transferred, or to which he may have attained accordance with the rule in Article 752.

(b) If an Officer proceeds on leave from his foreign service appointment he shall not ordinarily be considered to revert to Government service unless and until he re-joins his appointment in Government service.

Where, however, the Foreign Service is under the control of the Local Government, to service under which an Officer reverts on relinquishing such Foreign Service, that Government may determine the date on which the Officer may be treated as reverting to Government service.

Where the Foreign Service is under the control of the Government of Pakistan, the Officer shall be held to revert to Government service from the date on which his services are re-plead at the service of the Local Government or ⁸⁸Federal Government departments to which he belongs.

756. The salary of an Officer appointed to act in a sanctioned appointment in foreign service and the joining time and transit pay of an Officer proceeding to, or returning from foreign service, are regulated in accordance with the rules in Part II of these Regulations.

Note.—[The Local Government may, in special circumstances allow an officer salary in excess of the limits prescribed in this Article but not exceeding the full pay of the

⁸⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

appointment, provided that the pay of the appointment does not exceed the limits up to which the local Government can sanction transfers to foreign service, i.e., Rs.2,500 or Rs.1,250 a month, according as the officiating Officer does or does not belong to an Imperial service.]

757. An Officer in Foreign Service who is appointed to act in an appointment under Government draws as salary the pay of his appointment under Government on which he has a lien and acting allowance on the pay of the appointment in which he acts. His pay in Foreign Service is not taken into account in fixing his salary in a Government appointment.

758. When an Officer is transferred to Foreign Service he draws salary from his foreign employer, and contribution is paid to Government, either by or for him, from the date on which he relinquishes charge of his appointment under Government. An Officer reverting to duty under Government ceases to draw pay from the foreign employer and contribution is discontinued from the date on which he resumes charge of his appointment under Government. The travelling allowances of an Officer both when proceeding on transfer to Foreign Service and when reverting to duty under Government shall be borne by the foreign employer.

759. An Officer lent on Foreign Service conditions to a State which has acceded to Pakistan or Local Fund will not be allowed to retire voluntarily from Government service on pension while remaining in that of the State which has acceded to Pakistan or Local Fund.

Note.—[For the purpose of this Article, retirement may be assumed to be voluntary unless under the rules in Parts IV and V of these Regulations, an Officer(I) retires on medical certificate, or (2) is discharged on the abolition of his appointment in Government service, or (3) is required to retire on attaining a certain age or on completing a certain period of service, or (4) in cases where he is not so required to retire compulsorily, retires on reaching the age of 55 years.]

760. When any Officer lent on foreign service conditions retires from Government service (see Article 759) without, at the same time, retiring from the service of his foreign employer, the audit Officer shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement, and the amount of pension drawn from the Pakistan Government with a view of enabling the foreign employer, if so inclined, to revise the existing terms of employment.

761. (a) An Officer who during leave desires to take up employment in Pakistan must obtain the previous sanction of competent authority thereto. If the post is one which should in the opinion of such authority be filled by a servant of Government he must be transferred in accordance with the rules of this Chapter.

(b) An Officer who during leave out of Pakistan desires to enter Foreign Service out of Pakistan must obtain the previous sanction of President who will decide whether the Officer shall be transferred to Foreign Service and, if so, will prescribe the terms of salary and contribution.

(c) From the date on which an Officer enters Foreign Service he ceases to be on leave and to draw leave allowances from Government.

Note 1.—[The authority referred to in clause (a) of this Article is, in the case of a non-gazetted officer, the Officer empowered to appoint such officer, and, in the case of a gazetted officer, the Local Government.]

Note 2.—[If it be decided to allow the Officer to take up employment without entering Foreign Service he shall be permitted to draw his leave allowances in addition to any emoluments paid to him by the employer.]

Sanction to Transfer to, and pay in, Foreign Service

762. Transfer to Foreign Service is not permissible—

- (i) unless the transfer is in the public interest, that is, the service is such as should, for public reasons, be rendered by a servant of Government ;
- (ii) unless the Officer holds, when his transfer is effected, an appointment in qualifying service on an establishment paid from General Revenues.

Note.—[Service under a landholder who retains the management of his estate or under such a body as the Society for Prevention of Cruelty to Animals, or under societies for the encouragement of agricultural or veterinary development, has at times been sanctioned on foreign service conditions. Service of this character, however, is properly private employment; the loan of a Government Officer for such purposes should be wholly exceptional and should not be allowed unless in the opinion of the Local Government a public advantage is secured which would otherwise be unattainable.]

763. Transfers and appointments may be sanctioned by the Local Government under which the officer is serving, provided (a) the transfer is to foreign service in Pakistan, (b) the officer's pay in foreign service does not exceed Rs.2,500 a month if he belongs to a ⁸⁹Federal service (Article 29-B), and in other cases Rs.1,250 a month, and (c) the Officer has rendered five years' service qualifying for pension; Condition (c) may be relaxed by the Local Government* under which the Officer is serving at the time of the transfer; it does not apply to the following officers:

- (i) Officers subject to the leave rules in Chapter XIII and officers of the Army and the Navy.
- (ii) Employees in the Survey, Forest, Medical, Veterinary and Agricultural Departments with technical qualifications.
- (iii) Officers transferred to Foreign Service of the second kind.
- (iv) Officers transferred to temporary appointments.

⁸⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

*See Note below this article.

Note.—[Local Governments should be on their guard against endeavours to use service of Government merely as a means of entrance with pensionable status into Foreign Service.]

1. Temporary appointments are those which last not more than six months. In judging whether an appointment falls within this class, the duration of the appointment should be considered, not the duration of the particular Officer's employment.

2. The Local Government may by general or special order—

- (a) Delegate to any authority subordinate to it power to transfer to Foreign Service within the Province any Officer whom such authority can, without reference to higher authority, appoint or transfer in the ordinary course of administration.
- (b) Delegate power to sanction transfers to temporary appointments outside the Province.

764. Pay and allowances in Foreign Service in Pakistan may be fixed within the limits specified in Article 763 by the authority sanctioning the transfer. The latter should in doing so be guided by the following general principles which should only be departed from for very special reasons, to be duly recorded:—

- I.— The pay of an Officer transferred to a post, the duties of which are similar to those of the appointment which he held when transferred, should be fixed at a sum which does not exceed by more than 25 per cent. his last pay in Government service, or, if he is acting in a grade or appointment from which he is unlikely to revert, his last salary.
- II.— An Officer transferred to an unusually responsible or difficult post or to one the duties of which differ from those of his appointment under Government, should receive pay specially fixed with reference to his status and pay in the service of Government, and the nature of the work for which he is transferred.
- III.— When the transfer is to a State, which acceded to Pakistan the Local Government may allow the Officer concessions not exceeding those specified in Rule II of Appendix 31. This rule is absolute and Local Governments are not empowered to allow greater concessions. In other cases, officers may be allowed travelling and conveyance allowance on such scale as the Local Government considers adequate; no other kind allowances should ordinarily be sanctioned as they should be allowed for in fixing the pay of the officers in Foreign Service. In special cases in which the Local Government consider them necessary, exchange compensation and local allowances may be sanctioned, subject in the former case to the provisions of Article 41-G of the Civil Accounts Code, as also the payment of leave and pension contributions by the foreign employer, the value of these concessions being taken into account in fixing the pay of the officers in foreign service.
- IV.— Increases of pay should be regulated as follows:—

- (a) An officer, whose pay is fixed under rule I and who belongs to a graded service or who is on progressive pay or in a service in which pay is regulated by a time-scale may on the occasion of each substantive promotion on his departmental list, or accrual of a periodical increment, be granted an increase equal to that which such promotion or increment would have given him in Government service plus a sum not exceeding 20 percent. there-on.

Note.—[When an officer in foreign service would have obtained, had he remained In Government service, acting promotion from which he would not have been likely to revert his salary may be raised, with the consent of the foreign employer, to the amount which he would have drawn if he had remained in Government employ]

- (b) In all other cases in which pay is fixed under rule I, and in all cases in which it is fixed under rule II, no increase should ordinarily be allowed until the Officer has been for three years in Foreign Service. After that period, and subsequently at intervals of not less than three years, increments of not more than 20 per cent. of the original pay may be allowed, if proposed by the foreign employer and if, in the opinion of the authority by whom transfer was sanctioned, they are justified with reference to the work of the Officer and the nature of his duties.
- (c) In the event of a material change in the nature of the duties of an Officer in Foreign Service his pay may be revised within the limits of its powers of sanction by the authority who sanctioned the transfer.

Contributions required for Leave and Pension

765. (a) An Officer transferred to Foreign Service in Pakistan contributes for both leave allowance and pension; if the transfer to be to service out of Pakistan contribution is made for pension only.

(b) Contribution is payable during leave on account of an Officer who contributes for pension only. When contribution is paid for both pension and, leave allowances it is payable during privilege leave taken in Foreign Service but not during other kinds of leave.

766. In the case of an officer in foreign service of the first kind contributions for leave allowance and pension are levied on an assumed pay, in return for which the Government accepts the charge for the officer's leave allowances of all kinds and pension (or, in the case of foreign service out of Pakistan, pension only), calculated on such pay. (As regards privilege leave allowances, see Article 779 below.)

767. In the case of an Officer of any of the classes mentioned in Article 763 (i) pay is assumed to be as follows whatever the actual and allowances drawn by him in foreign service may be:—

- (a) If the Officer is on a time-scale of pay, the pay which he would have drawn from time to time had he remained in Government service.

(b) For officers who are not on a time-scale of pay:

	Indian Civil Service Rs.	Other Service Rs.
(i) For two years reckoning from the 1st of April following arrival in Pakistan, or in the case of an Officer appointed in Pakistan, following date of appointment	400	350
(ii) For every subsequent year	100	50

Assumed pay whether calculated according to clause (a) or (b) of this Article is subject to the following maxima: Rs.2,500 a month in case of a member of the Civil Service Pakistan, or a Military Officer subject to the Civil Leave Rules; Rs.1,750 in the case of a Military officer subject to the Army Leave Rules, and Rs.2,000 a month in the case of any other Officer subject to the rules in Chapter XIII: Provided that except in the case of members of the Civil Service Pakistan, Military officers, any other officers whose pensions are fixed in sterling, and officers who may become eligible for a special additional pension under Articles 475, 642 and 643, assumed pay shall not exceed Rs.1,500 a month.

Exception.—In the case of an Officer promoted from a subordinate grade to service which is subject to the leave rules in Chapter XIII assumed pay is the pay he would draw from time to time on the Government list to which he belongs.

Note.—[In the case of Royal Engineer officers, the date to be taken for purposes of calculating assumed pay under this Article as the date of arrival in Pakistan, will be the date following the completion of two years from date of first commission. In making the calculation, service, both at home and abroad, is to be taken into account.]

768. In the case of officers other than those mentioned in Article 763 (i) assumed pay is either the pay last drawn in Government service, or, if the Officer belongs to a graded service, or is on a progressive or time-scale of pay, that to which he has attained or been promoted in accordance with the rule in Article 752 up to a maximum of Rs.1,250 a month.

769. In the case of an Officer in Foreign Service of the second kind contributions for leave allowance and pension are levied on actual sanctioned salary [including a duty allowance or deputation (duty) allowance], subject to the maxima prescribed in the case of assumed pay in Articles 767 and 768. In return for these contributions the Government accepts the charge for the officer's leave allowances of all kinds and for his pension calculated on sanctioned salary [including a duty allowance or deputation (duty) allowance].

770. Contribution is levied at the following rates:—

	for pension and leave allowance	for pension only
(a) In the case of the officers of the classes mentioned in Article 763 (i)	5/16	1/6
(b) In the case of other gazetted and non-gazetted officers	1/3	1/3
(c) In case of inferior servants		1/16

Note 1.—[Percentage deductions (e.g., Civil Fund in the case a member of the Indian Civil Service) are calculated upon “assumed pay” in foreign service of the first kind and upon actual sanctioned salary in foreign service of the second kind.]

Note 2.—[In the case of a Military Officer the contribution covers the liability of Pakistan Revenues for temporary half-pay or half-pay pension when an Officer losses his health during foreign service and of Pakistan before becoming entitled to ordinary so-called full pay pension.]

Note 3.—[The Government of Pakistan pay on leave allowance to Class IV servant transferred to Foreign Service.]

Note 4.—[Contributions in respect of Pakistan troops, warrant and non-commissioned officers and men of the Army departments, etc., lent for service out of Pakistan are regulated by separate orders.]

771. Cancelled.

Remission of, and Exemption from, Contribution

772. (a) The Local Government may remit contribution for any period for which an Officer in foreign service is temporarily employed under Government, on duties additional to or distinct from his duties in foreign service.

(b) The following classes of officers are exempted from the payment of contribution under the above rules, and their pensions [and in cases (ii) to (v) leave allowances] are calculated according to the rules applicable to Government servants.

- (i) Officers lent to Government of the United Kingdom or to British Colonies, Protectorates, etc. In such cases, if the loan is to the War Office, a share of the pension ultimately granted to the Officer is paid by the War Officer under separate arrangements, but if it is to a British Colony or Protectorate, pension contribution is paid during the period of the loan by the employing Government either to the Government of Pakistan, or to the United Kingdom. When, however, an Officer is allowed to take up duties under the War Office, he may in certain circumstances be required to pay a pension contribution in respect of the period of the loan.
- (ii) Subordinates in the Revenue Survey temporarily lent to Municipalities for duty which, though paid for by them, also promotes Government interests.

- (iii) Medical Officer lent to charitable dispensaries or hospitals in Pakistan. In any province, however, in which changes in the conditions of service of Assistant Surgeons authorized by the orders in Home Department Resolution No.1148-50, dated 22nd August, 1898, have been brought into operation, contribution must be under the ordinary rules.
- (iv) Officers of the Royal Navy lent to Port Trusts.
- (v) Any other Officer or class of officers, who, by the specific orders of the Government of Pakistan, has been exempted from the payment of contribution.

Procedure for Payment of Contribution

773. A copy of the orders sanctioning an officer's transfer Foreign Service must always be communicated to the Account Officer (referred to in Article 774) by the authority by whom the transfer is sanctioned. The Officer himself should, without delay, communicate a copy to the Officer who audits his pay, and take his instruction as to the Officer to whom he is to account for the contribution; report the latter Officer the time and date of all transfers of charge to which he is a party when proceeding on, while in, and on return from, foreign service; and furnish from time to time particulars regarding his salary in foreign service, leave taken by him, his postal address any other information which that Officer may require.

774. (a) In the case of Foreign Service out of Pakistan, the "Account Officer" is the Accountant General Pakistan Revenues.

(b) In the case of Foreign Service in Pakistan.

- (1) If salary in Foreign Service is paid from a Government Treasury, and is subject to audit by an "audit officer" of the Government, the Account Officer is such audit officer.
- (2) Otherwise, the Account Officer is the Accountant General of the Province in which the Municipality, Port Trust or other body concerned is situated, or in the case of service under a State which has acceded to Pakistan the Accountant-General of the Government under whose administration the State is.

775. Ordinarily, contribution is payable directly to Government by the transferred Officer himself, Government does not enter into arrangement with foreign employers or make direct demands upon them. Exceptions to this rule are:—

- (a) Cases in which officers are lent to Government of the United Kingdom or to British Colonies, Protectorates, etc., and in which the contribution is payable by the borrowing Government [see Article 772 (b) (i)].
- (b) Cases in which salary is payable at a Government treasury under the orders of the Accountant-General, and contribution is deducted from salary;
- (c) Cases of members of clerical establishments in Foreign Service of the second kind, in which responsibility for payment of contributions and

compliance with the rules vests with the Officer who controls the fund or administers the trust;

- (d) Cases in which, by special order or arrangement, contribution is recovered collectively on account of several officers employed under one foreign employer through an agent or officer who represents the employer.

776. Not later than 15 days after the end of each quarter for which salary in Foreign Service is earned, the officer must remit in such manner as may be arranged with the Account Officer, the contribution payable by him for the quarter.

In any case in which contribution falls into arrear, the Account Officer, should bring the fact to the officer's notice and claim interest at the rate of 4 pies a day per 100 rupees upon the amount due, from the date of expiry of the 15 days to the date on which contribution is paid up.

If any amount due, including interest, is not paid within 12 months of its accrual, the Account Officer should intimate to the officer the amount due up to date, and inform him that in consequence of the default he has forfeited his claim to pension or pension and leave allowance, as the case may be. In order to revive his claim the officer must at once pay the amount due and represent his case to the Local Government who will deal finally with it.

Interest on overdue contributions should not be remitted save in exceptional circumstances. The Local Government may remit amount not exceeding Rs.10. The remission of amounts exceeding Rs.10 requires the sanction of the Government of Pakistan.

Rules regarding Leave, and the Grant of Leave

777. An officer holding an appointment in Foreign Service in Pakistan may not take leave or obtain leave allowances from Government unless he actually quits duty and proceeds on Leave.

778. An officer on Foreign Service in Pakistan may not be granted leave otherwise than in accordance with the rules of the Government service to which he belongs. If such leave is granted to an Officer the Account Officer shall on the fact coming to his notice require the leave so granted to be commuted to the leave for which the officer is eligible under rule, and call upon him to refund any allowances in excess of the amount admissible. The Officer himself is personally responsible for the observance of the rule contained in this Article; by accepting leave to which he is not entitled under the rules he renders himself liable to refund allowances irregularly drawn, and in the event of his refusing to refund, to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave allowances.

779. An Officer in Foreign Service of the first kind in Pakistan draws leave allowances calculated on assumed pay, save that in case of privilege leave he is entitled to his actual pay in Foreign Service, the difference between such pay and assumed pay being paid by the foreign employer. In the case of Foreign Service of the second kind all leave allowances are calculated on actual sanctioned salary and paid in full by Government.

780. (a) Privilege leave which is certified by the Account Officer(Article 774) to be admissible may, when taken by itself, be granted to an Officer in foreign service in Pakistan by his employer.

(b) Leave other than privilege leave taken by itself, may, in cases where the transfer has been sanctioned by the Government of Pakistan or a Local Government, be granted to an officer in foreign service in Pakistan by the Local Government under whom he was serving before his transfer; in other cases it may be granted by the authority who sanctioned the transfer.

(c) An Officer who is in Foreign Service in Pakistan should submit all applications for leave, other than privilege leave taken by himself, with the report of the Account Officer, through his employer or to the authority competent to sanction the leave.

781. To an Officer who is in foreign service out of Pakistan Leave in respect of his foreign service may, unless special arrangements as to leave have been made on his behalf by the Government of Pakistan, be granted by his employer on such conditions as to leave and absentee allowances as the employer may determine. The Officer should make himself acquainted with the rules or arrangements which are to regulate his leave before accepting foreign employment, and the Account Officer will be responsible for obtaining from him at the time of transfer a declaration showing that he has read and understood this rule. Time spent by the Officer in Foreign Service out of Pakistan, though not consisting an interruption of service for leave under the Civil Service Regulations, does not count for such leave. Leave earned in respect of service under Government before transfer cannot ordinarily be granted to such an Officer so long as he continues to be on Foreign Service.

Special Cases

782. An Officer of the Education Department, who is transferred by the Local Government in the public interest to a non-departmental College or School managed by a Board on which the Local Government is represented, or which is administered under a constitution and regulations approved, and of which the scale of superior appointments is sanctioned by the Government may contribute for leave allowances and pension under these Regulations.

CHAPTER XL.—Cancelled.

CHAPTER XLI.—Not printed.

CHAPTER XLII.—SERVICE UNDER LOCAL FUNDS

SECTION I. — PENSIONS

796. Apart from any special provisions made under the following rule, service paid for from a Local Fund does not qualify for pension.

797. In the case of the Local Funds which up to the 1st April 1908, were treated as Incorporated, the Local Government may, subject to any provisions of law applicable to the case, allow the Trustees, Committee, or Managers to treat the service as qualifying, and may itself do so in the case of Funds under its own direct administration.

798. The same procedure should be observed in the calculation, grant and payment of pensions for service treated as qualifying under Article 797, as is prescribed for pensions payable from General Revenues, but the pensions must be paid from and charged against the Local Fund.

(See notes under Article 807.)

799. When the part of the pensionable service of an Officer qualifies for pension from the General Revenues and part from the Local Funds which up to 1st April 1908 were treated as incorporated, his pension is paid and charged according to the Rule of Proportions: It is not admissible to disregard the pensionable Local Fund service, and award a pension only for the service paid from General Revenues: Provided that if, under this rule, less than one-fourth of the pension would be payable from either source, no distribution shall be made; in such case the other source shall bear the whole charge.

800. In the case of other Local Funds, the rule that service does qualify does not prohibit the grant and payment of pensions in conformity with the general terms of the pension rules by the authorized administrators of the funds. But Government is in no way responsible for the sanction or continuance of such pensions and no standing order for their payment may be issued to or received by, any Government Treasury and the procedure rules in Part X do not apply to them.

801. Service in the following establishments paid from Local Funds is treated as qualifying, provided that pension for service under the Fund is paid from the Fund, the Rule of Proportions being applied in the case of service paid partly from the Fund and partly from other sources:—

- (i) Establishments paid from Port Funds managed by Government.

Note.—[The rule regarding officers of the Royal Pakistan Navy lent to Port Trust is given in Article 772 (b) (iv).]

1. The transfer of Government servants to service under Local Funds should ordinarily be dealt with under the rules regarding Foreign Service. The application of the rules of Proportions to service partly under a Local Fund (other than those mentioned in this Article and in Article 799) requires the special sanction of the Local Government who before giving such sanction should satisfy itself that the fund in question is not of a merely temporary character that it is solvent and able to bear the charge and that the pension can legally be charged to it.

Pensions from the General Revenues

802. The administrators of a Local Fund may, with the permission of the Local Government, make a permanent arrangement for contributing for pensions from the general revenues for its permanent employees or for any specified classes of them by paying to Government a contribution of one-ninth of the sanctioned salaries of the several appointments: Provided that—

- (a) the contribution must be paid in full at the beginning each month by cash or cheque to the nearest Government Treasury. Any default in the payment of the contribution entails forfeiture of the claim against Government;

- (b) the bills for establishment charges must be subject to audit by Government with a view to ensuring that health certificates have been obtained for new entrants, that the contributions are recovered in respect of whole establishment sanctioned, and that no employ in any month draws more than the amount sanctioned for the appointment held by him.

Arrear contributions in respect either of individual officers or classes of officers, proposed with a view to render past service qualifying, cannot be accepted.

(b) Also teachers, fulfilling either of the condition (i) and (ii) above who are transferred under orders of the Local Government and in the interests of the public service, and not for private reasons, between the Local Fund and Municipal Schools, continue to render service pensionable from the General Revenues:

Provided that contributions are paid in all cases under the rules in this chapter.

(c) In case (i) any pension granted is charged to the Local Fund Pension Fund and to the General Revenues according to the Rule of Proportions.

Note.—[Under the rules in force prior to January 1889, an officer paid from a Local Fund was allowed on first appointment with the permission of the Local Government, and upon production of the health certificate prescribed in Article 49 to subscribe for a pension from the General Revenues, the contribution being calculated at one-eleventh of the gross salary received from his foreign employers subject to a maximum of Rs.100 a month. This permission in so far as it relates to individual officers (apart from the regular system of contribution under the above article) is withdrawn, but officers who have already been permitted to subscribe may continue to do so subject to the conditions prescribed in Article 756 (a) of the old Foreign Service Rules. These Regulations will then apply to such officers so long as they continue to subscribe for pension as if they were paid from the General Revenues.]

803. An Officer who is in qualifying service under Government may be transferred by the Local Government to service under a Local Fund under the same limitations and conditions as are applicable to transfers to foreign service. If the establishments are fixed and controlled by Government in the same way as Government establishments, the limitations and conditions are those applicable to Foreign Service of the second kind; otherwise they are those of Foreign Service of the first kind.

804. Teachers and other members of the pensionable establishments of Government Schools, who are transferred with the schools to which they belong to service under Local Boards, continue to render service qualifying for pension from the General Revenues, and are entitled to the concession even though they may be moved from school with which they are transferred to another school which was formerly under Government management.

Teachers appointed to schools transferred to the management of Local Boards are entitled to pension from the General Revenues if the Local Government makes a part of its contribution to the school in the form of free pensions.

805. If an officer, whose service is reckoned as pensionable under provisions of Article 802, is transferred to the similarly pensionable establishment of another Local Fund, the transfer will not interrupt the continuity of service for pension. Transfers may also be made between such service under Local Funds and service in Government establishments.

806. Article 755 (a) does not apply to an officer transferred to service under a Local Fund under the conditions and limitations of Foreign Service of the second kind otherwise than as a merely temporary arrangement; but it does refer to transfers to service under a Local Fund under the conditions and limitations of Foreign Service of the first kind.

Pensions payable partly by Government and partly by a Local Fund

807. When a pension is payable partly by Government and partly by a Local Fund, the Local Fund concerned may pay the capitalized value (calculated on the basis of the Table of commutation values for pensions applicable to the pensioner, increased by 10 per cent.) of its share of the pension to Government which will thereupon accept liability for the payment of the entire pension.

Note 1.—[When a pension is payable partly by Government and partly by a Local Fund, the Local Fund concerned may pay the capitalized value (calculated according to the post office Annuity table) of its share of the pension into the Government Treasury instead of purchasing an annuity from the Post Office.]

Note 2.—[A District Board or Municipality may, with the previous sanction of the Commissioner of the Division grant a gratuity as such, to any of its servants in lieu of the annuity purchase-able under this Article, if the gratuity proposed is not large enough to purchase an annuity of Rs.2 a month or more.]

Local Fund Pension Funds

808. The Government does not guarantee the solvency of Fund formed by the subscriptions of Local Fund officers, and established to provide pensions for the subscribers thereto.

809. Deleted.

SECTION II.—LEAVE, ACTING AND TRAVELLING ALLOWANCE RULES

810-814. Not printed.

PART VIII.—RECORD OF SERVICE

CHAPTER XLIII.—RECORD OF SERVICE

SECTION I.—GAZETTED OFFICERS

815. The general arrangement to be observed is that the Service Registers should be kept by the Audit Officer who audits the salaries, and that, when an Officer passes from one audit circle to another, a record of his past service should be passed on from the Audit Officer whose circle he leaves to the Audit Officer to whose circle he is transferred.

1. When a gazetted Officer is transferred to Foreign Service, a copy of his Service Register will be sent by the Audit Officer whose duty it was to keep it, to the Accountant-General who will account for the contribution and the latter will return the register (or an extract from it), duly written up to date, when the Officer is re-transferred to Government Service.

SECTION II.—NON-GAZETTED OFFICERS

816. With the exceptions noted below, a service book (Form 23) should be kept for every non-gazetted Officer holding a substantive appointment on a permanent establishment, in which every step in his official life should be recorded each entry being attested by the head of his office. If the Officer is himself the head of an office (e.g., Postmaster or a Sub-Inspector of Police), the attestation should be made by his immediate superior. The following are the exceptions referred to:—

- (1) Non-gazetted officers the particulars of whose service are recorded in the "History of services of gazetted and other officers" or in Service Registers maintained by the Accountant-General. (2) Sub-Registrars in ⁹⁰East Pakistan whose record of service is maintained by the Inspector General of Registration in the form of Service Registers. (3) Members of the Salt Preventive Force mentioned in item (3) under Article 494 of these Regulations; Police Officers of rank not higher than head constable (3A), (4) postmen and village postmen (excluding head postmen, overseer post-man and sorting or reader postmen), and mail guards in the Railway Mail Service and linemen or line riders in the Telegraph Engineering Branch recruited after the 15th November 1933, (5) Permanent subordinate non-pensionable employees on State Railways for whom a special form of record has been prescribed (6) Class IV servants of all sorts (7) Enrolled clerks, storekeepers and checkers of the Pakistan Army Service Corps and Pakistan corps of Clerks Pakistan Wing).

817. Service rolls such as those prescribed for the Police in Article 823 should be maintained for all officers holding substantive appointments on a permanent establishment for whom service books are not kept except runners, boatmen and coolies in the Post Office, and the officers referred to in exceptions (1), (2) and (5) under Article 816. Service rolls should invariably be submitted with pension papers to the Audit Office.

818. A Service Book is supplied at his own cost to every Officer on his first appointment. It is kept in the custody of the head of the office in which he is serving, and transferred with him from office to office. It may be given up to the Officer if he resigns or is discharged without fault, an entry being first made therein to this effect. The head of the office should see that all entries in the service book are duly made and attested. There should be no erasure or over-writing, all corrections being neatly made and properly attested.

819. It is the duty of every officer to see that his Service Book is properly kept up, in accordance with the previous Article. If the book is not carefully kept up, difficulties may arise as to verification of service, when the officer applies for pension. The head of the office will, therefore, allow the Officer to examine the service book, should the officer at any time desire to do so. Ordinarily there should be no occasion for this as the examination should be made whenever the officer is required to sign against an entry in his service book.

820. Personal certificates of character should not, unless the Local Government so directs, be entered in column (14), but if an officer is reduced to a lower substantive

⁹⁰Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp.71-72.

appointment, the cause of the reduction should always be briefly stated thus—"Reduced for inefficiency," "Reduced owing to revision of establishment," etc.

821. Every period of suspension from employment, and every other interruption in service; should be noted, with full details of its duration, by an entry written across the page, and attested by the head of the office or other attesting officer.

1. The head of the office should take efficient measures to see that these entries are made with regularity. The duty should not be left to the non-gazetted officers concerned.

822. (a) If the Officer is transferred to Foreign Service, the head the office or department should send his Service Book to the Accountant General, who will return it after noting therein, under his signature, the orders of Government sanctioning the transfer, the effect of the transfer in regard to leave admissible during Foreign Service, and any other particulars which the Accountant-General may consider to be necessary in connection with the transfer. On the officer's re-transfer to the Government Service, his Service Book should again be sent to the Accountant-General, who will then note therein, under his signature, all necessary particulars connected with the officer's Foreign Service.

1. No entries made in the Service book of an Officer on Foreign Service of the first kind can be attested by any Officer except the Accountant-General.

(b) In cases in which the salaries are audited by an Accountant-General, this Article does not apply to Foreign Service of the second kind.

SECTION III.—NON-GAZETTED POLICE SERVICE

823. In the case of Police officers of rank not higher than head constable, there shall be kept up for each district by the District Superintendent of Police a Service Roll in English, in which shall be recorded the date of the enrolment of each man in the Constabulary; his caste, tribe, village, age, height, and marks of identification when enrolled; his rank, promotion, reduction or other punishment; his absences from duty, on leave or without leave; the interruptions in his service; and every other incident in his service which may involve forfeiture of portions of his service, or affect the amount of his pension. The roll shall be checked by the Vernacular Roll and Order Book and the Punishment Register, and every entry in it shall be signed by the District Superintendent of Police.

824. From this Roll the necessary statement of service of every applicant for pension shall be prepared, additional proofs being collected, as prescribed in Article 908, in respect of any service rendered before enrolment in the Constabulary which the applicant may be entitled to count.

PART IX.—PROCEDURE RELATING TO LEAVE

CHAPTER XLIV.—APPLICATIONS FOR THE GRANT OF LEAVE

825-861. Not printed.

CHAPTER XLV.—PAYMENT OF LEAVE ALLOWANCES

862-873. Not printed.

CHAPTER XLVI.-LAST-PAY CERTIFICATES AND WARRANTS

874-903. Not printed.

904. Cancelled.

PART X. —PROCEDURE RELATING TO PENSION

CHAPTER XLVII.—APPLICATIONS FOR AND GRANT OF PENSIONS

SECTION I.—GENERAL

905. The rules in this Chapter apply to all officers applying for pension under these Regulations except—

- (a) Members of the Pakistan Civil Service (Chapter XLIX).
- (b) Judges of the High Courts for whom no special procedure is laid down.

⁹¹**906.** For the purpose of initiating cases of pension—

- (a) all authorities dealing with applications for pension under these Regulations should bear in mind that delay in payment of pensions involves peculiar hardship. It is, therefore, essential to ensure that an employee begins to receive his pension on the date on which it becomes due;
- (b) the Secretary or Principal Accounting Officer (PAO) or Head of Department shall notify or issue office order of retirement of employee fifteen months prior to attaining the age of superannuation, even if the employee does not take leave preparatory to retirement and even if the employee is on deputation or on leave;
- (c) prior to initiating the case for retirement notification, the dealing staff in Administrative Department shall ensure that
 - (i) outstanding government dues, if any, have been recovered; and
 - (ii) the dealing staff shall certify the case on file submitted for notification or office order of retirement to competent authority that there are no dues and advances recoverable from the retiree otherwise, the staff processing the case shall mention the correct amount recoverable from employee.

Explanation.—Staff means officers and officials dealing with the case of retirement;

⁹¹ Article 906 substituted by the S.R.O.1423(I)/2018 [No.F.9(3)-R.6/2015-1262], dt:-15-11-2018, Gaz. Of Pak., Extra., Pt. II, page. No.3007-3008, dt:- 20-11-2018.

- (d) processing staff shall certify and record that dues of the Estate Office (or departmental dues in case the administrative control of residential facility rests with department concerned) were deducted correctly, otherwise he shall mention the details of recoveries to be made or, if the recoverable amount has been deposited by employee concerned through treasury challan, the department shall certify that the amount has been deposited and shall maintain original record for audit purpose;
- (e) while submitting application, the employee proceeding on retirement or in case of family pension the beneficiary shall mention in the application that any recovery pointed out subsequently shall be recoverable from his pensionary benefits at any stage. These certificates and undertakings shall be retained by the administrative department and will no more be required on Form-25 to be submitted in Accounts Offices;
- (f) the processing staff shall process the case for invalid pension only if the invalid certificate is issued by Central Medical Board on the request of department concerned (for example Federal Government Services Hospital Islamabad).

Note.—If the medical examination of the applicant was not conducted on the date on which he ceased to perform duty, the authority competent to sanction the pension may accept a medical certificate bearing a later date.”;

⁹²“**907.** For the purpose of processing pension case promptly—

- (a) every employee shall submit a formal application for pension in Part I of Form-25. An employee should, in his own interest, submit his formal application for pension to the authority specified in Article 911 or 914, as the case may be, six months in advance of the date of his actual or anticipated retirement:

Provided that –

- (i) in cases in which the date of retirement cannot be foreseen six months in advance, the application shall be submitted immediately after the date of retirement is settled; and
- (ii) an employee proceeding on leave preparatory to retirement in excess of six months, shall submit the application at the time of proceeding on such leave;
- (b) by submitting and signing application for pension, an employee undertakes that he will not indulge in politics for a period of two years and that any recoveries pointed out in future shall be recoverable from him.

Note.-This rule is intended to obviate delay in the settlement of claims for pension and to ensure that an employee may not retire under the misapprehension that he has earned a pension which is subsequently found

⁹² Article 907 substituted by the S.R.O.1423(I)/2018 [No.F.9(3)-R.6/2015-1262], dt:-15-1 1-2018, Gaz. Of Pak., Extra., Pt. 11. page. No.3007-3008, dt:- 20-11-2018.

to be inadmissible. There is indeed no limitation on the period after retirement within which an application for pension or gratuity must be submitted, but in the absence of special orders, a pension applied for after the employee has retired begins from the date of application (See also Article 930.)”;

⁹³“**908.** (a) the Accounts Office concerned shall send to every Secretary or PAO or Head of Department concerned a list in the first week of each quarter showing the particulars of employees going to attain the age of superannuation within fifteen months prompting them for completion of their service history or service book for service, leave, pay fixation etc., pension and provident fund contributions, recoveries to be made, details of family members and sending the same in original through department concerned to Accounts Office concerned for vetting. In case of employee who submits application for early retirement due to any reason or going on compulsory retirement, the same should be initiated by department concerned with the approval of Secretary or PAO or Head of Department as soon as such a case is initiated; and

(b) in case, the administrative department or Accounts Office concerned points out incorrect pay and allowances, causing overpayment or underpayment or any other recoveries, the revised pay slip or LPC shall be issued by the Accounts Office on the request of the department concerned, as the case may be, showing the recoverable amounts or payables.”

909. Questions affecting the pension or pensionable service of an officer which for their decision depend on circumstances known at the time shall be considered as soon as they arise.

Any question which for its decision depends on possible circumstances that may arise in future or on hypothetical conditions may be raised or discussed as soon as the permissible period for submission of formal application for pension under Article 907 begins.

910. Except in cases covered by the first sentence of the preceding Article or in individual cases under specific orders of the Government of Pakistan or the Local Government, an Audit Officer may not give advice upon any question connected with the claim of an officer to pension until the permissible period prescribed in Article 907 for the submission of formal application for pension begins.

SECTION II.—APPLICATIONS

A.—GAZETTED OFFICERS

⁹⁴[**911.** A Gazetted Officer shall submit the formal application for pension referred to in Article 907 to the Head of the Department or, if the officer is himself the Head of the Department, to the Head of the Administrative Ministry or Division concerned.]

Note.—[The following certificate shall be recorded by the applicant on the application:—

⁹³ Article 908 substituted by the S.R.O. 1423(I)/2018 [No.F.9(3)-R.6/2015-1262], dt:-15-11-2018, Gaz. Of Pak., Extra., Pt. II, page. No. 3009-3010, dt:- 20-11-2018.

⁹⁴Substituted *vide* SRO.127(K)/65 [Fin. Div. No F.2(1)-RS/65], dated 22-02-1965, Gaz. Of Pak. Part-I,P.No.107, dt:-5-3-1965.

I hereby declare that I have neither applied for not received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and to the orders which may be passed thereon.]

912. (i) The authority receiving the formal application shall immediately draw up the application in Form 25 (Revised).

(ii) He shall certify ⁹⁵[in section ⁹⁶(6) of part II] of the form whether the character, conduct and past services of the applicant are such as to entitle him to the favourable consideration of Government. He shall also record there his own opinion whether the service claimed has been established and should be admitted or not.

(iii) All periods of ⁹⁷[extraordinary] leave, suspension, etc., which are not reckoned as service should be carefully recorded on the form.

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

Note.—If the medical examination of the applicant was not conducted on the date on which he ceased to perform duty the authority competent to sanction the pension may accept a medical certificate bearing a later date.

913. (a) After completing the application in the manner prescribed in the preceding article it shall be forwarded along-with the necessary documents to the Audit Officer through the authority empowered to sanction the pension.

(b) If the applicant for pension (not gratuity) is no longer in active service, a last pay certificate shall be attached to the application except when he retires from service while on leave out of Pakistan and draw his leave salary at or through the High Commissioner for Pakistan in United Kingdom and also desires to draw his pension from the same source.

⁹⁸[(c) The authority competent to sanction the pension shall, after due consideration of the facts of the case and having regard to the provisions of Article 470, accord his sanction in section (7) of part II of Form 25 (Revised) to the grant of full or reduced pension or gratuity or both which may be found by the Audit Officer to be admissible under the rules.]

(d) In the case of an Officer part of whose service has been rendered in non-gazetted posts, the service book ⁹⁹ [***] shall also accompany the pension papers sent to the Audit Officer.

⁹⁵Substituted *vide* SRO.127(K)/65 [Fin. Div. No F.2(1)-RS/65], dated 22-02-1965, Gaz. Of Pak. Part-I,P.No.107, dt:-5-3-1965.

⁹⁶Substituted *vide* SRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

⁹⁷Inserted *vide* SRO.127(K)/65 [Fin. Div. No F.2(1)-RS/65], dated 22-02-1965, Gaz. Of Pak. Part-I, P.No.107, dt:-5-3-1965.

⁹⁸Substituted *vide* SRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

⁹⁹ Omitted *vide* SRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

B.—NON-GAZETTED OFFICERS

Verification of service,

914. A Non-Gazetted Officer shall submit a formal application for pension to the Head of the Office.

100915. The Head of the Office shall ¹⁰¹[calculate the officer's qualifying service] in section (2) of part II of Form 25 (Revised) and arrange for its verification according to the following procedure:—

- (a) (i) In the case of an Officer for whom a service book is maintained, all the information procurable shall be gathered from official records, like the service book, pay bills and acquaintance rolls, ¹⁰²[and service verified with reference to these official records.]
- (ii) If the service cannot be wholly verified from the records of any one office, reference shall be made to the Heads of the other offices in which the officer had served.
- (iii) If, in any particular case, it is not possible to verify the service of an officer from official records in the manner aforesaid, a statement of the officer in writing as to the particulars of his service, statements in writing of other officers who served contemporaneously with him, and documents and letters not forming part of official records may be received in evidence and the ¹⁰³[****] of officer's service, verified on their basis.
- (iv) The power to admit service under the last preceding sub-clause shall be exercisable by the authority empowered to sanction pension under these Regulations.

(b) In the case of an officer for whom a service roll is maintained ¹⁰⁴[****] unless a certificate of verification is already recorded thereon, the service shall be verified from the pay bills, acquaintance rolls and other official records, or where necessary, on the basis of such evidence as is mentioned in sub-clause (iii) of clause (a).

(c) The service of ¹⁰⁵[the officers] for whom neither service book nor service roll is maintained shall be verified, as far as possible in the manner specified in clause (b).

(d) In the case of police officers of rank not higher than Head Constables, the procedure laid down in entry No.40 in Part III of Appendix I of these Regulations in regard to verification of service and grant of pension shall be followed.

916. The ¹⁰⁶[calculation of qualifying service] and the verification of service in the manner set out in the preceding Article shall be undertaken by the Head of the office

¹⁰⁰Substituted vide SRO.127(K)/65 [Fin. Div. No.F.2(1)-RS/65], dated 22-02-1965, Gaz. Of Pak. Part-I,P.No.107, dt:-5-3-1965.

¹⁰¹ Substituted videSRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

¹⁰² Amended videSRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

¹⁰³Omitted videSRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

¹⁰⁴OmittedvideSRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

¹⁰⁵SubstitutedvideSRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

¹⁰⁶SubstitutedvideSRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

as soon as it becomes known that an officer will retire within a period of ¹⁰⁷[one year] or has proceeded on leave preparatory to retirement and shall not be delayed till the officer has actually submitted the formal application for pension.

917. (a) (i) After completing the verification in the manner indicated in Article 915 the Head of the office shall draw up the application in Form 25 (Revised).

(ii) He shall also follow the directions contained in clause (ii) to (iv) of Article 912 ¹⁰⁸[****].

(iii) In any case in which it becomes necessary to resort to the procedure prescribed in ¹⁰⁹[sub-clause (iii)] of clause (a) of Article 915 he shall record on the application the exact nature of the investigation made and the conclusions arrived at.

(b) He shall then arrange, with the application, all the documents relied upon for the verification of the service claimed in such manner that they can be conveniently consulted, and forward them together with the officer's service book, or service roll, as the case may be ¹¹⁰[****] [and the last pay certificate if necessary-see Article 913 (b)] through the authority empowered to sanction the pension to the Audit Officer.

(c) The authority competent to sanction the pension shall follow the procedure indicated in clause (c) of Article 913.

SECTION III.—SANCTION

¹¹¹**918.** (1) on receipt of the pension papers passed on to him under the provisions of Article 913 or 917, the Audit Officer shall apply the requisite checks and, if he finds that all necessary documents and information are available in the pension papers, he shall prepare the Payment Order for the full or reduced amount of pension depending upon the orders of the sanctioning authority but shall not issue it more than a fortnight in advance of the date on which the Government servant is due to retire, intimating the fact of issue to the sanctioning authority.

(2) if the Audit Officer finds that the pension papers are incomplete, he shall return those promptly to the sanctioning authority for completion.

(3) (i) in case, pension papers are not received and there is no intimation from department concerned regarding permissibility or non-permissibility of pension, stoppage of salary or disciplinary action, then Accounts Office concerned shall continue the payment of salary till the date of superannuation and shall start payment of anticipatory pension through next pension roll (inclusive of broken period pension and next month pension), presuming that the same has been submitted by the Pension Sanctioning Authority (PSA); and

(ii) the Accounts Office concerned shall send list of such anticipatory pension cases to Finance Division and concerned PAOs, PSAs and Head of Departments (HoDs) and a copy of the same to Secretary to the Prime Minister (SPM) for information of the Prime Minister.

¹⁰⁷Substituted *vide* SRO.127(K)/65 [Fin. Div. No F.2(1)-RS/65], dated 22-02-1965, Gaz. Of Pak. Part-I, P.No.107, dt:-5-3-1965.

¹⁰⁸Omitted *vide* SRO.127(K)/65 [Fin. Div. No F.2(1)-RS/65], dated 22-02-1965, Gaz. Of Pak. Part-I, P.No.107, dt:-5-3-1965.

¹⁰⁹Substituted *vide* SRO.127(K)/65 [Fin. Div. No F.2(1)-RS/65], dated 22-02-1965, Gaz. Of Pak. Part-I, P.No.107, dt:-5-3-1965.

¹¹⁰Omitted *vide* SRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I, P.No.253, dt:-1-3-1968.

¹¹¹ Article 918 substituted by the S.R.O.1423(I)/2018 [No.F.913)-R.612015-1262], dt:-I 5-11-2018, Gaz. Of Pak., Extra., Pt. II, page. No.3010-300, dt:- 20-11-2018.

Explanation.—(1) The department concerned shall submit a computer change to stop salary of the employee for retiring month. The Accounts Office concerned shall pay pension for retiring month through pension roll and credit the commutation *through next off-cycle provided the pension papers were found complete in all respects. The payment of salary for broken period shall be made through manual bill submitted on the counter of Accounts Office concerned by the department concerned.

(2) Off-Cycle is a process other than regular pension roll, through which payments can be processed any time during a month. (Arrangement given in Article 918 (3) shall continue till other arrangement is made part of the computer system under the administrative control of Controller General of Accounts)”.
 (3) shall continue till other arrangement is made part of the computer system under the administrative control of Controller General of Accounts)”.

919. (1) A pension ¹¹²[****] shall be sanctioned:—

- (a) In any case, by the Local Government,
- (b) In the case of non-Gazetted officers, by the officer who has the authority to fill the appointment vacated by the retiring officer.

Note.—[A local Government may delegate its powers under this Article to Heads of Departments and other subordinate officers who are authorised to fill the appointment vacated by the retiring officer.]

¹¹³(2) Omitted.

¹¹⁴(3) Omitted.

920. (1) Should the amount of pension granted to an officer be afterwards found to be in excess of that to which he is entitled under the Regulations, he shall be called upon to refund such excess.

(2) ¹¹⁵[If after the pension papers are sent to the Audit Officer] any event occurs which necessitates recalculation of the amount of pension, the fact shall be promptly reported to the Audit Officer by the Head of the Department or the Head of the Office, as the case may be. If no such event has occurred the fact shall nevertheless be reported to the Audit Officer within a week from the date on which the Officer retires.

921. (a) If any interpretation of the rules is involved, or if any indulgence not provided for by the rules is proposed, the Local Government shall, unless they are competent to dispose of the matter, submit the case with their opinion and recommendation, to the Government of Pakistan in the Administrative Ministry concerned.

Note.—In respect of such recommendations, see orders printed as appendix 9.

¹¹²Omitted vide SRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

¹¹³Omitted vide SRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

¹¹⁴Omitted vide SRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

¹¹⁵Substituted vide SRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I,P.No.253, dt:-1-3-1968.

(b) Until the orders of the Government of Pakistan are received a recommendation for any special indulgence shall never be communicated, directly or indirectly, to the officer concerned.

¹¹⁶[(c) An application in Form C.S.R. 25 (Revised) shall accompany every special recommendation made under this Article.]

921-A. ¹¹⁷[If the pension sanctioned to an officer falls in arrears it shall be allowed to be paid to him by the disbursing officer or bank without any reference to the audit office or the pension sanctioning authority]:

¹¹⁸[Provided that the civil pension remaining undrawn for three years or more and political pension remaining undrawn for six years or more shall not be paid without the authority of the audit Office.]

¹¹⁹**921-B.** On the death of a pensioner, the payment of any arrears due may be made by the disbursing Officer or the bank to the heirs of the deceased without any reference to the audit office or the pension sanctioning authority provided that they apply for such payment within one year of the pensioner's death.]

¹²⁰Note.—[The heirs of the deceased pensioners will be as prescribed in Section II of the Annexure to the Pension-cum Gratuity scheme, 1954, as amended from time to time.]

SECTION IV.—ANTICIPATORY

Pensions

¹²¹**922. Anticipatory pension.-** (1) When an employee whose pension is payable in Pakistan is likely to retire before his pension can be finally assessed and settled in accordance with the provisions of the preceding Article of this Chapter, the Audit Officer shall sanction the disbursement of pension to which, after the most careful summary investigation that he can make without delay, he believes the officer to be entitled, provided that such disbursement shall be made only after the declaration specified below has been signed by the retiring employee:-

Whereas the (here state the designation of the officer sanctioning the advance) has consented provisionally, to advance to me a pension of Rs. per month and a lump sum gratuity in anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension and gratuity, I hereby acknowledge that, in accepting this advance, I fully understand that my pension and gratuity is subject to revision on the completion of necessary formal enquiries and I undertake to base no

¹¹⁶Substituted vide SRO.278(K)/68 [Fin. Div. No.F.3(1)-RS-II/67], dated 15-2-1968, Gaz. Of Pak. Part-I.P.No.253, dt:-1-3-1968.

¹¹⁷Inserted vide SRO.227(I)/83, dt:-17-2-1983, Gaz. Of Pak. Extra, Pt.II, P.No.329, dt:-8-3-1983.

¹¹⁸Added vide Fin. Div. Notification No.12(18)-Reg(6)/83, dt:-22-2-1984.

¹¹⁹Added vide Fin. Div. Notification No.12(18)-Reg(6)/83, dt:-22-2-1984.

¹²⁰Added vide Fin. Div. Notification No.12(18)-Reg(6)/83, dt:-13-5-1984

¹²¹ Article 922 substituted by the S.R.O.1423(1)12018 [No.F.9(3)-R.6/2015-1262], dt-15.-11-2018,Gaz. Of Pak Extra., Pt. II, page. No.3011-3013. dt:- 20-11-2018.

objection to such revision on the ground that the provisional pension and gratuity and now to be paid to me exceeds the pension to which I may be eventually found entitled. I further undertake to repay any amount advanced to me in excess of the pension and gratuity which I may be eventually found entitled.

Note.—If the sanction to pension under this clause is given by an Audit Officer, other than the Accountant General, he shall send a copy of his order to the Accountant General for issue of the requisite orders for disbursement from the treasury concerned.

(2) when an officer whose pension is payable in England is likely to retire before his pension can be finally assessed and settled, the Audit Officer shall, after the most careful summary investigation that he can make without delay, report to Embassy of Pakistan in the United Kingdom through the authority competent to sanction the pension and the Local Government, the minimum amount to which he believes the officer to be entitled. He shall then, on receiving from the officer a declaration similar to that referred to in clause (1), at discretion, sanction the immediate disbursement of the amount reported or such smaller amount as may be deemed proper.

(3) delayed preparation and submission of pension papers results into delay of pension payment to the pensioners. To avoid it an anticipatory monthly pension facility may be executed as under:—

- (a) for the purpose of uninterrupted pension payment, the Accounts Offices are authorized to make anticipatory monthly pension payment till finalization of formal pension, @ 65% of basic pay as per last pay drawn and having length of qualifying service available as per Accounts Office record provided that the pensioner is a regular government employee, is on the payroll of the Accounts Office concerned and that no disciplinary action or inquiry is reported by the department concerned against him, unless the department concerned decides to forfeit or withhold the right to pension;
- (b) anticipatory monthly pension shall be credited to the same bank account from where the employee was drawing his salary. The anticipatory pension shall be paid for maximum one year following the retirement;
- (c) in case of death of a government employee, the widow, widower or dependents available on parent department's record shall open a bank account for the purpose;
- (d) in case of a disciplinary action against the employee who is about to retire, the parent office concerned and, in case of deputation, the borrowing department shall immediately intimate the Accounts Office concerned so that his anticipatory monthly pension may be disallowed;
- (e) the Welfare Officer or Administrative Department shall confirm through a letter regarding the credentials of the claimants of anticipatory monthly pension in respect of a deceased employee. In case of in service death, even on the day of superannuation, if the family of deceased government employee is getting salary under the Prime Minister's Special Package, he shall not be eligible for pensionary benefits until the salary is stopped;

- (f) the anticipatory pension shall be released on behalf of Pension Sanctioning Authority, Principle Accounting Officer or Head of Department. In case of excess, undue or irregular payment on this account, the same shall be recovered from the pensioner or beneficiaries concerned;
- (g) the facility of anticipatory monthly pension shall be available to all entitled beneficiaries including superannuation, retiring, compulsory retirement, voluntary retirement, invalid pension, family pension etc. at the prescribed rate; and
- (h) the anticipatory pension shall continue until the regular pension starts with requisite adjustments, if any” .

923. If the Audit Officer considers it likely that in a case contemplated by clause (a) or (b) of the preceding Article, the officer would be entitled to a gratuity only, one sixth of the amount of such probable gratuity should, upon a similar declaration, be disbursed to him monthly until the amount is finally settled.

924. The payment of the anticipatory pension should be so arranged that it is not delayed beyond the first day of the month following the month in which the officer is due to retire.

925. If, upon the completion of regular investigation, it be founds that pension thus summarily assigned differs from the pension finely settled; the difference must be adjusted in the first subsequent payment.

Provided that, if a gratuity summarily assigned, under Article 923 proves to be larger than the amount found actually due upon completion of the enquiries, the officer shall not be required to refund any excess actually paid to him, except as provided in Chapter XXI.

926. To enable the Audit Officer to exercise the Jurisdiction entrusted to him under Article 922, the authority whose duty it is to sanction the pension, if he sees reason to believe that the pension cannot possibly be sanctioned by the date on which the officer is due to retire, shall furnish to the Audit Officer without delay the fullest information regarding the officer’s service, the probable amount of pension, etc., unless the pension papers containing such information are already in the possession of the Audit Officer.

927-929. Cancelled.

CHAPTER XLVIII.—PAYMENT OF PENSIONS

SECTION I.—GENERAL RULES

¹²²**[930.** Apart from special orders, a pension, other than a wound or Extraordinary pension under part VI, is payable from the date on which the pensioner ceased to be borne on the establishment.]

¹²²Substituted vide SRO.413(I)/79 [No.F.6(7)-Reg(6)/78], dt:-26-4-1979, Gaz. Of Pak. Extra, Pt.II, P.No.691, dt:-16-5-1979.

1. The pension of an officer who, under Article 436, has received a gratuity in lieu of notice is not payable for the period in respect of which the gratuity is paid.

931. The preceding Article applies to ordinary, not to special cases. If, under special circumstances, a pension is granted long after an officer has retired, retrospective effect should not be given to it without the special orders of the Government which granted it; in the absence of special orders such a pension takes effect only from the date of sanction.

932. In cases where considerable delay has occurred in making application for a Wound or Injury pension, it will be granted only from the date of the report by the Medical Board, and no application for gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury.

933. Cancelled.

933-A. When a pension is stated in sterling, it is payable in England, or, at the option of the pensioner, if he be residing in Pakistan, at any treasury in Pakistan, converted into rupees at such rate of exchange as the President may order prescribe:

Provided that pensioners of the following classes may, at their option, convert their pensions into rupees at the rate of 1s. 4d. to the rupee as long as they are in Pakistan and continue to have their permanent residence there:-

- (i) Pensioners resident in Pakistan, who were on the 1st February, 1921 in receipt of pensions converted at that rate.
- (ii) Pensioners of Pakistan domicile who were, on the 1st February, 1921 temporarily drawing their pensions in sterling.
- (iii) Pensioners who were in Government service on 1st February, 1921, and who at that date were of Pakistan domicile:

Provided further that the pension of any pensioner referred to in clauses (i), (ii) or (iii), who has commuted any portion of his pension after the 10th day of October 1928, shall be converted at the rate of exchange prescribed by the President as hereinbefore provided, and to the resulting pension shall be added, so long as he is in Pakistan and continues to have his permanent residence there, the difference between the values of the full sterling pension *(less any portion commuted before the 11th October, 1928) converted at that rate and at the rate of 1s. 4d. respectively.

934. A pension stated in rupees is payable at any Pakistan Government treasury in or out of Pakistan, or at the option of the pensioners,

- (i) in England, or
- (ii) elsewhere by any of the authorities mentioned in Appendix 15.

Pensions drawn from source (i) or (ii) above are converted into sterling at such rate as the President may prescribe.

Provided that save where a pensioner resides in Pakistan, the minimum rate of conversion shall be 1s. 9d. per rupee.

934-A. A pensioner who has been residing in Pakistan and who proceeds to a place outside Pakistan with the object of taking residence there, shall be entitled to convert his pension at the minimum rate only from the date when he quits Pakistan.

934-B. A pensioner who within six months of his retirement leaves Pakistan with the object of taking up residence elsewhere shall be entitled to convert his pension at the minimum rate from the date to which it has been paid in Pakistan or, if no payment has been made there, from the date of its commencement.

934-C. A pensioner who has been allowed to convert his pension at the minimum rate and who returns to Pakistan and continues draw his pension in England or from any of the authorities mentioned in Appendix 15, shall be allowed the benefit of the minimum rate for six months from the date of such return.

934-D. The pension of any pensioner who is entitled to the minimum rate and who has commuted any portion of his pension after the 4th December 1928, shall be converted at the rate of exchange prescribed by the President and to the resulting pension shall be added, so long as he remains entitled to the minimum rate, the difference between the values of the full pension (less any portion commuted before the 5th December, 1928) converted at that rate and at the rate of exchange prescribed by the President respectively.

¹²³**934-E.** Notwithstanding anything contained in Articles 934, 934-A, 934-B, 934-C & 934-D, the pension of an officer appointed after the 1st January, 1959 shall not be payable, otherwise than in rupees in Pakistan.]

934-F. Omitted.

¹²⁴**934-G.** Pensions granted under Articles 474B, 474C, ¹²⁵[****] and 561A shall, when payable in countries outside Pakistan (other than India, Burma, Ceylon and Nepal), be converted into sterling at the official rate of exchange for the time being in force.]

935. The minimum rate shall apply to gratuities paid to persons outside Pakistan, but where the service of an officer to whom a gratuity is granted terminates in Pakistan, his gratuity shall be paid in Pakistan.

Transfers between England and Pakistan

936. Transfer of a pension from a Pakistan treasury to the England and vice versa is permitted within reasonable limits whenever desired.

¹²³Deleted vide SRO.131(KE)/2010 (No.F.2(1)/R-7/2007], dt:-1-7-2010, Gaz. Of Pak. Extra., Pt.II, P.No.823, dt:-26-11-2010 and then the same SRO was withdrawn ab-initio vide Fin. Div. Notification SRO Case No.F.2(1)R-7/2007-03, dt:-08-03-2011 restoring original text.

¹²⁴Inserted vide Fin. Div. Notification No.F.4(4)-RS/68, dt:-30-1-1971.

¹²⁵Omitted vide SRO.227(I)/83 [No.F.6(4)-REG(6)/81], dt:-17-2-1983, Gaz. Of Pak., Extra.Pt.II, P.No.329, dt:-8-3-1983.

Note.—[Frequent transfers of a pension to and from are not permissible, and the Accountant General concerned should report to the Government of Pakistan, for special orders, any case in which it appears to him that undue advantage is being taken of the rule.]

937. Application for transfer of payment from Pakistan to England should be made to the Accountant-General within whose jurisdiction the treasury of payment is, who will grant a last-pay certificate, forwarding a duplicate, with a copy of the first page of the application upon which the pension was originally granted, to the High Commissioner for Pakistan in the United Kingdom.

SECTION II.—PAYMENT IN PAKISTAN

938. (a) The order granting a pension to be paid in Pakistan should be forwarded with a copy of the first page of the application in Forms 25 (Revised), or of the whole application if in Form 22, to the Audit Officer who submitted the application. He should compare the order with his report and then forward a copy thereof to the Accountant-General of the province in which payment is to be made.

(b) In the case of persons for whom the forms referred to in clause (a) are not used, the information required for the Pension Payment Order should be communicated in a separate letter to the Accountant-General of the province where payment is to be made.

(c) In the case of pensions to Police officers of rank not higher than head-constable, sanctioned under entry No. 40 of Appendix I, Part III, the order should be forwarded to the Audit Officer who would have reported on the claim had his certificate not been dispensed with. He will exercise the necessary check with reference to Article 920 (i) and endorse it as in clause (a) above.

939. The Accountant-General of the province in which payment is to be made will then communicate to the officer who is to pay the pension authority to make the payment: in the case of a pension, such authority will be a Pension Payment Order in form 27 or 28.

Note 1.—[Form 27 may not be used for pensions chargeable to Local Funds other than those which upto 1st April 1908 were treated as incorporated (see Article 800) or Indian States. The following extract from a letter from the ¹²⁶Federal Government indicates the form of Pension Payment Order to be used and procedure to be followed when a treasury is authorised to pay a pension on behalf of State which has acceded to Pakistan.

“I am directed to say that if a State desires a periodical payment to be made from a Government Treasury, the amount being recovered from the State there is no objection to the request being granted with the sanction of the Local Government, provided the amount of each payment is not less than Rs.100, and provided that the treasury at which payment is desired is under the Government. Such payments will be made by Government merely as an agent for the State concerned. “

¹²⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

“When such payments on account of pensions are arranged for, the form of payment order should not be the same as that used for pensions payable from Pakistan Revenues. The order should be of the same kind as the ordinary Pension Payment Order, but should be clearly distinguished in form. “]

Note. 2—[Each Pension Payment Order will be accompanied by Form 27-A intended to be delivered by the Disbursing Officer to the pensioner concerned for use as a wallet for the pensioner’s half of the Pension Payment Orders.]

Procedure in paying

940. A gratuity is paid in a single sum, and not by instalments, on receipt of the Accountant-General’s authority.

941. (a) A gratuity may, at the discretion of the Government of Pakistan, or with the sanction of the Government of Pakistan on the application of the recipient, be converted either into a life annuity, or into a temporary life annuity or into an annuity payable for a fixed number of years with remainder to the annuitant’s heir in case of his death. The amount of the life annuity will be determined by the table prescribed by the President under the ‘Civil Pensions (Commutation) Rules’, while that of the temporary life annuity will be determined in each case in consultation with the Actuary to the Government of Pakistan on the assumption of the same rates of interest and mortality on which the table prescribed by the President under the ‘Civil Pensions (Commutation) Rules’ is based.

(b) A Local Government may exercise the power of the Government of Pakistan under clause (a) of this Article in respect of gratuities sanctioned by it or by an authority subordinate to it.

942. The Government of Pakistan or a Local Government will never insist on the conversion of a gratuity into an annuity, unless the expectation of life of the officer be reported by competent medical authority to be equal to the average.

943. A pension is payable in Pakistan monthly on and after the first day of the following month under the following rules:—

1. On receipt of the Pension Payment Order, the disbursing officer will deliver one-half to the pensioner, and keep the other half carefully in such manner that the pensioner shall not have access thereto.
2. Each payment made is to be entered on the reverse both of the pensioner’s half and of the disbursing officers half of the Pension Payment Order, both entries being attested at the time of payment by the signature of the disbursing officer.
3. ¹²⁷Omitted.

Note.—[The Local Government may delegate its powers under this rule to Commissioners of Divisions and to such other officers as it may desire.]

¹²⁷Omitted vide Fin. Div. Notification No.F.12(18)-Reg(6)/83, dt:-22-2-1984.

4. A pension is payable for the day on which the pensioner dies.
5. In regard to the liability of pensions to attachment by a Civil Court, see section II of Act XXIII of 1871, which runs as follows :—

Section II.—"No pension granted or continued by Government on political considerations, or on account of past services or present infirmities or as a compassionate or allowance, shall be liable to seizure, attachment or sequestration by process of any Court in Pakistan at the instance of a creditor, for any demand against the pensioner, or in satisfaction of a decree or order of any such Court."

944. As a rule a pensioner must take payment in person after identification by comparison with the Pension Payment Order.

Note.—[Officers of the classes mentioned in Article 297 (c), (d) and (e), as it stood prior to 6th July 1920, and in Articles 654 and 678 are, when pensioned, paid on payment orders in Form 28 which do not contain a full description of the payee. In case of doubt, if such a pensioner is not known to the paying officer, he may be required to produce a life certificate or other evidence of identity.]

945. A pensioner specially exempted by the Local Government from personal appearance, a female pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a life certificate signed by a responsible officer of Government or by some other well-known and trust worthy person.

Note.—[The power to grant exemption under this Article from personal appearance to draw pension may be delegated by a Local Government to any officer of not lower rank than Collector of a District.]

946. A pensioner of any description, who produces a life certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer who before retirement ¹²⁸[held a gazetted appointment or exercised the powers of a Magistrate, or by any Gazetted officer of Government], or by a Munsiff, or by any person holding a Government title, is also exempted from personal appearance.

947. (a) In all cases referred to in Articles 945 and 946, the disbursing officer must take precautions to prevent impositions, and must, at least once a year, require proof independent of that furnished by the life certificate of the continued existence of the pensioner.

(b) For this purpose he should (save in cases of exemption from personal appearance granted by the Local Government) require the personal attendance and due identification of all male pensioners who are not incapacitated by bodily illness or infirmity from so attending, and in all cases where such inability may be alleged, he should require proof thereof in addition to the proof submitted of the pensioner's existence.

¹²⁸Inserted vide SRO.869(K) [Fin. Div. notification No.F.8(10)-R1(I)/59], dt:-4-7-1960, Gaz. Of Pak. Part-I, P.No.309, dt:-22-7-1960.

1. A disbursing officer is personally responsible for any payment wrongly made. In case of doubt, he should consult the Accountant-General.
2. A pensioner of rank may be privately identified by the disbursing officer and need not be required to appear at a public office.

948. Payment of pensions to Police pensioners are made in accordance with the rules in this Section, but if the disbursing officer entertains any doubt as to the identity of such a pensioner, he may require the local Inspector of Police to identify him. The Inspector would then be responsible for the correct identification of the pensioner.

Payment to Agents

949. (a) A pensioner not resident in Pakistan may draw his pension at any treasury in Pakistan through a duly authorised agent, who must either produce a certificate by a Magistrate, a Notary or a Banker ¹²⁹[or the Head of a Pakistan Mission abroad or a gazetted officer duly authorised by him], on each occasion that the pensioner was alive on the date to which his pension is claimed, or execute a bond to refund overpayments and produce such a certificate as aforesaid at least once a year.

(b) A pensioner of any description resident in Pakistan is exempted from personal appearance if he draws his pension through a duly authorised agent approved by the Local Government, who must execute a bond to refund overpayments and produce at least once a year a life certificate signed by any of the persons authorised by Article 946 to sign such certificate.

(c) The pension of an officer drawing his pension through an agent who has executed a bond to refund overpayments should not be paid on account of a period of more than a year after the date of the life certificate last received and the Accountant-General and the disbursing officer should be on the watch for authentic information of the decease of any such pensioner, and on receipt thereof, should promptly stop further payments.

Transfer in Pakistan

950. A Local Government or an Accountant-General may, on application and on sufficient cause being shown, permit transfer of payment from one treasury in Pakistan to another. This jurisdiction may be delegated by the Local Government to any Executive authority not lower than the Collector or other District officer.

951. (a) A copy of any order issued by a Local Government or other Executive authority under the preceding Article should be forwarded to the Accountant-General, and the Collector of the district from which the payment is to be transferred should be instructed to return his half of the Pension Payment Order.

(b) The Accountant-General will then either issue a new payment order, or enface the payment order for payment at the new treasury and forward it to the Treasury Officer who will in future pay the pension, or, if the treasury is in another province, will move the Accountant-General of that province to do so.

¹²⁹Inserted vide SRO.638(K)/63 [Fin. Div. Notification No.F.8(13)-R1/63], dt:-26-8-1963, Gaz. Of Pak. Part-I, dt:-6-9-1963.

952. A Treasury Officer may authorise payment in any of the outlying treasuries subordinate to his district treasury of a pension payable under proper authority at his head-quarters, and may transfer the payment of a pension from such subordinate treasury to the district treasury or from one subordinate treasury to another in the same district.

Certificate of Non-Employment

953. ¹³⁰[(a) A pensioner drawing pension in Pakistan or through Pakistan Embassy abroad shall sign the certificate of re-employment set out in Form T.R. 37 of the Treasury Rules of the Federal Government.

(b) A widow drawing pension in Pakistan or through Pakistan Embassy abroad shall sign the certificate of non-marriage set out Form T.R. 37A of the Treasury Rules of the Federal Government.]

(c) In the case of a pensioner drawing his pension through an agent, who has executed a bond of indemnity, as required by Article 42 of the Civil Account Code, the certificate modified accordingly may be signed by the agent, provided that the pensioner shall himself furnish, once a year, a certificate covering the period for which pension has been drawn on the basis of the agent's certificates.

Renewal of Pension Payment Order

954. When the reverse of a Pension Payment Order is filled up, or when the pensioner's half is found to be worn or torn, both halves may be renewed by the Treasury Officer.

955. If a pensioner loses his half of the Pension Payment Order, a new Order may be issued by the Treasury Officer, who should see that no payment is made on the half alleged to be lost by a strict observance of Rule 2 under Article 943. The necessary note should be made in the remarks column of the register.

¹³¹**956 to 961.** Omitted.

¹³²SECTION III.—PAYMENT TO PENSIONERS OF NON-ASIATIC DOMICILE SETTLED IN THE UNITED KINGDOM

962. Disbursement of pensions payable to pensioners of non-Asiatic domicile who were, immediately before the 2nd January, 1959, in the service of Pakistan and are settled in the United Kingdom, shall be made by the Government of Pakistan through the Ministry of Overseas Development of the Government of the United Kingdom, and an imprest shall be placed at the disposal of the said Ministry of Overseas Development for that purpose.

963. The Accounts Division of the Pakistan Embassy in the United Kingdom shall scrutinize the monthly account of disbursements sent to it by the said Ministry of

¹³⁰Substituted vide Fin. Div. notification No.F.28(7)Reg(6)/86, dt:-23-6-1986.

¹³¹Omitted vide Fin. Div. notification NO.F.12 (18)-Regs.(6)/83, dated 25-06-1983.

¹³²Substituted vide Fin. Div. Notification No.F.12(1)-Reg(6)/82, dt:-29-12-1983.

Overseas Development and shall recoup the amount disbursed to that Ministry out of its main imprest.

964. The Accounts Division of the Pakistan Embassy shall incorporate the expenditure on account of the recouperations made in its monthly Cash Account, charging the expenditure to the Accounts Officers concerned in Pakistan on whose authorities payments were made, and shall submit the monthly Cash Account to the Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad, in the SECTION and in SECTION IV referred to as the "Chief Accounts Officer". In the Monthly Cash Account, the allocation portions recoverable from each Provincial Government, in respect of pensions paid to the pensioners of the Provincial Government, and from each Department, in respect of pensions paid to the pensioners of that Department, shall be shown distinctly on each voucher sent with the certificate of payment in support thereof along-with the Monthly Cash Account.

965. On receipt of the Monthly Account, the Chief Accounts Officer shall incorporate the debits in relations to payments of pensions in the Deposit Account, and shall pass on the Deposit Account, along-with the supporting vouchers to the Accountant General, Pakistan Revenues, Islamabad, who shall adjust the debits relating to Federal payments in the books maintained in his Office and pass on the debits relating to Provincial payments to the Accounts Officers concerned through Exchange Account for final adjustment in their respective books.

SECTION IV.—PAYMENT OF PENSIONS TO PAKISTANI PENSIONERS THROUGH PAKISTAN MISSIONS ABROAD

966. (a) If a pensioner ¹³³[appointed before 2nd January, 1959] desires to reside or is residing in a country other than Pakistan and wishes to draw his pension in that country he shall make an application to this effect to the Account Officer concerned.

(b) The Accounts Officer shall forward both halves of the P.P.O of the pensioner to the Chief Accounts Officer with a sealed letter of authority for arranging payment of pension to the pensioner through the Pakistan Embassy / Mission concerned, clearly specifying therein the date from which such payment is to be made.

(c) The Chief Accounts Officer shall record on the P.P.O an endorsement showing the name of the Pakistan Embassy/Mission at which pension shall be paid, and shall forward both halves of the P.P.O to the Embassy/ Mission, advising the pensioner to obtain his copy of the P.P.O from that Embassy/Mission for receiving monthly payment of pension in that country.

967. In case of any revision of pension payable to a pensioner in a foreign country, the Accounts Officer concerned shall inform the Chief Accounts Officer by a sealed letter of authority for arranging payment of pension to the pensioner at the revised rate.

968. On receipt of the letter of authority in relation to the revision of pension, the Chief Accounts Officer shall inform the pensioner and the Pakistan Embassy/ Mission of

¹³³Deleted vide SRO.131(KE)/2010 (No.F.2(1)/R-7/2007], dt:-1-7-2010, Gaz. Of Pak. Extra., Pt.II, P.No.823, dt:-26-11-2010 and then the same SRO was withdrawn ab-initio vide Fin. Div. Notification SRO Case No.F.2(1)R-7/2007-03, dt:-08-03-2011 restoring original text.

such revision, but pension at the revised rate shall not be paid to the pensioner unless the Embassy/Mission has received intimation to that effect from the Chief Accounts Officer.

969. When a pension is transferred for payment to a pensioner in a foreign country, the Audit Officer concerned shall provide the requisite funds in the Assignment Account of the Ministry of Foreign Affairs together with the necessary foreign exchange component, and the Chief Accounts Officer, on receipt of the requisite funds in the Assignment Account, shall arrange for the payment of pension through the Pakistan Embassy/Mission concerned.

970. If a pensioner to whom pension is paid in a foreign country desires to draw his pension in any other foreign country, he shall make such request to the Chief Accounts Officer through the Pakistan Embassy/Mission in the country in which he is drawing his pension.

971. On receipt of the Monthly Cash Account from the Pakistan Embassy/Mission in a foreign country, the Chief Accounts Officer shall incorporate the debits relating to payment of pensions in the Deposit Accounts, and shall pass on, along-with supporting vouchers, the Deposit Account,

(a) in case of pension paid to civil pensioners, to the Accountant General, Pakistan Revenues, Islamabad; and

¹³⁴[(b) in case of pension, paid to pensioner of the Armed Services, to the Controller of Accounts, Defence Production Project and Inter-Services Organisation, Rawalpindi.]

972. On receipt of the Deposit Account, the Accountant General, Pakistan Revenues, Islamabad shall adjust the debits relating to Federal payments in the books maintained in his office, and shall pass on the debits relating to Provincial payments to the Accounts Officers concerned through the Exchange Account for final adjustment in their respective books.

973. If any pensioner drawing his pension in a foreign country desires to draw his pension in Pakistan, he shall, on his return to Pakistan, deliver his copy of the P.P.O to the Audit Officer concerned, and the copy of the P.P.O so delivered shall serve the purpose of a Last Pay Certificate, and payment of pension in Pakistan to the pensioner in Pakistan rupees shall resume.]

CHAPTER XLIX.—PENSIONS TO MEMBERS OF THE CIVIL SERVICE, PAKISTAN

SECTION I. — APPLICATIONS

Retirement while on duty in Pakistan

¹³⁵**974.** A retiring officer of the former Indian Civil Service shall submit his application for permission to resign the service and for a pension to the Government of Pakistan through the Provincial Government under which he is employed at the time if he is employed under a Division of the Government of Pakistan, the application should be sent through such Division. The Government of Pakistan shall, on receipt of the application and after scrutiny sanction pension and send the application together with the

¹³⁴Substituted by the SRO. 831(1)/84 [No.F.12(1)-Reg(6)/82(A)], dt:- 26⁶1984, Gaz. of Pak., Extra., Part II, P.No.1729, dt:-27-9-1984.

¹³⁵Substituted vide Fin. Div. Notification No.F.4(4)-RS/68 dated, 30-1-1971.

sanction to the Accountant General, Pakistan Revenues, who will issue Pension Payment Order.

Note.—[As soon as an officer gives over charge of his office, the Accountant General, Pakistan Revenues, should furnish the following information to the Government of Pakistan:—

- (1) Name of the officer.
- (2) Date on which he made over charge of his office.
- (3) The amount of leave granted, if any.
- (4) Date up to (and including) which leave allowances have been drawn.
- (5) What demands, if any, are outstanding against the officer?

The pension or gratuity should be sanctioned subject to the recovery of these out-standings.]

975 & 976. Cancelled.

Retirement during leave to Europe

¹³⁶**977.** Omitted.

Grant of Pension

¹³⁷**978.** Omitted.

SECTION II.—PAYMENT

979. Cancelled.

¹³⁸**980.** Omitted

¹³⁹**981.** Omitted.

982. ¹⁴⁰[Pensions] are payable in arrear, monthly, and to date of decease.

¹⁴¹**983 to 986.** Omitted.

987. Payment of ¹⁴²[pensions] may be made in any ¹⁴³[Country] named in Appendix 15 in accordance with the procedure laid down in Article 966 to 973.

988 to 994. Cancelled.

¹³⁶Omitted vide Fin. Div. Notification No.F.4(4)-RS/68 dated, 30-1-1971.

¹³⁷Omitted vide Fin. Div. Notification No.F.4(4)-RS/68 dated, 30-1-1971.

¹³⁸Omitted vide Fin. Div. Notification No.F.4(4)-RS/68 dated, 30-1-1971.

¹³⁹Omitted vide Fin. Div. Notification No.F.4(4)-RS/68 dated, 30-1-1971.

¹⁴⁰Substituted vide Fin. Div. Notification No.F.4(4)-RS/68 dated, 30-1-1971.

¹⁴¹Omitted vide Fin. Div. Notification No.F.4(4)-RS/68 dated, 30-1-1971.

¹⁴²Substituted vide Fin. Div. Notification No.F.4(4)-RS/68 dated, 30-1-1971.

¹⁴³Substituted vide Fin. Div. Notification No.F.4(4)-RS/68 dated, 30-1-1971.

SECTION – II

Superior Civil Services (Extraordinary Pension) Rules, 1936

Not printed — since ¹⁴⁴Federal Civil Services (Extraordinary Pension) Rules are, now,
applicable to all the Civil Servants

¹⁴⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

SECTION – III

¹⁴⁵Federal Civil Services (Extraordinary Pension) Rules

1. These rules may be called the ¹⁴⁶Federal Civil Services (Extraordinary Pension) Rules.

2. These Rules shall apply to all persons paid from civil estimates, other than those to whom the Workmen's Compensation Act, 1923 (VIII of 1923), applies, whether their appointment is permanent or temporary, on time-scale of pay or fixed pay or piece-work rates who are under the rule-making control of the ¹⁴⁷[President], and who entered or enter service under the ¹⁴⁸Federal Government on or after the 1st April 1937, or who having entered such service before the 1st April 1937, did not hold a lien or a suspended lien on a permanent post on that date.

3. For the purposes of these rules unless there is anything repugnant in the subject or context,

(1) **“accident”** means—

- i. a sudden and unavoidable mishap, or
- ii. a mishap due to an act of devotion to duty in an emergency arising otherwise than by violence out of and in the course of service;

(2) **“date of injury”** means—

- i. in the case of accident or violence, the actual date on which the injury is suffered or such date not being later than the date of the report of the medical board, as the ¹⁴⁹[President] may fix; and
- ii. in the case of disease, the date on which the Medical Board reports or such earlier date as may be fixed by the ¹⁵⁰[President] with due regard to the opinion of the Medical Board;

(3) **“disease”** means—

- i. venereal disease or septicaemia where such disease or septicaemia is contracted by a medical officer as a result of attendance in the course of his official duty on an infected patient or of conducting a post-mortem examination in the course of that duty, or
- ii. disease solely and directly attributable to an accident, or

¹⁴⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁴⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁴⁷ Substituted for “Governor-General”.

¹⁴⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁴⁹ Substituted for “Governor-General”.

¹⁵⁰ Substituted for “Governor-General”.

iii. an epidemic disease contracted by an officer in consequence of his being ordered on duty to an area in which such disease is prevalent, or in consequence of his attending voluntarily, out of humanitarian motives, upon any patient suffering from any such disease in any area where he happens to be in the performance of his duties.

(4) **“injury”** means bodily injury resulting from violence accident or disease assessed by a Medical Board as being not less than severe.

Note.—Examples of injuries of certain categories are given in Schedule I.

(5) **“Pay”** means the pay as defined in rule 9(21) of the Fundamental Rules, which a person was drawing on the date of his death or injury; Provided that in the case of a person remunerated by piece work rates, pay means the average earnings of the last six months ending with the date of his death or injury.

(6) **“risk of office”** means any risk, not being a special risk, of accident or disease to which a Government servant is exposed in the course of and as a consequence of his duties, but nothing shall be deemed to be a risk of office which is a risk common to human existence in modern conditions in Pakistan unless such risk is definitely enhanced in kind or degree by the nature, conditions, obligations or incidents of Government service.

Government decision.—If an officer who is suffering from a disease which is certified by the competent medical authority as requiring complete rest, is not granted leave because of the exigencies of service and thereby suffers damage to his health which eventually contributes to or causes his death, it shall, if the medical authority certifies that the damage was suffered in the course and as a consequence of his duties, be regarded as having been established that the risk of office in the case of the deceased officer was definitely enhanced by the nature, conditions, obligations or incidents of Government service.

[M.F. O.M. No.D.794-R.I/65, dated 29-04-1965]

(7) **“Special risk”** means—

- i. a risk of suffering injury by violence;
- ii. a risk of injury by accident to which a civil servant is exposed in the course of, and as a consequence of, the performance of any particular duty which has the effect of materially increasing his liability to such injury beyond the normal risk of his office;
- iii. a risk of contracting disease to which a medical officer is exposed as a result of attending in the course of his official duty to a venereal or septicaemic patient or conducting a post-mortem examination in pursuance of that duty.

(8) **“violence”** means the act of a person who inflicts an injury on a Government servant—

- i. by assaulting or resisting him in the discharge of his duties, or in order to deter or prevent him from performing his duties, or
- ii. because of anything done or attempted to be done by such Government servant or by any other public servant in the lawful discharge of his duty as such, or
- iii. because of his official position.

4. No award shall be made under these rules except with the sanction of the ¹⁵¹[President]. In making an award, the ¹⁵²[President] 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.

5. Except as otherwise provided in these rules, an award made under these rules shall not affect any other pension or gratuity for which the Government servant concerned or his family may be eligible under any other rules for the time being in force and the pension granted under the provisions of these rules shall not be taken into account in fixing the pay of the pensioner on his continued employment or re-employment in Government service.

6. No award shall be made in respect of—

- i. an injury sustained more than five years before the date of application, or
- ii. death which occurred more than seven years (a) after the injury due to violence or accident was sustained, or (b) after the Government servant was medically reported as unfit for duty on account of the disease of which he died.

7. All awards under these rules shall be made in Pakistan in rupees unless the payee resides permanently, and desires payment to be made, in a country in which the rupee is not legal tender. In the latter case, the amount of the award shall be paid in sterling at the exchange rate of 1s. 6d. to the rupee.

8. For the purpose of these rules, the disability shall be classified as follows:—

Class A

- 1. Loss of a hand and a foot or loss of use of two or more limbs.
- 2. Total loss of eye-sight.
- 3. Total loss of speech.
- 4. Total deafness of both ears.
- 5. Paraplegia or hemiplegia.
- 6. Lunacy.
- 7. Very severe facial disfigurement.

¹⁵¹ Substituted for "Governor-General".

¹⁵² Substituted for "Governor-General".

8. Advanced cases of incurable disease.
9. Wounds, injuries or diseases resulting in disability due to which a person becomes incapacitated,
10. Emasculation.

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

Class B

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

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 in this rule";

"9. If a Government servant sustains an injury which falls in the disability classified in Rule 8, he or the entitled members of his family, as the case may be, shall be awarded pension/gratuity/ children allowance according to the class of injury at the rates specified in Schedule II."

"10. An award shall be made to the widow and children of a Government servant as prescribed in Schedule II, in the event of death of the Government servant in the course, or as a consequence, of duty.";

11. (1) If the deceased Government servant has left neither a widow nor a child, an award may be made to his father and his mother individually or jointly and in the absence of the father and the mother, to minor brothers and sisters, individually or collectively, if they were largely dependent on the Government servant for support and are in pecuniary need:

Provided that the total amount of the awards shall not exceed one half of the pension that would have been admissible to the widow under Rule 10.

Provided further that each minor brother's and sister's share shall not exceed the amount of pension specified in Schedule III for a "child who is not motherless".

(2) Any award made under sub-rule (1) of this rule will, in the event of an improvement in the pecuniary circumstances of the pensioner be subject to review in such manner as the ¹⁵³[President] may by order prescribe.

12. (1) A family pension will take effect from the day following the death of the Government servant or from such other date as the ¹⁵⁴[President] may decide.

(2) A family pension will ordinarily be tenable:

- i. in the case of a widow or mother, until death or remarriage whichever occurs earlier;
- ii. in the case of a minor son, or minor brother, until he attains the age of 19;
- iii. in the case of an unmarried daughter or minor sister, until marriage or until she attains the age of 21, whichever occurs earlier;
- iv. in the case of a father, for life.

12-A. Any award made under these rules shall be decided taking into consideration the principles and procedure specified in Schedule III;

13. (1) In respect of matters of procedure, all awards under these rules are subject to any procedure rules relating to ordinary pension for the time being in force to the extent that such procedure rules are applicable and are not inconsistent with these rules.

(2) All awards involving expenditure chargeable to British Revenues shall be reported by the Administrative Department without delay to the Government of the United Kingdom.

(3) When an award is made in Pakistan to a Government servant of non-Asiatic domicile the Administrative Ministry shall inform the Government of United Kingdom in order that a grant of a like nature may not be made by an authority in the United Kingdom in respect of the same casualty.

(4) When a claim for any injury pension or gratuity or family pension arises, the head of the office or of the department in which the injured or the deceased Government servant was employed, will forward the claim through the usual channel to the Government of Pakistan with the following documents:—

- i. A full statement of circumstances in which the injury was received, the disease was contracted or the death occurred.
- ii. The application for injury pension or gratuity in Form A, or as the case may be, the application for family pension in Form B of the Forms set forth in Schedule IV.

¹⁵³ Substituted for "Governor-General".

¹⁵⁴ Substituted for "Governor-General".

- iii. In case of an injured Government servant or one who has contracted a disease, a medical report in Form C of the Forms set forth in Schedule IV. 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.
- iv. A report of the Audit Officer concerned as to whether an award is admissible under the rules and if so of what amount.

SCHEDULE I

[Note to clause (4) of rule 3]

Classification of injuries

Equal to loss of limb—

- Hemiplegia without aphasia.
- Permanent use of a tracheotomy tube.
- Artificial anus.
- Total deafness of both ears.

Very Severe—

- Complete unilateral facial paralysis, likely to be permanent.
- Lesion of kidney, ureter or bladder.
- Compound fractures (except phalanges).
- Such gross destruction of soft parts as to lead to permanent disability or loss of function.

Severe and likely to be permanent—

Ankylosis of, or considerable restriction in, the movement of one of the following joints:—

- Knee, elbow, shoulder, hip, ankle, temporo-maxillary, or rigidity of the dorsilumber or cervical sections of the spine.
- Partial loss of vision of one eye.
- Destruction or loss of one testicle.
- Retention of foreign bodies not causing permanent or serious symptoms.

“SCHEDULE II”

(See rules 9 and 10)

Disability Pension / Gratuity

Class of Injury	Pension	Gratuity	Children's pension	
			Child without own mother	Child with own mother living
(1)	(2)	(3)	(4)	(5)
A.	20% of pay subject to a maximum of Rs.3000/- and a minimum of Rs.500/- per month. (Note: After death, it will devolve on the widow).	6 months pay	5% of pay subject to a maximum of Rs.500/- and a minimum of Rs.250/- per month per child.	2.50% of pay subject to a maximum of Rs. 250/- and a minimum of Rs. 125/- per month per child.
B.	15% of pay subject to a maximum of Rs.2500/- and a minimum of Rs.375/- per month.	Nil	4% of pay subject to a maximum of Rs.400/- and a minimum of Rs.200/- per month per child.	2% of pay subject to a maximum of Rs. 200/- and a minimum of Rs. 100/- per month per child.
C.	Do	Nil	Nil	Nil

Death Special Family Pension/Gratuity

20% of pay subject to a maximum of Rs.3000/- and a minimum of Rs.500/- per month.	6 months pay	5% of pay subject to a maximum of Rs.500/- and a minimum of Rs.250/- per month per child.	2.50% of pay subject to a maximum of Rs.250/- and a minimum of Rs.125/- per month per child.
-------------------------------------------------------------------------------------------------	--------------	---------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

Authority Finance Division Notification No.S.R.O. (I)/2004 [F.11(1)R-14/2004-796], dated 26-08-2004.

SCHEDULE III**(See Rule 12-A)****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 the casualty was the result of duty in service.
- (2) Where the injury resulted from the risk inherent in service, attributability will be conceded.
- (3) An individual is on duty for 24 hours of the day except when on leave other than casual leave.
- (4) An individual will be deemed to be in the performance of duty when—
 - (i) he is physically present in his headquarters;
 - (ii) he is travelling on leave at Government expense;
 - (iii) when travelling to or from duty (e.g. from residence to place of duty and back but not whilst he is in his residence);
 - (iv) whilst travelling on duty i.e. where it is established that but for the duty he would not have been travelling at all.
- (5) Disability resulting from purely personal acts such as shaving or similar private pursuits would not normally be treated as attributable to service.
- (6) Disability resulting from violence provoked by performance of duty will be viewed as attributable to service unless the circumstances of the case warrant a different conclusion.
- (7) If circumstances are such that service played no part in the causation of disability, attributability will not be conceded.

Illustration: If a person driving 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 or 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 or aggravation in all cases of Cardiac diseases 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 merit with due regard to medical opinion and other evidence.

Guidelines for determining attributability or aggravation in case of Cardiac Diseases

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 or aggravation in such cases. For the guidance of medical and administrative authorities, some of the factors which may precipitate the attack of heart disease are enumerated below:—

- (a) **Physical Exertion.**—Coronary occlusion is known to have precipitated during or immediately following physical exertion. Physical exertion may not necessarily be of an unusual character i.e. lifting of a heavy-trunk or bundle, pushing a stalled vehicle or an uphill 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 to psychiatric problem.
- (b) **Emotional Strain:**—The occurrence of Coronary disease in persons who had been under an unusually service 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 or aggravation of heart disease on occurrence in otherwise a normal individual who is subjected to the above mentioned factors, will, therefore, have to be considered and decided in the light of known history and merits of each case.

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

SCHEDULE IV

[See Rule 13(4)]

FORM 'A'

Form of Application for injury pensions or gratuity

1. Name of applicant.
2. Father's name.
3. Race, sect, and caste.
4. Residence, showing village and pergunnah.
5. Present or last employment, including name of establishment.
6. Date of beginning of service.
7. Length of service, including interruptions.....of which superior.....

Class IV.

non-qualifying and interruptions.

8. Classification of injury.
9. Pay at the time of injury.
10. Proposed pension or gratuity.
11. Date of injury.
12. Place of payment.
13. Special remarks if any.
14. Date of applicant's birth by Christian era¹⁵⁵

¹⁵⁵ Substituted vide G.P. F.D. Notification No.F.6(4)-Reg.(6)/81, dated:17-02-1983.

15. Height.

16. Remarks

Thumb and finger impressions.

Thumb fore-finger, middle finger, ring finger, little finger.

17. Date on which the applicant applied for pension.

Signature of Head of Office

Note:— (In the case of European ladies, gazetted officers, Government title-holders and other persons who may be specially exempted by Government, thumb and finger impressions and particulars of height and personal marks are not required.)

FORM B

Form of application for family pension

(Rule 13)

Application for an extraordinary pension for the family of A, B, late, killed or died of injuries received, as a result of special risk of office.

Submitted by the

1. Name and residence, showing village and Pergunnah.
2. Age.
3. Height.
4. Race, Caste or tribe

Description of claimant

5. Marks of identification.
6. Present occupation and pecuniary circumstances.
7. Degree of relationship to deceased.
8. Name.
9. Occupation and service.
10. Length of service.

Description of deceased

- 11. Pay when killed.
- 12. Nature of injury causing death.
- 13. Amount of pension or gratuity proposed.
- 14. Place of payment.
- 15. Date from which pension is to commence.
- 16. Remarks.

Name and age of surviving kindred of deceased.

Name, date of birth by Christian- era.
 Sons.
 Widows.
 Daughters.
 Father.
 Mother.

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

(Place)

(Date)

Signature of Head of Office

FORM C

Form to be used by Medical Board when reporting on injuries

(Rule 13)

Proceedings of Medical Board

CONFIDENTIAL

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

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

- (a) State briefly the circumstances under which the injury was sustained disease 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 upon the questions below is as follows:—

Part A.—FIRST EXAMINATION

The severity of the injury should be assessed in accordance with the following classification and details given in the remarks column below:—

- | 1. Is the injury— | YES | NO |
|----------------------------------------------------------------|-----|----|
| (i) (a) the loss of an eye or a limb. | | |
| (b) the loss of more than one eye or limb. | | |
| (ii) more severe than the loss of an eye or a limb. | | |
| (iii) equivalent to the loss of the eye or a limb. | | |
| (iv) very severe and likely to be permanent. | | |
| (v) severe and likely to be permanent. | | |
| (vi) very severe, but not likely to be permanent. | | |
| (vii) slight but likely to be permanent. | | |
| 2. For what period from the date of injury— | | |
| (a) has the Government servant been unfit for duty? | | |
| (b) is the Government servant likely to remain unfit for duty? | | |

Remarks.—Here the classification above may be amplified if necessary, or details of additional injuries to the main injury may be given.

PART B.—SECOND OR SUBSEQUENT EXAMINATION

If the original degree of disability of the Government servant has changes, in which of the above categories should it now be placed?

Remarks.—In this space additional details may be given, if necessary.

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 servant brought before them for examination.

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

3. In answering the questions in the prescribed form, the Medical Board will confine itself exclusively to the Medical aspect of the case and will carefully discriminate between the Government servants' unsupported statements and the medical documentary evidence available.

4. The Board will not express any opinion either to the Government servant examined, or in their report, as to whether he is entitled to compensation, or as to the amount of it, will it inform the Government servant how the injury has been classified.

SECTION – IV

Civil Pensions (Commutation) Rules

1. (a) These rules may be called the Civil Pensions (Commutation) Rules.

(b) They shall be deemed to have come into force on 1st April 1925.

2. The powers granted by these rules shall be exercised, in relation to Government servants who are under the administrative control of a local Government, by the local Government, and in relation to other Government servants by the ¹⁵⁶[President], and may, subject to any condition which they may think fit to impose, be delegated by them to the High Commissioner for Pakistan in the U.K. or, with the approval of the ¹⁵⁷[President], to any other authority.

¹⁵⁸3. (a) A government servant shall be entitled to commute for a lump sum payment any portion, not exceeding one-half, of any pension which has been or may be granted to him under civil rules; and

(b) in case a government servant does not mention any percentage for commutation on pension form, the Accounts Office shall pay him commutation at the maximum rate admissible from time to time”.

4. ¹⁵⁹Omitted.

4A. The special additional pension granted to Military Officers on the Supernumerary List under Article 475B, Civil Service Regulations, shall be treated as part of their military pension for purposes of commutation, such commutation being affected under the Military Commutation Rules.

5. Applications shall be addressed—

(a) in the case of pensioners who draw their pensions from Pakistan treasuries, or who, being resident in Colonies having an account current with the Accountant-General, Pakistan Revenues, draw their pensions from the local treasuries, to the local Government or to the Government of Pakistan, as the case may be; and

(b) in the case of all other pensioners, to the High Commissioner for Pakistan in the U. K., provided that in the case of pensioners residing in a Dominion or Colony, other than those referred to in clause (a) of this rule, the application shall be addressed to the High Commissioner through the official from whom the pension is drawn.

¹⁵⁶ Substituted for “Governor-General”.

¹⁵⁷ Substituted for “Governor-General”.

¹⁵⁸ Rule 3 substituted by the S.R.O. 1424(I)/2018 [No. F. 9(3)-R.6/2015-1262], dt:-15-11-2018, Gaz. Of Pak., Extra., Pt. II, page, No. 3013, dt:-20-11-2018.

¹⁵⁹Omitted by Fin. Div. Notification No.3(3)-RSII/69, dt:-22-10-1969.

6. (1) On receipt of an application for commutation the sanctioning authority shall transmit to the applicant a copy of the Account Officer's certificate of the lump sum, payable on commutation in the event of his being reported by such medical authority as the sanctioning authority may prescribe to be a fit subject for commutation; and shall at the same time instruct him to appear for examination before the said authority within three months from the date of its order, or, if he has applied for commutation in advance of the date of his retirement, within three months of that date but in no case earlier than the actual date of retirement. This intimation shall constitute administrative sanction to commutation, but shall lapse if the medical examination does not take place within the period prescribed in the sanctioning order. If the applicant does not appear for examination before the said medical Board within the prescribed period the sanctioning authority may, at his discretion renew administrative sanction for a further period of three months without obtaining fresh application for commutation of pension. The applicant may withdraw his application by written notice dispatched at any time before medical examination is due to take place but this 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 receives intimation of the revised sum payable on commutation, or, if this 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.

(2) Subject to the provisions contained in clause (3) and to the withdrawal of an application under the proviso to clause (1) of this rule, 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 Board signs the medical certificate. Payment of the commuted value shall be made as expeditiously as possible, but in the case of an impaired life no payment shall be made until 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 as if the commuted value were paid on the date on which commutation became absolute. If the commuted portion of the pension has been drawn after the date on which the commutation became absolute, the amount drawn shall be deducted from the amount payable in commutation.

(3) If the applicant makes any statement found to be false within his knowledge or wilfully suppresses any material fact in answer to any question, written or oral, put to him in connection with his medical examination, the sanctioning authority may cancel the sanction at any time before payment is actually made; and such a statement or suppression may be treated as grave misconduct for the purpose of Article 351 of the Civil Service Regulations.

7. The lump sum payable on commutation shall be calculated in accordance with a table or tables of present values prescribed by the ¹⁶⁰[President]. For the purpose of this rule the age in the case of impaired lives shall be assumed to be such age, not being less than the actual age, as the certifying medical authority may direct. In the event of the table of present values applicable to an applicant having been modified between the date of administrative sanction to commutation and the date on which commutation is due to become absolute, payment shall be made in accordance with the modified table, but it shall be open to the applicant if the modified table is less favourable to him than that previously in force to withdraw his application by notice in writing despatched within 14 days of the date on which he receives notice of the modification.

8. Cancelled.

9. The lump sum, in cases in which application is addressed to the local Government or to the Government of Pakistan under Rule 5 (a) shall be payable in Pakistan; in all other cases it shall be payable at the office of the High Commissioner for Pakistan in U.K.; the rate of exchange for conversion of the lump sum, where the question of conversion arises, shall be such rate as the ¹⁶¹[President] may by order prescribe:

¹⁶²Provided that, in the case of a person whose domicile at the time of first appointment to Government service was Pakistani or Indian and who retires on or after the 1st February, 1968, the lump sum shall be payable in Pakistani rupees.

10. If the pensioner died on or after the day following that on which commutation became absolute but before receiving the commutation value, this value shall be paid to his heirs.

11. Rules 14 to 23 inclusive of the Premature Retirement Rules are hereby repealed.

¹⁶³Appendix—Omitted.

REGULATIONS: GOVERNING PROCEDURE FOR THE COMMUTATION OF PENSIONS

The following regulations governing procedure for the commutation of Pensions, issued by the ¹⁶⁴[President] in connection with the Civil Pensions (Commutation) Rules, are for observance in all cases in which applications for commutation of pension are made by Government servants under his administrative control. For the purpose of rule 2 of the Civil Pensions (Commutation), Rules, if two different Local Governments are concerned, a Government servant, shall be deemed to be under the administrative control of the Government (other than the ¹⁶⁵Federal Government) to which the payment of the

¹⁶⁰ Substituted for "Governor-General".

¹⁶¹ Substituted for "Governor-General".

¹⁶² Inserted vide Notification No.F.4(8)R-I/67, dated:-31-01-1968.

¹⁶³ Omitted by M.F. Notification No.F.3(3)-RS II/69, dated 22-10-1969.

¹⁶⁴ Substituted for "Governor-General".

¹⁶⁵ Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

commuted value of his pension will be charged and the application for commutation shall be disposed of by that Government according to the procedure rules framed for its own servants. If, however, an application for commutation is made before the date on which the pension is sanctioned, the Government under which the applicant was last permanently employed shall be the Government competent to dispose of his application in accordance with the procedure rules prescribed for its own servants.

1. An application for commutation of pension should be made in Section I of Form A appended to these regulations and addressed:—

- (1) if the applicant is still in service, or has retired but his pension has not yet been sanctioned to the authority competent to sanction his pension, through the Head of the Office in which he is or was employed, if he is or was himself the Head of the Office, through the Head of his Department;
- (2) Otherwise, to that authority through the proper Account Officer who is:—
 - (a) in the case of a pensioner who draws his pension in Pakistan the Account Officer of the province in which the treasury from which the pensioner draws his pension is situated;

Note.— If the pensionary charge is adjustable in the books of a different Account Officer, the Account Officer who receives the application should transmit it forthwith to that officer.

- (b) in the case of a pensioner who, being resident in a Colony having an account current with the Accountant-General, Pakistan Revenues, draws his pension from the local treasury, the Account Officer who issued the authority for payment of the pension in the Colony.

Note.— Where power to sanction commutation of pensions under rules 2 of the Civil Pensions (Commutation) Rules has been delegated to the High Commissioner for Pakistan in U. K., the Financial Adviser and Chief Accounts Officer of the High Commissioner will act as the Account Officer for the purpose of those Rules”.

2. The application if addressed to the authority specified in regulation (1) should be transmitted forthwith to the Account Officer who is reporting on the title to pension.

3. The Account Officer should complete Section II of Form A without delay and transmit it, together with copies of the medical reports mentioned in the concluding portion of regulation 5 (ii) if they are on record in his office, to the authority competent to sanction the commutation, whether that authority is correctly named in Section I or not.

4. The authority competent to sanction commutation should there upon accord his administrative sanction in Section III of Form A.

Note 2.—The authority competent to sanction commutation may authorise a responsible subordinate officer to sign for him the administrative sanction in Part III of Form A.

5. The sanctioning authority should then:
 - (i) transmit to the applicant on Form B a certified copy of the Account Officers certificate contained in Section II of Form A, and one copy of Form C, Section I of which is to be filled in by the applicant before his medical examination and handed to the medical authority; and
 - (ii) forward to the Chief Administrative Medical Officer of the province concerned in original the completed Form A, together with a copy of Form C and an extra copy of Section 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.

6. The Chief Administrative Medical Officer should arrange for the medical examination of the applicant by the medical authority prescribed in regulation 7 at the nearest available station to that named by the applicant in Section I of Form A and as early as possible within the period prescribed, and inform the applicant direct. The Forms and other documents should be transmitted by the Chief Administrative Medical Officer to the examining medical authority.

7. (i) Before any commutation administratively sanctioned becomes absolute, the applicant must be examined by the proper medical authority hereinafter prescribed.

- (ii) The medical authority shall be:—
 - (a) in the case of any applicant who has been or is about to be granted an invalid pension—a medical board, before which the applicant must appear in person;
 - (b) in the case of any other applicant, unless the total of the amount of pension to be commuted, together with the amount or amounts previously commuted if any, is Rs.25 or less, either:—
 - (1) a medical board before which the applicant must appear in person if such a board is appointed to meet at a station reasonably near to the applicant's residence within the period prescribed by the sanctioning authority, or
 - (2) failing such a board, a reviewing board which shall be either the standing medical board at the headquarters of the administration,

or the senior medical officer of the administration and a medical officer nominated by him of status not lower than that of a Civil Surgeon.

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This authority shall review the medical report made on the applicant's health and expectation. This by the Civil Surgeon, or District Medical Officer of the area in which the applicant is ordinarily resident at the time he applies for commutation and, after calling for any information that it thinks fit from the examining office shall pass final orders.

- (c) in the case of an applicant not governed by clause (a), who applies for commutation of a sum such that the total of the amount of pension to be commuted together with the amount or amounts previously commuted if any, is Rs.25 or less, the medical officer, not being of lower status than the Civil Surgeon, or District Medical Officer of the area in which he is ordinarily resident.
- (iii) The medical authority after obtaining from the applicant a statement in Section I of Form C (which must be signed in its presence,) shall subject him to a strict examination, enter the results in Section II of Form C and record its opinion as to the accuracy with which the pensioner has answered the questions prescribed in Section I regarding his medical history and habits. Lastly it shall complete the certificate contained in Section III of Form C.
- (iv) In the case of an applicant who has been or is about or be granted an invalid pension, the grounds of invaliding or the statement of the medical case shall be duly considered by the certifying medical authority before the certificate (Section III of Form C) is signed.
- (v) If the examination is conducted by a single medical officer, the applicant shall himself pay the medical officer's fee; but if he is originally examined by a medical board in Pakistan, he shall pay a fee of Rs.4 into a Government treasury and make over the receipt for the fee to the Board before, examination together with an additional fee of Rs.12 in cash to be retained and divided by the members of the Board among themselves. If he is examined by a Board outside Pakistan, he shall pay to the Board such fees as may be required of him.
- (vi) The ultimate medical authority prescribed in clause (ii) shall without delay forward the completed Forms A and C in original to the Account Officer who gave the certificate contained in Section II of Form A, a certified copy of the completed Form C to the sanctioning authority, and a certified copy of Section III of Form C to the applicant.

Note-1.—A pensioner, after he has once been refused commutation on medical grounds, or after he has once declined to accept commutation on the basis of an addition of years to his actual age, may apply for a second medical examination, at his own expense, if at least a year has elapsed since his first. Such a re-examination shall invariably be made by a medical board.

Note 2.—If in the opinion of the medical authority prescribed in clause (ii) some special examination is necessary which it is not in a position to carry out itself, it may require the applicant to undergo such examination at his own expense. The refund of such expenditure will be given by Government irrespective of the respect of the examination.

8. The Account Officer on receipt of the completed Form A and C shall arrange forthwith for the payment of the appropriate commuted value and for corresponding reduction of pension.

Note.—If the medical certificate prescribes that more than 5 years should be added the applicants actual age the Account Officer shall forthwith inform the approval of the revised sum payable on commutation.

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FORM—A

Commutation Of Civil Pensions

SECTION I FORM OF APPLICATION

I _____ desire to commute
Rs. _____ of my pension of Rs. _____
Ps. _____ of a month. I certify that I have correctly furnished the following
particulars as required:—

Place _____ Signature _____

Date _____ Designation _____

Address _____

1. Date of birth.
2. Date of retirement.
3. Amount of pension to be commuted.
4. (a) portion of pension already commuted.

- (b) particulars of any application for commutation of pension ever been rejected, or ever accepted/declined to accept commutation of pension on the basis of an addition of years to the actual age recommended by the medical authority.
- 5. District Accounts Office/Treasury/Sub-Treasury/Branch of the National Bank of Pakistan from where commutation money is to be drawn.
- 6. If drawing pension abroad, which Accounts Officer issued the authority for payment of pension.
- 7. If already drawing pension, quote the number and date of the Pension Payment Order and the name of District Accounts Office/Treasury/Sub-Treasury Branch of the National Bank at where drawn.
- 8. Without prejudice to the direction of the sanctioning authority from what date approximately this commutation should have effect? (See Rule 6 of the Civil Pension Commutation Rules).
- 9. Station at which medical examination is preferred.

Place _____

Signature _____

Date _____

To

The

(here enter the designation
 and Address of the Accounts
 Officer).

Note 1.—"To be filled" only if commutation is applied for after one year of the date of retirement.

Note 2.—If the commutation is applied within one year of the date of retirement, the Accounts Officer will authorize the commutation admissible and the form will not be forwarded to the authority competent to sanction pension.

FORM—A**SECTION II**

Forwarded to _____

(here enter the designation and address of the sanctioning authority).

2. Subject to the medical authority's recommending commutation, the lump-sum payable will be as stated below:—

Sum payable, if the commutation becomes absolute before the applicants next birth day, which falls on _____

On the basis of normal age
i.e. _____ years. Rs.

Do.	Do.	Plus
1 year,	i. e. _____ years	Rs.
Do.	Do	Plus
2 years,	i. e. _____ years	Rs.
Do.	Do	Plus
3 years,	i. e. _____ years	Rs.
Do.	Do	Plus
4 years,	i. e. _____ years	Rs.
Do.	Do	Plus
5years	i. e. _____ years	Rs.

Sum payable if the commutation becomes absolute after the applicant's next birthday but before his next birthday but-one.

On the basis of normal age
i.e. _____ years. Rs.

Do.	Do.	Plus
1 year,	i. e. _____ years	Rs.
Do.	Do	Plus
2 years,	i. e. _____ years	Rs.
Do.	Do	Plus
3 years,	i. e. _____ years	Rs.
Do.	Do	Plus
4 years,	i. e. _____ years	Rs.
Do.	Do	Plus
5years	i. e. _____ years	Rs.

3. The sum payable will be a charge on:—

Federal revenues _____ Rs. _____
 the Government of _____ (Provincial
 Govt.)

Station _____

Rs. _____

Dated _____

 Signature and designation of
 Accounts Officer.

SECTION III

Administrative sanction of _____ is accorded to the above
 commutation. A certified copy of paragraph 2 of section II of the form has been forwarded
 to the applicant in Form B.

Place _____ Signature

Date _____ Designation

Forwarded to

(here enter the designation and address of

 the Chief Administrative Medical Officer).

_____ in original on _____ with
 the request that he will arrange for the medical examination of the applicant by the proper
 medical authority as early as possible within three months from the

_____ (here enter the date of retirement) and inform the applicant direct in sufficient time where
 and when he should appear for the examination.

(Signature and designation of the sanctioning authority)

With one copy of Form C and an extra copy of section III of that Form.

N. B. This form is to be used only if the Commuted value of the pension has not been
 applied for in the Pension application.

FORM "B"**SECTION I**

Subject to the medical authority's recommending commutation and the conditions prescribed in section II of this Form the lump sum payable will be 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.

Do.	Do.	Plus
1 year,	i. e. ____ years	Rs.
Do.	Do	Plus
2 years,	i. e. ____ years	Rs.
Do.	Do	Plus
3 years,	i. e. ____ years	Rs.
Do.	Do	Plus
4 years,	i. e. ____ years	Rs.
Do.	Do	Plus
5years	i. e. ____ years	Rs.

Sum payable if the commutation becomes absolute after the applicant's next birthday but before his next birthday but one.

On the basis of normal age
i.e. _____ years. Rs.

Do.	Do.	Plus
1 year,	i. e. ____ years	Rs.
Do.	Do	Plus
2 years,	i. e. ____ years	Rs.
Do.	Do	Plus
3 years,	i. e. ____ years	Rs.

	Do.	Do	Plus
	4 years,	i. e. ____ years	Rs.
	Do.	Do	Plus
	5years	i. e. ____ years	Rs.

Station _____ Signed _____

Signature and designation
of Account Officer

Date _____

SECTION 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 Section I above. The table of present values, on the basis of which the calculation in the Accounts Officer's report have been made is subject to alteration at any time without notice, and consequently they are liable to revision before payment is made. 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

_____ (here enter the designation and address of the Chief Administrative Medical Officer) 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 C with the particulars required in Section "I" completed except for the Signature.

Station _____ Signature _____

Dated _____ Designation _____

To _____
(the name and)

_____ address of the

_____ (applicant)

FORM C

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

SECTION 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 _____ and must sign the declaration appended thereto if the (here enter the medical authority) presence of the authority.

1. Form to be filled in by applicant.
 1. State your name in full (in block letters).
 2. State place of birth.
 3. State your age and date of birth.
 4. Furnish the following particulars concerning your family:—

Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living, their ages & state of health	Number of brothers dead, their ages and cause of death
Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters of dead, their ages at and cause of death

5. Have any of your near relations suffered from tuberculosis (consumption, scrofula), cancer, asthma, fits, epilepsy, insanity or any other nervous disease—
6. Have you ever been abroad, where and for what period and how long since?
7. Have you ever served in the Navy, Army, Air Force, or in any Government Department —
8. Have you ever been examined:—
 - (a) for life insurance, or/and
 - (b) by any Government medical officer or Medical Board, Civil or military? If so, state details and with what result? —

9. Have you ever:—
- (a) had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks the mumatism, appendicitis, epilepsy insanity, or other nervous disease, discharge from or other disease of the ear, syphilis, gonorrhoea, or
 - (b) had any other disease or injury which required confinement to bed or medical or surgical treatment, or
 - (c) undergone any surgical operation.
10. Have you rupture?
11. Have you varicocels, varicose veins or piles?
12. Is your vision in each eye good?
13. Is your hearing in each ear good?
14. Have you any congenital or acquired malformation, defect or deformity?
15. When were you last **vaccinated**?
16. Is there any further matter concerning your health not covered by the above questions which should be communicated to the medical authority.

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, 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 wilfully 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 with-held or withdrawn under Article 351 of Civil Service Regulations.

Signed in presence of _____

Applicant's signature.

Signature and designation
of medical authority.

SECTION II

(To be filled in by the examining medical authority)

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

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

SECTION III

I/We have carefully examined _____ and am/are of opinion that he _____
is _____ in good bodily health and has the prospect of an average.

is not

duration of life
is not a fit subject for commutation
is suffering from _____ and

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

Station _____

Dated _____

(Signature and designation of
examining medical authority

ANNEXURE

Commutation Table prescribed under Rule 7 of the Civil Pensions (Commutation) Rules
And introduced vide Ministry of Finance O.M. No.O.B.2/12/-Imp.(I), dated 18thAugust,
1966.

Age next birthday	Number of years Purchase	Age next birthday	Number of years Purchase
20	24.265	50	15.859
21	24.061	51	15.481
22	23.853	52	15.096
23	23.640	53	14.707
24	23.424	54	14.313
25	23.203	55	13.915
26	22.978	56	13.513
27	22.747	57	13.109
28	22.513	58	12.702
29	22.273	59	12.294
30	22.028	60	11.886
31	21.077	61	11.497
32	21.522	62	11.104
33	21.260	63	10.713
34	20.993	64	10.327
35	20.720	65	9.946
36	20.242	66	9.570
37	20.157	67	9.200
38	19.867	68	8.836
39	19.570	69	8.478
40	19.276	70	8.127
41	18.956	71	7.783
42	18.541	72	7.448
43	18.318	73	7.121
44	17.988	74	6.802
45	17.650	75	6.494
46	17.307	76	6.194
47	16.956	77	5.906
48	16.596	78	5.627
49	16.231	79	5.360
		80	5.104

ANNEXURE

To Finance Division O.M. No.F.10(3)-Reg(6)/86(II), dated July 01, 1986.

Age next Birthday	Commutation Factor	Age next Birthday	Commutation factor
20	50.6304	51	22.0658
21	49.6676	52	21.2563
22	48.7066	53	20.4638
23	47.7467	54	19.6896
24	46.7884	55	18.9348
25	45.8314	56	18.2002
26	44.8758	57	17.4860
27	43.9215	58	16.7925
28	42.9688	59	16.1191
29	42.0179	60	15.4649
30	41.0089	61	14.8290
31	40.1218	62	14.2105
32	39.1767	63	13.6090
33	38.2336	64	13.0239
34	37.2929	65	12.4549
35	36.3551	66	11.9017
36	35.4203	67	11.3643
37	34.4885	68	10.8428
38	33.5603	69	10.3371
39	32.6361	70	9.8472
40	31.7160	71	9.3729
41	30.8007	72	8.9142
42	29.8907	73	8.4708
43	28.9800	74	8.0427
44	28.0891	75	7.6299
45	27.1990	76	7.2322
46	26.3172	77	6.8496
47	25.4444	78	6.4818
48	24.5816	79	6.1287
49	23.7301	80	5.7901
50	22.8911		

ANNEXURE

To Finance Division O.M. No.F.1(5)Imp/2001, dated September 4, 2001

Commutation Table Under Pay Scale 2001

Age next Birthday	Commutation Factor	Age next Birthday	Commutation factor
20	40.5043	51	17.6526
21	39.7341	52	17.0050
22	38.9653	53	16.3710
23	38.1974	54	15.7517
24	37.4307	55	15.1478
25	36.6651	56	14.5602
26	35.9006	57	13.9888
27	35.1372	58	13.4340
28	34.3750	59	12.8953
29	33.6143	60	12.3719
30	32.8071	61	11.8632
31	32.0974	62	11.3684
32	31.3412	63	10.8872
33	30.5869	64	10.4191
34	29.8343	65	9.9639
35	29.0841	66	9.5214
36	28.3362	67	9.0914
37	27.5908	68	8.6742
38	26.8482	69	8.2697
39	26.1009	70	7.8778
40	25.3728	71	7.4983
41	24.6406	72	7.1314
42	23.9126	73	6.7766
43	23.1840	74	6.4342
44	22.4713	75	6.1039
45	21.7592	76	5.7858
46	21.0538	77	5.4749
47	20.3555	78	5.1854
48	19.6653	79	4.9030
49	18.9841	80	4.6321
50	18.3129		

S.No.1.—**RESTORATION OF COMMUTED PORTION OF PENSION.**

The undersigned is directed to state that under the existing rules, a pensioner on his option can get his pension commuted upto a maximum of 50 per cent. 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 shown in the Commutation Table. The President has been pleased to decide that commuted portion of pension to the extent of 1/4th of gross pension shall be restored w.e.f. 1st July, 1985 in the case of such civil pensioners including those paid from Defence Services Estimates 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 shown in the Commutation Table which is less than 6 months will be ignored and that of 6 months 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 1st July, 1985.

[F.D. O.M. No.F.10(8)-Reg.(6)/85, dated the 25th June, 1985.]

S.No.2.—

The commuted amount of pension equal to 1/4th of the gross amount of pension shall be restored on completion of the number of years for which commuted value was paid. In restoring the commuted portion of pension fraction of a year shown in the commutation table which is less than six months will be ignored and that of six months and more will count as one year.

[Finance Division O.M. No.F.10(8)-Reg.(6)/85, dated 25-6-1985]

S.No.3.—

RESTORATION OF COMMUTED PORTION OF PENSION

The undersigned is directed to refer to this Division's Office Memorandum No. F.10(8)-Reg.(6)/85, dated 25th June, 1985, on the subject noted above and to state that the instructions contained therein apply to those who have already retired before 1st July, 1985 or retired or would retire after this date.

2. In calculating pension or restoring commuted portion thereof, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

[F.D. O.M. No.F.11 (1)-Reg.(6)/85, dated the 18th July, 1985.]

S.No.4.—

RESTORATION OF COMMUTED PORTION OF PENSION – RE-COMMUTATION OF.

Reference AGPR's U.O.No.PN-II/General-Order/85-86/Vol-I/1107-1108, dated:-22-9-1985, on the subject noted above.

2. It is clarified that no further commutation will be permissible on the commuted portion of the pension restored vide this Division's O.M.No.F.10(8)-Reg(6)/85, dated;-25-6-1985.

[Finance Division O.M. No.F.10(8)-Reg.(6)/85, dated 2-10-1985]

S. No. 5.—**REVISION OF RATES OF COMMUTATION.**

The undersigned is 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 President has been pleased to decide that *w.e.f.* 1st July, 1986, gratuity shall be abolished altogether. Commutations upto 50% of gross pension shall however, continue to be admissible at the option of a pensioner.

2. It has further been decided to replace the existing Commutation Table by the new Commutation Table as annexed to this Office Memorandum.

3. Under the existing rules if a civil servant dies while in service, gratuity in lieu of one fourth of the gross pension is allowed. In such cases, the rate of gratuity as from 1-7-1986 will be determined on the basis of age next birthday of the deceased civil servant in accordance with the new Commutation Table referred to above.

[Finance Division O. M. No. F. 10(3)-Reg. (6)/86 (II), dated the 1st July, 1986]

S. No. 6.—**RESTORATION OF PENSION SURRENDERED IN LIEU OF GRATUITY/ COMMUTATION.**

Under the rules a retired Govt. servant is entitled to commute upto one-half of his pension or avail gratuity for one-fourth of the pension and in addition commutation upto one-fourth of pension. From 01.07.1985 only one-fourth gross pension surrendered for commutation is restorable to retired Govt. servants on out-living the period of commutation. No arrears were allowed prior to 01.07.1985.

2. The President has been pleased to decide that all retired Govt. servants including those paid from Defense Services Estimates who availed the benefit of commutation upto one-half of pension or gratuity of one-fourth of pension in addition to commutation for one-fourth of pension shall be allowed the benefit of restoration of remaining one-fourth pension from 01.07.1991, after out-living the period for which commutation or gratuity (as the case may be) was availed. No arrears shall be allowed for the period prior to 01.07.1991.

3. In restoring the amount of gratuity, the rate of gratuity would be divided by 12 to arrive at the period of gratuity. For instance if a retired Govt. servant received the gratuity for the rate of Rs.160/-, his period for gratuity works out to 13.33 years or say 13 years. Fraction of an year which is less than 6 months will be ignored and that of 6 months and more will count as one year.

[Finance Division O.M.No.F.7(3)Reg.(6)/91, dated 3rd July, 1991.]

S. No. 7.—**PENSION & RETIREMENT BENEFITS:—**

7. In the case of persons retiring from 01-06-1994 onwards in BPS 17 to 22, pension will be recalculated on 01-06-1995 on the basis of pay re-fixed with 35% increase in the pay in the second phase. New pension will, however, be admissible from 01-06-1995 and no arrears will be admissible.

8. The following relief to the widows, dependents, retarded and incapacitated children and invalid pensioners shall be allowed w.e.f. 1st June 1994:—

- (a) Restoration of commuted value/gratuity portions of families on completion of required period.
- (b) Grant of family pension to dependent disabled/retarded children for life without any age limit.
- (c) Elimination of second medical hoard for the invalidated pensioners for eligibility of commutation.

9. Government servants who have retired on or after 1-6-1993, till the introduction of revised pay scales i.e. 1-6-1994, be allowed pension/commutation on the basis of pay that would have been admissible to them, had the pay revision been effected on the date of their retirement, discounted by 12%.

10. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force under this scheme.

[Finance Division O. M. No. F. 1(2)-Imp/94(i), dated 15th June, 1994.]

S.No.8.—

**REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES
(B 1-22) OF THE FEDERAL GOVERNMENT.**

The undersigned is directed to refer to para 8(a) of this Division's O. M. No. 1(2)-Imp/94(i) dated 15th June, 1994 regarding restoration of commuted value/gratuity of families on completion of required period and to say that queries have been received in this Division:—

- (i) "Whether the commuted portion/gratuity will also be restorable in family pension cases i.e. both death in service and death after retirement and if the commuted portion/gratuity that has become due for restoration before 01.06.1994 may be restored on due date or w. e. f. 01.06.1994?"
- (ii) Family pension in case of death during service of Govt. servant is allowed at 50% of gross pension after allowing gratuity in lieu of 1/4th of gross pension, while in the case of death after retirement, it is allowed at 50% of the net pension. It is not clear whether on the expiry of its payment, the commuted value/gratuity portion of pension will be allowed in full or at 50% thereof?

2. It is hereby clarified that:

- (i) "The commuted portion/gratuity that has become due for restoration before 01.06.1994 will not be restored on due date but w. e. f. 01.06.1994.
- (ii) Restoration of commuted value/gratuity portion of families, means, 50% of the pension *net or **gross (as the case may be) which has been surrendered by the deceased govt. Servant in lieu of commutation or gratuity, if not restored in his life time."

* Death after retirement.

** Death in service

[Finance Division O. M. No.F.4(10)/Reg.6/94-I, dated 1st June, 1995.]

S. No. 9.—

16. **PENSION.**—The Government has made the following reforms in pension/commutation scheme w.e.f. 1-12-2001 in respect of civil pensioners of Federal Government including civilian paid from Defence Estimates as well as retired Armed Forces Personnel.

- (a) Commutation Table shall be replaced by the new Commutation Table at **Annexure-II** to this Office Memorandum.
- (b) Commutation upto 40% of gross pension shall be admissible at the option of the pensioner.
- (c) The additional benefit of 2%-10% for extra years of service after completion of 30 years of qualifying service in respect of civil pensioners shall be discontinued.
- (d) The increase in pension @ 20%-25% to civil Pensioners allowed vide the Division's O.M. No. 4(1)-Reg.6/99 dated 23-7-1999 shall be discontinued.
- (e) The benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity shall be withdrawn.
- (f) In future the increase in pension to the pensioners shall be allowed on net pension instead of gross pension.
- (g) All the pensioners shall be allowed an increase in net pension (inclusive of dearness increase allowed in the past) as follows:—

Increase in Net Pension

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| (i) Pensioners who retired prior to the introduction of 1991 Basic Pay Scales. | 15% |
| (ii) Pensioners who retired prior to the introduction of 1994 Basic Pay Scales but on or after the Introduction of 1991 Pay Scales | 10% |
| (iii) Pensioners who retired on or after the Introduction of 1994 Basic Pay Scales and upto the date of Introduction of revised Basic Pay Scales i.e., 1-12-2001. | 5% |

[Finance Division O. M. No.F.1(5)Imp/2001, dated the 4th September, 2001.]

S. No. 10.—

**RESTORATION OF PENSION SURRENDERED IN LIEU OF
COMMUTATION/GRATUITY.**

The undersigned is directed to refer to para 16(e) of Finance Division's O. M. No.1 (5) Imp/2001, dt: 04-09-2001 vide which the benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity was withdrawn w.e.f 01-12-2001 irrespective of an employee's date of retirement. The old pensioners have requested for re-consideration of this decision; in so much as that it may not be made applicable to govt. servants who retired prior to 01-12-2001.

2. The case has been re-considered and it has been decided that all those govt. servants who retired prior to 01-12-2001, others those who have opted to remain in pay scales of 1994, shall be entitled to the restoration of surrendered portion of pension in lieu of commutation/gratuity.

3. It has also been decided that all other benefits available under the 1994 scales shall continue for those who have opted to remain in the 1994 scales. Govt. servants who availed the benefit of presumptive fixation of pay in the 2001 scales, i.e. those who retired between 1.7.2001 to 01.12.2001 shall be governed by the Pay and Pension package of the 2001 scales.

[Finance Division O. M. No.F.5(2)-Reg.6/2002, dated July 2, 2002]

S. No. 11.—

REVISION OF PENSION AND COMMUTATION UNDER REVISED PAY SCALES 2005

12. Commutation shall be admissible upto a maximum of 35% of Gross Pension, at the option of the pensioner. Admissibility of monthly pension shall be increased from the existing 60% to 65% of gross pension.

13. An increase @ 10% shall be allowed on the amount of pension being drawn by the existing pensioners as well as to those Govt. servants who would draw pension under the Revised Basic Pay Scales, 2005.

14. The increases allowed on pension @ 15% and 8% *w.e.f.* 01-07-2003 and 01-07-2004 respectively shall not be admissible to the Govt. servants who would draw pension under the revised Basic Pay Scales, 2005.

[Finance Division O.M.No.No.F.1(1)/Imp/2005, dated 1st July, 2005.]

S. No. 12.—

**RESTORATION OF PENSION SURRENDERED IN LIEU OF
COMMUTATION/ GRATUITY.**

With reference to Finance Division's O.M. No. F. 5(2)-Reg.6/2002 dated 2nd July, 2002 on the above subject and to state that in pursuance of the judgement dated 21.04.2007 passed by Federal Services Tribunal in civil petition No. 495(R) CS/2003, it has been decided that increase in pension admissible in the respective financial year be allowed on the restored commuted portion of pension to all those Govt. servants who retired on or before 30.06.2001 with effect from the date on which the commuted value of pension has been restored.

[No. F. 13(16)-Reg.6/2003, dated: 29.02.2008.]

S. No. 13.—

**REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL
EMPLOYEES(B 1-22) OF THE FEDERAL GOVERNMENT (1994).**

The undersigned is directed to refer to para 2(ii) of Finance Division's O. M. No. 4(10)-Reg.6/94-I, dated 11th June, 1995 on the above subject and to further clarify that in case of death of govt. servant during service, the benefits of restoration of

commuted value/ gratuity portion on completion of required period is also admissible to the widows/families of the deceased govt. servants w.e.f. 01.06.1994. However, commuted value of pension/gratuity will not be restored for widows/families of those govt. servants who retired/died on or after 01-12-2001 as earlier clarified vide Finance Division's O.M. No.5(2)-Reg.6/2002, dated 2nd July, 2002.

[No. F. 4(10)-Reg.6/94-III. dated 8th September, 2008.]

S. No. 14.—

**RESTORATION OF PENSION SURRENDERED IN LIEU OF
COMMUTATION/GRATUITY.**

The undersigned is directed to state that in partial modification of Finance Division's O.M. No. F.I3 (16)-Reg.6/2003, dated 29-02-2008 on the above subject it has been further decided to allow 15% increase in pension (allowed vide para 16 (g) of Finance Division's O.M. No. F.I (5)-Imp/2001, dated 04-09-2001) on the restored commuted portion of pension to all those Government servants whose commuted portion of pension has been restored in the financial years 2002-2003, in the light of the Judgement dated 21-04-2007 passed by the Federal Service Tribunal, Islamabad in Civil Appeal No.495 (R)CS/2003.

[Finance Division's O.M. No. F.I3 (16)-Reg.6/2003-697, dated 23rd June, 2010]

S. No. 15.—

**ORDER PASSED IN APPEAL NO.887 TO 890, 912 TO 915, 922 TO 925 & 930 TO
934 (R) CS-2011, 1166, 1265, 1416 TO 1420, 1455, 1575 & 1794 (R) CS-2011 FILED
BY MIRZA MUHAMMAD ISHAQUE, GHULAM MUSTAFA & OTHERS VS MINISTRY
OF FINANCE.**

The undersigned is directed to say that M/s Mirza Muhammad Ishaque, Ghulam Mustafa & others filed appeals in the Federal Service Tribunal, Islamabad praying that the respondents may be directed to allow all increases sanctioned by the Government of Pakistan during the period from their retirement till restoration of commuted portion of pension with all consequential benefits. The Federal Service Tribunal accepted the appeals vide its Judgement dated 05-01-2012 and directed to determine the pension of the appellants from the date of restoration of their commuted pension at the rate at which they were drawing 50% remaining pension and that the arrears should also be paid to them. It was also clarified by the Federal Service Tribunal that the appellants shall not be entitled to claim arrears for the period prior to restoration of their commuted pension. The Supreme Court of Pakistan vide its order dated 24-4-2012 in Civil Petition No.549 to 559 & 575 to 589 of 2012 upheld the judgement of Federal Service Tribunal dated 05-01-2012. The Review Petition filed by the Finance Division in the Apex Court was dismissed on 13-09-2012 due to non prosecution. Civil Misc. Application for restoration of review petition was also dismissed by the Supreme Court of Pakistan on 16-11-2012.

2. Similarly, M/s Abdus Saeed Sabir and M.M. Malik filed writ petition No.4968/Writ/ 2011 and 3463/Writ/2011 in the Lahore High Court, Lahore on the same subject. The Lahore High Court, Lahore vide its order dated 15-06-2011 and 20-08-2011 accepted the writ petitions.

3. Finance Division intends to file a Constitutional Petition before the Honourable Supreme Court of Pakistan under Article 184(3) of Constitution of the Islamic Republic of Pakistan to revisit its Judgement dated 24-04-2012.

4. In the meanwhile, the Government has decided to implement the Judgement passed by Federal Service Tribunal on 05-01-2012 and upheld by the Honourable Supreme Court of Pakistan vide its Judgement dated 24-04-2012 in respect of the litigants in the above referred appeals and writ petitions subject to the condition that if the constitutional petition filed by the Government is accepted by Apex Court, the Government would recover the amount of increases in pension on restored portion of pension being allowed to the appellants/petitioners through this O.M. The beneficiaries of this O.M. are required to furnish an undertaking on Judicial Paper for Rs.50/- as per enclosed format, to the concerned Accounts Officer.

[Finance Division O.M. No.F.13 (13)-Reg.6/2011, dated 21st January, 2013]

UNDERTAKING

I _____ s/o _____ is ex-employee
of _____ and was retired on _____.

Now I am receiving my pension vide P.P.O. Number _____ from _____.

2. That I am claiming increases in pension in the light of the order passed by Federal Service Tribunal/High Court dated _____ in appeal/petition No. _____. Now Ministry of Finance vide O.M. No.F.13 (13)-Reg.6/2011, dated _____ intends to release the payment in my favour.

3. I am giving this undertaking in favour of _____ with my free consent and without any undue coercion that if the decision of Federal Service Tribunal /High Court/Supreme Court regarding the grant of increases in pension from the date of restoration of commuted pension @ _____ at which I was drawing 50% remaining pension, and the arrears thereof, is set aside by any competent court of law, I am bound by this undertaking that I will refund entire amount which would have been received by me in accordance with Finance Division's O.M. referred to above.

4. Furthermore, I would not raise any objection in this regard.

EXECUTANT

Signature _____

NAME _____

PPO Number _____

Dated _____

S. No. 16.—

ORDER PASSED IN APPEAL NO.887 TO 890, 912 TO 915, 922 TO 925 & 930 TO 934 (R) CS-2011, 1166, 1265, 1416 TO 1420, 1455, 1575 & 1794 (R) CS-2011 FILED BY MIRZA MUHAMMAD ISHAQUE, GHULAM MUSTAFA & OTHERS VS MINISTRY OF FINANCE.

In continuation of Finance Division's O.M. No.F.13 (13)-Reg.6/2011, dated 21st January, 2013, the undersigned is directed to say that it has been decided to implement the Judgement of Federal Service Tribunal, Islamabad dated 05-01-2012 upheld by Supreme Court of Pakistan vide Judgement dated 24-04-2012 in respect of all the equally placed pensioners with effect from 1st July, 2013, in view of the fact that budgetary cover is not provided in the current financial year for this unforeseen expenses. This is subject to the condition that if the constitutional petition to be filed by the Government is accepted by the Apex Court, the Government would recover the amount of increases in pension on restored portion of pension being allowed to them. The beneficiaries of this O.M. are required to furnish an undertaking on Judicial Paper for Rs.50/- as per enclosed format, to the concerned Accounts Officer.

[Finance Division O.M. No.F.13 (13)-Reg.6/2011, dated 11th March, 2013]

UNDERTAKING

I _____ s/o _____ is ex-employee of _____ and was retired on _____.

Now I am receiving my pension vide P.P.O. Number _____ from _____.

2. That I am claiming increases in pension in the light of the order passed by Federal Service Tribunal/High Court dated _____ in appeal/petition No. _____. Now Ministry of Finance vide O.M. No.F.13 (13)-Reg.6/2011, dated _____ intends to release the payment in my favour.

3. I am giving this undertaking in favour of _____ with my free consent and without any undue coercion that if the decision of Federal Service Tribunal /High Court/Supreme Court regarding the grant of increases in pension from the date of restoration of commuted pension @ at which I was drawing 50% remaining pension, and the arrears thereof, is set aside by any competent court of law, I am bound by this undertaking that I will refund entire amount which have been received by me in accordance with Finance Division's O.M. referred to above.

4. Furthermore, I would not raise any objection in this regard.

EXECUTANT

Signature _____

NAME _____

PPO Number _____

Dated _____

S.No.17.—**ORDER PASSED IN APPEAL NO.887 TO 890, 912 TO 915, 922 TO 925 & 930 TO 934 (R) CS–2011, 1166, 1265, 1416 TO 1420, 1455, 1575 & 1794 (R) CS-2011 FILED BY MIRZA MUHAMMAD ISHAQUE, GHULAM MUSTAFA & OTHERS VS MINISTRY OF FINANCE.**

I am directed to refer to Office of the Military Accountant General's U.O. No.116/AT/Pen/3278-Pt F/Impact dated 11-10-2013 on the above subject and to state that the case been examined in Finance Division in consultation with Auditor General of Pakistan, Controller General of Accounts and Accountant General Pakistan Revenues and it is clarified that periodical increases upon surrendered portion of commuted value of pension after restoration to the family pensioners, falling in the category 'a' as well as 'b', is admissible to both categories of family pensioners in terms of Finance Division's O.M. No.F.4(10)-Reg.6/ 94-I dated 11th June, 1995. However, the policy contained in para 16(e) of Finance Division's No. F.1(5)-Imp/2001 dated 4th September, 2001, as amended from time to time, would remain intact for the families of all those who retired/died in service on or after 01-12-2001 and who opted the pay scale of 2001. Similarly, policy contained in para 16(f) of Finance Division's O.M. dated 4th September, 2001, as amended from time to time, referred to above would remain intact.

[Finance Division O.M. No.F.13 (13)-Reg.6/2011-1850, dated 19th November, 2014 addressed to Accounts Officer (Pension), Office of the Military Accountant General, Rawalpindi]

S.No.18.—**RESTORATION OF COMMUTED PORTION OF PENSION.**

The undersigned is directed to state that according to para 16(e) of the Finance Division's O.M. No.F.1(5)-Imp/2001, dated 4th September, 2001, the benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity was withdrawn.

2. Later on, Finance Division vide its O.M. No.F.5(2)-Reg.6/2002 dated 2nd July, 2002 decided that benefit of restoration of commuted portion of pension shall continue to be available for those who have opted to remain in the Basic Pay Scales 1994.

3. Now the President has been pleased to decide that all civil servants/civil pensioners of Federal Government, including civilian paid from Defence Estimates, Personnel of Armed Forces and Civil Armed Forces, who retire/would retire on or after 01-12-2001 shall be entitled to the benefit of restoration of commuted portion of pension in lieu of commutation/gratuity in accordance with the applicable rules.

4. The pensioners of Federal Government, who retired between 01-07-2001 to 30-11-2001 and opted for Pay Scales 2001 on presumptive basis in term of para 18 of Finance Division's O.M. No.F.1(5)-Imp/2001 dated 4th September, 2001 shall also be entitled to the benefit of restoration of commuted portion of pension in lieu of commutation/gratuity in accordance with the applicable rules.

[Authority: Finance Division O.M. No.F.15(2)-Reg.6/2015-699, dated the 7thJuly, 2015]

S.No.19.—**RESTORATION FOR COMMUTED PORTION OF PENSION.**

I am directed to refer to the Accountant General Pakistan Revenues, Islamabad's letter No. F. PFC-Restoration/14-15/3255, dated 18th August, 2015 and 26-10-2015 on the above subject and to state that it has been decided to allow the benefit of periodical increases on surrendered portion of commuted value of pension after restoration, to those pensioners who retired on or after 01-12-2001 as has already been allowed to the pensioners who retired prior to 01-12-2001 in accordance with Finance Division's O.M. No.13(13)-Reg.6/2011, dated 21-01-2013 and 11-03-2013.

[Authority: Finance Division O.M. No.F.5(2)-Reg.6/2015-1210, dated 9th February, 2016]

S.No.20.—**ORDER PASSED IN APPEAL NO. 887 TO 890, 912 TO 915, 922 TO 925 & 930 TO 934 (R) CS-2011, 1166, 1265, 1416 TO 1420, 1455, 1575 & 1794 (R) CS-2011 FILED BY MIRZA MUHAMMAD ISHAQUE, GHULAM MUSTAFA & OTHERS VS MINISTRY OF FINANCE.**

The undersigned is directed to refer to Finance Division's O.M. No. F. 13(13)-Reg. 6/2011, dated 21st January, 2013 and 11 March, 2013 and to say that it has been decided to discontinue the requirement of an undertaking on Judicial Paper of Rs. 50/- from the pensioners with immediate effect.

[Authority: Finance Division O. M. No. F. 13 (13)-Reg. 6/2011-305, dated 2nd April, 2018.]

SECTION V

Pension-Cum-Gratuity Scheme, 1954

ORDERS AND INSTRUCTIONS ISSUED FROM TIME TO TIME IN CONNECTION WITH THE PENSION RULES AND RETIREMENT BENEFITS SANCTIONED ON THE BASIS OF THE RECOMMENDATIONS OF THE PAKISTAN PAY COMMISSION APPOINTED IN 1948.

1. Every Government servant in pensionable service may be given the option to retain his existing pensionary rights or elect in place thereof the benefits mentioned below by surrendering 1/4th of the pension admissible to him under the existing rules.

[Para 1(i) of M.F., O.M. No. (4) F.12(2)-RI/53, dated the 24th March, 1954.]

Supplementary Instructions

(i) The term "pension" used in paragraph 1 above is intended to denote monthly pension and includes also the special additional pension.

[Para 1(a) of M.F. O.M No.(15) F.12 (6)-RI/54, dated the 1st July, 1954.]

(ii) The right of exercising the option to elect the new rules may be given to all Government servants in pensionable service including officers of Ex-Secretary of State's Services and the Civil Service of Pakistan Officers.

[Para 1(d) of M.F. O.M. No.(15)F.12 (6)-RI/54, dated the 1st July, 1954.]

(iii) The new scheme is applicable to all Government servants who are under the rule making control of the [President]¹⁶⁶. Consequently, the scheme will not be applicable to Provincial officers who are on deputation with the ¹⁶⁷Federal Government and whose pensions are governed by the pension rules of the Provinces.

[Para 1(e) of M.F. O. M. No.(15)F.12 (6)-RI/54, dated the 1st July, 1954.]

(iv) The Government servants not in permanent employ who have completed 5 years' continuous temporary or officiating service on the date of the issue of these orders, will exercise the option within the prescribed time limit. In other cases, the option should be exercised within the time limit beginning from the date of completing 5 years' continuous temporary or officiating service.

[Para 1(i) of M.F. O.M. No.(15) F.12 (6)-RI/54, dated the 1st July, 1954.]

(v) Government servants who are at present on the Contributory Provident Fund basis may also be brought within the purview of the scheme in question and they may be given the option to elect the pensionary benefits in lieu of the existing Contributory Provident Fund benefits. In the case of officers electing the New Pension Rules, the

¹⁶⁶Substituted for the words Governor-General.

¹⁶⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

amount of their own subscription in the Contributory Provident Fund will be transferred to the General Provident Fund and their previous service will count as service for pension in accordance with the Civil Service Regulations. This decision is not applicable to officers who are appointed on contract for a limited period and have been permitted to subscribe to the Contributory Provident Fund under the terms of their contract executed at the time of appointment.

[M.F. O.M. No.(22) F.12 (7)-RI/54, dated the 20th August, 1954 as modified by O.M. No.(33) F.12(7)R.I/54, dated 3rd November, 1954.]

(vi) A point has been raised whether an officer of a Provincial service, who according to Article 4-A of the Civil Service Regulations became subject to the Civil Service Regulations framed by the ¹⁶⁸Federal Government before the 24th March 1954, is entitled to the benefits of pension-cum-gratuity scheme of the ¹⁶⁹Federal Government if he had exercised option for the New Pension Rules, (pension-cum-gratuity scheme) issued by the Provincial Government. As the new pension-cum-gratuity scheme of the ¹⁷⁰Federal Government came into force with effect from the 24th March, 1954, the rules applicable to such a Government servant on his transfer to the rule-making control of the President prior to that date, would be the pension rules in Civil Service Regulations and as such in order to secure the benefit of the pension-cum-gratuity scheme of the ¹⁷¹Federal Government, he had to exercise the option specifically for the pension-cum-gratuity scheme of the ¹⁷²Federal Government and the option for the similar scheme of the Provincial Government exercised by him is infructuous in this respect.

As those Government servants who were transferred from the Provincial Pension Rules to ¹⁷³Federal Pension Rules exercised option for the pension-cum-gratuity scheme of the Provincial Government under the wrong impression that they were under the Provincial Rules and as these options are infructuous, the President has been pleased to decide that a fresh opportunity may be given to them to elect the new pension-cum-gratuity scheme of the ¹⁷⁴Federal Government and they may exercise option, if they so desire, within a period of 6 months from the date of issue of these orders, failing which they will be governed by the ordinary pension rules of the ¹⁷⁵Federal Government.

Government servant under the rule-making control of a Governor transferred to the rule-making control of the President after the date of introduction of the new pension-cum-gratuity scheme by the ¹⁷⁶Federal Government will unless they elect to retain the

¹⁶⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁶⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁷⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁷¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁷²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁷³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁷⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁷⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁷⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

Provincial Rules under Art. 4-A of the Civil Service Regulations, be governed by the new pension-cum-gratuity scheme of the ¹⁷⁷Federal Government automatically.

[M.F. O.M. No.F.12(40)-RI/57, dated the 22nd March, 1960.]

2. In the case of an officer who has rendered 5 years or more but less than 10 years qualifying service, gratuity equal to 10 months emoluments subject to a maximum of Rs.10,000/- may be granted to him on retirement or to his family in the case of his death while in service.

[Para 1(ii) of M.F. O.M. No. (4) F.12 (2)-RI/53, dated the 24th March, 1954]

[For definition of the term “family” and procedure for making nominations for and payment of gratuity in the event of Government servant’s death before retirement, see Annexure.]

Supplementary Instructions—

(i) The term “emoluments” for the purpose of the new rules will be as defined in Article 486, Civil Service Regulations.

[Para 1 (h) of M.F. O.M. No. (15) F-12 (6)-R.1/54, dated the 1st July, 1954.]

(ii) A doubt has been raised whether in the case of retirement of a Government servant who has rendered 5 years’ or more but less than 10 years’ qualifying service, the gratuity mentioned in Paragraph 2 above will be granted in addition to 3/4th of the amount of gratuity admissible under Article 474, Civil Service Regulations, on surrendering 1/4th of the existing pensionary benefits. It is clarified that in the case of an officer who has rendered 5 years’ or more but less than 10 years’ qualifying service, the new concession of a gratuity equal to 10 months emoluments subject to a maximum of Rs.10,000 is in replacement of the gratuity admissible under Article 474, Civil Service Regulations, as in their case, no pension is due and the Government servant does not surrender the prescribed portion of 1/4th of pension.

[M.F. O.M. No.(50) F.12 (2)RI/55, dated the 16th March, 1955.]

3. In the event of retirement or death of an officer who has rendered qualifying service for 10 years or more—

(a) A gratuity payable to him or to his family, in the case of his death, calculated at the following rates for each rupee of his pension surrendered under Paragraph 1 above:—

If qualifying service is 10 years or more but less than 15 years.....Rs.130

If qualifying service is 15 years or more but less than 20 years.....Rs.120

¹⁷⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

If qualifying service is 20 years or more but less than 25 years.....Rs.110

If qualifying service is 25 years or more.....Rs.100

[Para 1(iii)(a) of M.F. O.M. No. (4) F.12 (2)-RI/53, dated the 24th March, 1954]

Above rates were revised vide M.F., O. M. No. F. 12(10)-RI (1)/57, dated the 18th July, 1957 as under:—

If qualifying service is 10 years or more but less than 15 years.....Rs.140

If qualifying service is 15 years or more but less than 20 years.....Rs.130

If qualifying service is 20 years or more.....Rs.120

Above rates were further revised vide M.F., O. M. No. F.2(8)-R6/68, dated the 28th January, 1970, effective from 01-01-1970, as under:-

If qualifying service is 10 years or more but less than 15 years.....Rs.187

If qualifying service is 15 years or more but less than 20 years.....Rs.173

If qualifying service is 20 years or more.....Rs.160

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(b) In the event of his death before retirement, payment to his family for 5 years, 50% of the pension calculated as in Paragraph 4 below and in the case of death after, but within 5 years of retirement, payment to the family of the reduced pension for the un-expired portion of 5 years.

[Para 1(iii)(b) of M.F. O.M. No. (4) F.12 (2)-RI/53, dated the 24th March, 1954]

[For definition of the term “family” and procedure for making nominations for and payment of gratuity and or pension in the event of Government servant’s death before, or within 5 years of retirement, see Annexure.]

Supplementary Instructions.—

(i) The word “pension” used in paragraph 3 above is intended to denote monthly pension and includes also the special additional pension.

[Para 1(a) of M.F. O.M. No. (15) F. 12 (6)-RI/54, dated the 1st July, 1954.]

(ii) In the case of Government servants opting for the new scheme, the amount of family pension under Paragraph 3 (b) above, in the event of death before retirement, will be 50% of the full pension calculated under Paragraph 4 below.

[Para 1 of M.F. O.M. No. (32) F.12 (6)-RI/54, dated the 23rd October, 1954.]

- (iii) The term “reduced pension” occurring in Paragraph 3 (b) above is intended to denote the amount of pension remaining after surrendering 1/4 thereof under Paragraph 1 above. The amount of pension which in the event of a Government servants death after but within 5 years of retirement is payable to the family for the un-expired portion of 5 years would thus be 50% of the “reduced pension” as clarified above.
- (iv) The gratuity payable under Paragraph 3 (a) above should be worked out on the fraction of a rupee of the surrendered pension calculated to the nearest anna i.e. 6 pies and above should be taken to the next higher anna and amounts below 6 pies may be disregarded.

[Para 1 (a) of M.F. O.M. No. (37) F. 12(7)-RI/54, dated the 24th November, 1954.]

- (v) The amount of gratuity admissible under Paragraph 3 (a) above is to be calculated in rupees on a progressive scale according to the length of qualifying service. As the above gratuity will be granted in lieu of 1/4th of the amount of pension surrendered, it has been decided that in the case of Government servants whose pensions are stated in sterling and who are eligible for the benefits under the Scheme, the amount of gratuity will also be calculated in sterling at the same rate as indicated for rupee pension, for example, for each sterling of the pension surrendered, the gratuity payable after a service of 10 years, or more but less than 15 years will be £140 and so on. Such sterling gratuity when payable in Pakistan in rupees, will be converted at such rate of exchange as may be applicable in respect of the remaining portion of the sterling pension in the event of this payment being made in Pakistan in rupees.

[M.F. O.M. No.F.12(3)-RI/55, dated the 6th June, 1955.]

4. In the event of death before retirement, pension for the purposes of these orders will be calculated as if the officer retired on invalid pension on the date of his death. *[but the family pension would be payable from the day following the date of death.]

[Para 1(iv) of M.F. O.M. No. (4) F.12(2)-RI/53, dated the 24th March, 1954.]

*[Added by G.P. M.F. Addendum No. 361-RI/(1)55, dated 12-4-1955.]

5. These benefits will be admissible also to Government servants on the prescribed scales of pay at present covered by Revised Pension Rules and to Railway employees who are members of Railway Provident Fund, if they forego their existing Contributory Provident Fund benefits and elect pensionary benefits in lieu of them.

[Para I (v) of M.F. O.M. No. (4) F.12 (2)-RI/53, dated the 24th March, 1954.]

Supplementary Instruction.—The Revised Pension Rules indicated in Paragraph 5 above refer to the pension rules contained in Article 349-AA and other relevant Article of the Civil Service Regulations.

[Para 1(d) of M.F. O.M. No. (37) F.12 (7)-RI/54, dated the 24th November, 1954.]

6. The existing pension rules contained in the Civil Service Regulations and the Superior Civil Services Rules, 1924, in their application to officers under the rule-making control of the President, shall be modified to the above extent. Government servants in service on the date of issue of these orders must exercise their options in favour of the existing rights or the above benefits, as the case may be, within a period of **4 months from the date of issue of these orders or before the officer retires from service, whichever is earlier. The options in the case of gazetted officers *of grades 16 and above will be communicated to the Accounts Officers concerned and in the case of non-gazetted staff, in Grades 1-15 to the Heads of their Offices and will be recorded in their Service Books. Option once exercised shall be final.

[Para 2 of M.F. O.M. No. (4) F.12(2)RI/53, dated the 24th March, 1954.]

**Extended up to 30-6-1958 by M.F. O.M. No. F. 12(12)-RI(l)/58, dated 14-5-1958.

*Substitutions for gazetted and non-gazetted and as Div. Notification SRO No.1530 (1)/73 dated 3rd November, 1973.

Supplementary Instructions.—

- (i) The Government servants on leave on the date of issue of these orders should also be required to exercise the option within the prescribed time limit from that date. In case, however, the leave is spent outside Pakistan, the option should be exercised within the time limit commencing from the date of their return to Pakistan.

[Para 1(f) of M.F. O.M. No. (15) F.12 (6)RI/54, dated the 1st July, 1954.]

- (ii) The Government servants who fail to exercise their option within the prescribed time limit, should be deemed to have elected to continue to be governed by the pension rules to which they were subject immediately before the date of promulgation of the new pension rules.

[Para 1(g) of M.F. O.M. No. (15) F.12 (6)-RI/54, dated the 1st July, 1954.]

- (iii) Please see Instruction (iv) under Paragraph 1 above.

General Instructions

- (i) The facilities for commutation of pension will, subject to general limitation, continue to be admissible to Government servants, opting for the new pension rules. The commutation will be allowed upto one-half of full pension and this half is to include the surrendered portion so that the un-commuted

portion remains within the same limit as under the pre-existing rules. The following example will illustrate the correct interpretation of the orders:—

Full pension	Rs.500
Surrendered portion	Rs.125
Maximum amount to be commuted...		Rs.125

[Para 2 of M.F. O.M. No. (32) F.12(6)-RI/54, dated the 23rd October, 1954.]

- (ii) The rate of temporary increase in pensions will be assessed on the amount of full pension admissible to a Government servant before surrender of 1/4th of the pension.

[Para 1(b) of M.F. O.M. No. (37) F. 12(7)-RI/54, dated the 24th November, 1954.]

- (iii) The gratuity on account of the surrendered value of 1/4th pension is analogous to the payment of commuted value of pension and should, therefore, be booked under the major head "83-Payments of Commuted Value of Pensions" and not under the head "55-Superannuation Allowances and Pensions".

[Para 1(c) of M.F. O.M. No. (37) F. 12(7)-RI/54, dated the 24th November, 1954.]

- (iv) Anticipatory pension will also be admissible to the family of a Government servant in the event of his death before retirement. In such case, the gratuity admissible to the family under Paragraph 3(a) above will be calculated on 25% of the amount of pension on which the anticipatory pension to the family is based.

[Para 1(e) of M.F. O.M. No. (37) F. 12(7)-RI/54, dated the 24th November, 1954.]

- (v) The awards of extraordinary pension and gratuity admissible under the Civil Service Regulations and other sets of rules will be granted, in addition to the amounts of gratuity and pension to which the Government servant or his family is entitled under the provisions of the new pension rules.

[Para 1(f) of M.F. O.M. No. (37) F.12 (7)-RI/54, dated the 24th November, 1954.]

- (vi) The provisions of the new pension rules will also apply mutatis mutandis to the compassionate allowances granted under Article 353, Civil Service Regulations.

[Para 1(g) of M.F. O.M. No. (37) F.12 (7)-RI/54, dated the 24th November, 1954.]

- (vii) Representations have been received from various administrative Ministries in which it has been recommended that retrospective effect may be given in general to the new pension-cum-gratuity scheme and that the benefits accruing thereunder may be given to the families of Government servants who have died before the date of effect of the new rules. Individual cases have also been received in which the extension of these benefits to the

families of particular Government servants has been recommended. The question has been carefully considered and it has been decided that as the new pensionary benefits could be available only on the Government servant having definitely elected to be governed by the rules, no retrospective effect could be given to the said scheme either in general or to cover individual cases of those officers who died before the rules were put into effect.

[M.F. O.M. No. (45)-F.42(10)-RI/54, dated the 20th December, 1954.]

- (viii) The undersigned is directed to say that under the existing rules contained in part IV of Appendix 3 to Account Code, Vol. I, the pensionary liability in respect of a Government servant who, before retirement, has rendered service under more than one Government is allocable to the several Governments proportionately according to the length of service under each Government. The allocation under those rules taken into account the normal pensionary benefits which are admissible to Government servants on retirement, in consequence of the introduction of the new pension scheme, promulgated in this Ministry's Office Memorandum No. (4) F.12(2)-RI/53, dated the 24th March, 1954, the question of apportionment of the amount of gratuity and family pension admissible to the family of a Government servant who has rendered service under more than one Government in the event of his death before retirement or within 5 years thereof, has been under consideration of the Government of Pakistan. As the Provincial Governments have also introduced similar schemes in respect of their employees, it has been decided in consultation with the Provincial Governments that the rules of proportion contained in Appendix 3 to the Accounts Code, Vol. I should apply to the family pension admissible to the family of Government servant who has rendered services under more than one Government, in the event of his death before retirement or within 5 years thereof. The gratuity payable to the Government servant or to his family should also be allocated among the various Governments in the same proportion as the pension.

[G.P., M.F., O. M. No. F. 12(11)-RI (1)/57, dated the 28th October, 1957.]

- (ix) The provisions of the Ministry of Finance's Office Memorandum No. O.B. 2/18/63-IMP, dated the 22nd April, 1964, as amended by Corrigendum of even number dated the 6th May, 1964, sanctioning ad hoc increases in pension will mutatis mutandis be applicable to family pension granted under Para 3(b). The position in this regard is clarified as below:—
- (a) (i) In the case of family pension admissible in the event of death during service, 'gross pension' will be the family pension sanctioned plus 50% thereof i. e. 1/4th of invalid pension in lieu of which gratuity was granted to the family.
 - (ii) In the case of family pension admissible in the event of death after retirement for the unexpired portion of 5 years, 'gross pension' will be the family pension sanctioned, but if a portion of pension had been commuted by the Government servant in his life time, 'gross pension' will be the family pension sanctioned plus 50% of the pension commuted.
- (b) Increase on family pension admissible in the event of death after retirement will be with reference to the date of retirement of the

Government servant, i. e., in the case of a pensioner who retired prior to 1st December, 1962 and died after that date, the family will be eligible for the increase on family pension sanctioned for the unexpired portion of 5 years though the family pension was sanctioned on a date after 1st December, 1962.

[G. P. M. F. O. M. No. O.B. 2 (30)-IMP/04, dated the 8th July 1964.]

ANNEXURE

(See Paragraph 2 and 3)

The question as to what should constitute 'family' of a Government servant for the purpose of entitlement of gratuity/pension benefits under the new pension-cum-gratuity scheme and whether nomination in respect of gratuity and pension can be made by a Government servant, have been considered by the Government of Pakistan. It has now been decided and the President is pleased to direct as indicated below:—

SECTION I—GRATUITY

5. (1) The family for the purpose of payment of death-cum-retirement gratuity will include the following relatives of the Government servant:—

- (a) wife or wives, in 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. An "adopted child" will be considered to be a child when the Accounts Officer or if any doubt arises in the mind of the Accounts Officer, the recognized Legal Adviser of Government, is satisfied that under the personal law of the Government servant concerned, adoption is legally recognized as conferring the status of a natural child, but in this case only.

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 shall 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 shall continue to be so regarded.

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

(2) A Government servant shall, as soon as he/she completes 5 years qualifying service, make a nomination, conferring on one or more persons the right to receive any gratuity that may be sanctioned under Paragraph 2 and 3 of the original Scheme and any gratuity which having become admissible to him/her, has not been paid to him/her before death.

(3) If a Government servant nominates more persons than one person under sub-para (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.

(4) 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-para (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 event of the happening of a contingency specified therein.

(5) Every nomination shall be in such one of the Forms A & B (enclosed) as may be appropriate in the circumstances of the case.

(6) A Government servant may at any time cancel a nomination by sending a notice in writing, to the appropriate authority, provided that the Government servant shall, along with such notice, send a fresh nomination made in accordance with this paragraph.

(7) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-para (4) (a) above or on the occurrence of any event by reason of which the nomination becomes so void by reason of sub-para (4) (b) above, the Government servant shall send to the appropriate authority a notice in writing formally cancelling the nomination together with a fresh nomination made in accordance with this paragraph.

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

(9) Every nomination made, and every notice of cancellation given, by a Government servant shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in sub-para (8) above.

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

- (1) When the Government servant leaves a family:—
- (a) the amount of 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 no nomination in favour of a member or members of a family subsists, or if a nomination relates only to a part of the amount of the gratuity, the whole amount of the gratuity or the part thereof to which the nomination does not relate, shall become payable to the members of his/her family in equal shares;

Provided that no share shall be payable to—

- (i) sons who have attained the age of 21 years;
- (ii) sons of a deceased son who have attained the age of 21 years;
- (iii) married daughters whose husbands are alive;
- (iv) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in clauses (i), (ii), (iii) and (iv) above.

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

Supplementary Instruction.—A question has been raised as to what procedure should be followed for making payment of pension or shares of gratuity admissible to minor children of deceased Government servant or family pension when payable to a minor child. The President has been pleased to direct that when the beneficiary is a minor and has no regularly appointed Manager or Guardian, the sanctioning authority may allow the payment of pension or shares of gratuity of 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 a case when the deceased Government servant was a female, the sanctioning authority may, under the circumstances stated above, allow the payment of pension or shares of gratuity of minor children of the deceased to their father.

[G.P. M.F. O.M. No. F. 12(2)-RI(1)/57, dated 28-2-57 as amplified by O.M. No. F. 12(2)-RI(1)/57 dated 9-6-57, and O. M. No. F. 12(13)-Reg.(6)/82 (A), dated 18th August, 1983].

(2) When the Government servant leaves no family, the amount of gratuity shall be payable to the following surviving relatives, if any, of the Government servant in equal shares:—

- (a) mother;
- (b) father;
- (c) unmarried sisters below the age of 21 years and widowed sisters; and
- (d) brothers below the age of 21 years;

Note:—Judicially separated or divorced mother who has re-married does not fall in this category.

7. No gratuity will be payable by Government after the death of a Government servant if he/she does not leave a family as defined in para 5(1) above or an eligible dependent relative or relatives specified in sub-para (2) of paragraph 6 above.

SECTION II.—FAMILY PENSION

8. (1) Family for the purpose of payment of pension at 50% of gross or net pension as the case may be under para 6(a) or para 6(b) of this Division O.M.No. F.6(1) Rev. 1/75, dated 7-1-1977, will be as defined in para 5 (1) above. It will also include the Government servant's relatives mentioned in sub-para (2) of paragraph 6 above.

- (2) (a) A pension sanctioned under this Section will be allowed to:—
 - (i) Widow of the deceased for her life, if the deceased is a male Government servant and husband in case of a female govt. servant [para-9 of No. 1(13)-Reg.6/83, dated:- 23-10-1983]. 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 for life and children. If the number of surviving widows and children together is more than four, 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 children. For the purpose of this clause, the term "children" exclude sons above the age of 21 years, married daughters and daughters above the age of 21 years;
 - (ii) failing a widow or husband, as the case may be, to the eldest surviving son till he attains the age of 21 years; [1(13)R.6/92-Vol-II, dt: 19-1-84]
 - (iii) failing (i) and (ii), to the eldest surviving unmarried daughter till her marriage; if the eldest daughter marries or dies, the next eldest daughter till her marriage;[2(2)-R.6/96, dt: 3-7-1997]
 - (iv) failing (i) to (iii), to the widowed daughter for life or till her remarriage; [2(2)R.6/96-IX-700, dt:7-7-2015]
 - (v) failing (i) to (iv), to the divorced daughter for life or till her remarriage; [2(2)R.6/96-IX-700, dt:7-7-2015]

[Paras (ii), (iii), (iv) & (v) above would be substituted with the following new para:—

“8(1) (2) (a) (ii) failing widow or husband, as the case may be, the pension shall be divided equal among the surviving son(s) not above 21 years and unmarried daughter(s)/widowed daughter(s)/divorced daughter(s) till marriage/re-marriage.” F.D., O.M. No.F.13(16)-Reg.6/2017-516, dated 19-06-2018]

Note:—the serial numbers of the paras 8(1)(2)(a) would be amended accordingly..

- (vi) failing (i) to (v), to the eldest widow of a deceased son of the Government servant for 10 years or un-expired portion of 10 years;
- (vii) failing (i) to (vi), to the eldest surviving son below 21 years of age of a deceased son of the Government servant for 10 years or un-expired portion of 10 years;
- (viii) failing (i) to (vii), to the eldest un-married daughter below 21 years of age of a deceased son of the Government servant for 10 years or un-expired portion of 10 years;
- (ix) failing these, to the eldest widowed daughter of a deceased son of the Government servant for 10 years or un-expired portion of 10 years.

Supplementary instruction.—Please see instruction below paragraph 6(1) above.

Further substituted vide **F.D. O.Ms. No. 1(13)Reg.6/83-Vol.II, dated 19th January, 1984, No. 2(2)Reg.6/96, dated 3rd July, 1997, No. 2(2)Reg.6/96-IX-700, dated 7th July, 2015 and No.F.13(16)-Reg.6/2017-516, dated 19-06-2018.**

(b) In the event of no pension being payable under clause (a), the family pension may be granted for a period of 10 years or un-expired portion of 10 years—

- (i) to the father; for life [No. 2(2)Reg.6/96, dt: 21-8-1996]
- (ii) failing the father, to the mother; for life [No. 2(2)Reg.6/96, dt: 21-8-1996]
- (iii) failing the father and the mother, to the eldest surviving brother below the age of 21;
- (iv) failing (i) to (iii), to the eldest surviving unmarried sister for life or till her marriage; if the eldest sister marries or dies the next eldest unmarried sister for life or till her marriage; [No. 2(2)Reg.6/96-X, dt: 24-2-2005]
- (v) failing (i) to (iv), to the eldest surviving widowed sister for 10 years or un-expired portion of 10 years.

(3) *No pension will be payable under this Section:—*

- (a) to a person mentioned in clause (b) of sub-para (2) of this para without production of a reasonable proof that such person was dependent on the deceased Government servant for support;

- (b) to an unmarried female member of a Government servant's family in the event of her marriage;
- (c) to a widowed female member of a Government servant's family in the event of her re-marriage;
- (d) to the brother of a Government servant on his attaining the age of 21 years;
- (e) to a person who is not member of a Government servants' family.

(4) A pension awarded under this section will 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 (i) of clause (a) of sub-para (2) above.

(5) If a pension awarded under this section ceases to be payable before the expiry of the period upto which it is admissible on account of death or marriage of the recipient or other causes, it will be re-granted to the person next lower in order mentioned in sub-para (2) of this paragraph.

Supplementary Instruction. A case had arisen in which the widow of the late Mr..... had later re-married..... On the re-marriage of the widow, the family pension becomes payable to the only son of the deceased through his guardian. The question is from what date family pension should be allowed to minor son of the deceased. It has been decided in consultation with the Comptroller and Auditor General of Pakistan that as the family pension of the widow ceased to be payable from the date of her re-marriage, the next legal beneficiary should be allowed to draw the pension with effect from the date on which it ceased to be paid to the widow. This would be in line with the procedure followed on the Defence side. (M.F. O.M. No. 738-RI/64, dated the 13th June, 1964).

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

(7) A pension sanctioned under this Section will be payable in addition to any extraordinary pension or gratuity that may be granted to the members of a Government servant's family under the existing rules.

(8) As in the case of a grant of an ordinary pension, future good conduct of the recipient is an implied condition of every grant of a pension under this Section.

9. In case the deceased is a female Government servant the right of her husband for family pension shall continue in accordance with the old rules of the Pension-cum-Gratuity Scheme of 1954 as existed prior to 1st July, 1983.

[Finance Division's O. M. No. 1(13)-Reg. 6/83, dated 23-10-1983.]

SECTION III.—GENERAL

10. (1) The existing rules which apply to the grant of ordinary pension will also apply in respect of gratuity and pension that may be sanctioned under Section I and II in so far as such rules are not inconsistent with the provisions of these orders.

(2) The Government will have the right to effect recovery from a gratuity or pension sanctioned under Section I and II in the same circumstances as recoveries can be effected from ordinary pension.

(3) A gratuity or pension to the family will be sanctioned under Section I and II by the authority competent to sanction pension to the Govt. servant concerned after giving due regard to the provisions of Article 470 of CSR.

11. These orders will be deemed to be effective, from the 24th March, 1954, but cases already decided under Government orders between that date and the date of issue of these orders will not be re-opened.

[M.F. O.M. No. F.12 (12)-RI/56, dated the 15th August, 1956].

FORM A

**Nomination for Death-cum-Retirement Gratuity
When the Govt. servant has a 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 become admissible to me on retirement may remain unpaid at my death.

Name and address of the nominee.	Relationship with the Govt. 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 pre-deceasing the Govt. Servant.

Dated this.....day of.....20 at.....

Witnesses to signature

Signatures of Govt. servant

1.....

2.....

(To be filled in by the Head of Office in the case of non-gazetted Govt. servants.)

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

FORM B

Nomination for Death-cum-Retirement Gratuity when the Govt. servant has a 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 Government in the event of my death while in service and the right to receive on my death, to the extent specified any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name(s) and address (es) of the nominee(s).	Relationship (s) with the Govt. servant.	Age	*Amount of or share of gratuity payable to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, address relationship of the person, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Govt. servant.

N. B:—The Govt. 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.....20
 at.....

Witnesses to signature
 1.....
 2.....

Signature of Govt. servant

*Note.— This column should be filled in so as to cover the whole amount of the gratuity. (To be filled in by the Head of Office in the case of non-gazetted Govt. Servants.)

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

S. No.1. —**Finance Division's O.M. No.(4)F.12(2)-R.I/53, dated:-24-03-1954.**

Subject:— Pension Rules and Retirement Benefits – Recommendations of the Pakistan Pay Commission.

The undersigned is directed to say that the recommendations of the Pakistan Pay Commission regarding the retirement benefits for Government servants in pensionable service have been under consideration of the Government of Pakistan. It has now been decided that:—

- (i). Every Government servant in pensionable service may be given the option to retain his existing pensionary rights or elect in place thereof the benefits mentioned below by surrendering 1/4th of the pension admissible to him under the existing rules.
- (ii). In the case of an officer who has rendered 5 years or more but less than 10 years qualifying service, a gratuity equal to 10 months emoluments subject to a maximum of Rs.10,000/- may be granted to him on retirement or to his family in the case of his death while in service.
- (iii). In the event of retirement or death of an officer who has rendered qualifying service for 10 years or more—
 - (a) A gratuity payable to him or to his family, in the case of his death, calculated at the following rates for each rupee of his pension surrendered under (ii) above:—

If qualifying service is 10 years or more but less than 15 years.....	Rs.130
If qualifying service is 15 years or more but less than 20 years.....	Rs.120
If qualifying service is 20 years or more but less than 25 years.....	Rs.110
If qualifying service is 25 years or more.....	Rs.100

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- (b) In the event of his death before retirement, payment to his family for 5 years, 50% of the pension calculated as in (iv) below and in the case of death after, but within 5 years of retirement, payment to the family of the reduced pension for the un-expired portion of 5 years.

- (iv). In the event of death before retirement, pension for the purposes of these orders will be calculated as if the officer retired on invalid pension on the date of his death.
- (v). These benefits will be admissible also to Government servants on the prescribed scales of pay at present covered by Revised Pension Rules and to Railway employees who are members of the State Railway Provident Fund, if they forego their existing Contributory Provident Fund benefits and elect pensionary benefits in lieu of them.

2. The existing pension rules contained in the Civil Service Regulations and the Superior Civil Services Rules, 1924, in their application to officers under the rules making control of the President, shall be modified to the above extent. Government servants in service on the date of issue of these orders must exercise their options in favour of the existing rights or the above benefits, as the case may be, within a period of 4 months from the date of issue of these orders or before the officer retires from service, whichever is earlier. Government servants joining pensionable service after the date of issue of these orders must exercise the option within 4 months of the date of their joining service. The options in the case of Gazetted officers will be communicated to the Accounts Officer concerned and in the case of non-gazetted staff to the Heads of their offices and will be recorded in their Service Books. Option once exercised shall be final.

S. No.2. —

Finance Division's O.M. No.OB.2/12/63-Imp.(I), dated:-18-08-1966.

Subject:— Revision of Pension Rules and Rates – Recommendations of the Pay and the Services Commission.

The undersigned is directed to say that the Government of Pakistan have had under consideration the recommendations of the Pay and Services Commission relating to pension. The President has now been pleased to take the decisions stated in the succeeding paragraphs, which shall take effect on and from the 1st July, 1966:—

2. **Amount of pension for permanent Government servants**— In the case of Government servants employed in a substantive and permanent capacity in pensionable service, the amount of ordinary and special additional pensions shall be regulated as follows:—

- (1) If a Government servant retires or is selected for discharge owing to the abolition of his permanent post, after completing qualifying service of 5 years but less than 10 years, he may be granted a gratuity not exceeding one month's emoluments for each completed year of qualifying service, subject to a maximum of Rs. 12,500. If such a Government servant has completed qualifying service of 10 years or more at the time of his retirement or discharge, as the case may be, he may be granted an ordinary pension not exceeding an amount calculated in accordance with the scale given in the New Pension Table, annexed to this Office Memorandum and subject to the conditions and maximum limits laid down therein. The New Pension Table shall regulate all the four kinds of pensions, namely, Compensation pension, Invalid pension, Superannuation pension and Retiring pension.

- (2) Notwithstanding the provisions of sub-paragraph (I), an officer of the (former) Indian Civil Service, who has been 25 years in the service and who has rendered 21 years active service, shall, on his resignation of the service being accepted, be entitled to an ordinary pension of Rs.13,333.34 per annum.
- (3) Government servants who have rendered service on a pay [as defined, in Fundamental Rule 9(21)] exceeding Rs.3,000 per month, may, in addition to the ordinary pension, be granted a special additional pension or pensions at the rates and subject to the maximum limits laid down in the New Pension Table.

3. **Amount of pension for temporary Government servants.**—A Government servant in pensionable service, who is not employed in a substantive and permanent capacity, may be granted an ordinary pension or gratuity, as the case may be, in accordance with the provisions of paragraph 2(1), if he retires from service, or if he is discharged after completing qualifying service of 25 years or more, owing to the abolition of his post or replacement by a “qualified” candidate. If such a Government servant is discharged after completing 10 years but less than 25 years qualifying service, he may be granted a gratuity not exceeding one month emoluments for each completed year of qualifying service, subject to a maximum of Rs.25,000.

4. **Pension-cum-Gratuity Scheme.**— Subject to the provisions of paragraph 2(1), as regards the scale and amount of gratuity admissible for a qualifying service of 5 years but less than 10 years, the existing provisions of the Pension-cum-Gratuity Scheme, 1954, introduced under the Ministry of Finance, Office Memorandum No. (4)F.12(2)-R.1/53, dated, the 24th March, 1954, as amended and amplified from time to time, shall remain in force and apply, until altered, repealed or amended, to all Government servants whose pension is regulated by these orders.

5. **Retiring Pension.**—Subject to the provisions of the Essential Services Maintenance Act, all Government servants shall have the right to retire on a retiring pension after completing 25 years qualifying service; provided that a Government servant, who intends to retire before attaining the age of superannuation shall, at least, three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him, indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final and shall not be allowed to be modified or withdrawn.

*[The right given by this paragraph shall not, however, be available to Government servant against whom a departmental enquiry is pending.]

*Amended vide M.F.O. No. O.B/2/12/63-Imp(I), dated 15-11-1969]

6. **Service in an autonomous or semi-autonomous body.**— For the purpose of grant of pension (including Special Additional Pension) under these orders, the emoluments or pay drawn and the effective service rendered by a Government servant in

an autonomous or semi-autonomous body, the authorized capital or which is wholly subscribed by the Federal and/or Provincial Govt. in a post appointment to which is, by law, required to be made, and the salary of which is required to be fixed, by the ¹⁷⁸Federal Government or by a Provincial Government, shall be treated as the emoluments or pay drawn and effective service rendered, in a post in government service.

7. Qualifying Service and Emoluments.—For the purpose of grant of ordinary pension under these orders:—

- (1) Service rendered by a Government servant before attaining the age of 20 years shall not be treated as service qualifying for pension;
- (2) A deficiency of six months or less in the qualifying service of a Government servant shall be deemed to have been condoned.
- (3) A deficiency of more than six months but less than a year may be condoned by the competent authority if both the conditions mentioned below were satisfied:—
 - (a) if the Government servant dies while in service or retires under circumstances beyond his control, such as on invalidation or abolition of his post, and, but for such contingency, he would have completed another year of qualifying service; and
 - (b) the service rendered by the Government servant was meritorious.
- (4) a deficiency of one full year or more shall not be condoned; and
- (5) the term “Emoluments” shall mean the emoluments which the Government servant was receiving immediately before his retirement and shall include—
 - (a) Pay as defined in F.R. 9 (a) (i);
 - (b) Special pay granted in terms of F.R. 9 (25);
 - (c) Technical Pay;
 - (d) Personal Pay; and
 - (e) Any other emolument which may specifically be declared as emoluments reckoning for pension.

8. Option for Government servants in pensionable service.—(1) Government servants who were in pensionable service on the 1st July, 1966, shall be

¹⁷⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

allowed the option to retain their existing pensionary benefits. This option should be exercised in writing and communicated, in the case of gazetted officers, to the Accounts Officer, and in the case of non-gazetted Government servants, to the Head of Office, concerned, so as to reach him within six months from the date of issue of this Office Memorandum. If, on that date, a Government servant is on leave or temporary deputation outside Pakistan, he may exercise his option and communicate it within six months from the date of his return from leave or deputation abroad.

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

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

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

9. Option for Government servants entitled to contributory provident fund.— (1) Government servants who were in non-pensionable service on the 1st July 1966, excluding those employed on contract or otherwise for a specified period or term which did not extend to the age of superannuation, and who were entitled to the benefits of a Contributory Provident Fund shall, unless the amount of the Contributory Provident Fund has been paid, be allowed to opt for the pensionary benefits sanctioned in this Office Memorandum, in lieu of the existing retirement benefits admissible to them. This option shall be exercised and communicated in the manner, subject to the conditions and within the time limits, prescribed in sub-paragraphs (1)—(3) of paragraph 8. Those Government servants who do not exercise and communicate their options for the pensionary benefits sanctioned in this Office Memorandum within the prescribed time-limits shall not be entitled to the benefits thereof and shall continue on their existing terms.

(2) In the case of those who opt for the pensionary benefits sanctioned in this Office Memorandum, the amount of the employees' contributions to the Contributory Provident Fund shall be deemed to have been subscribed to the General Provident Fund and shall, for all purposes, be governed by the rules of that fund. The service rendered by such Government servants from the date of joining the Contributory Provident Fund, or the date of attaining the age of 20 years, whichever is later, shall, subject to the rules for reckoning qualifying service for pension, count for such service.

10. Grant of increase in service pensions.— Government servants who retired on or after the 1st December, 1962, but, before the 1st July, 1966, shall for the period from the 1st April, 1964 to the 30th June, 1966, be granted the same increase in service pension as was granted to those Government servants, who retired before the 1st December, 1962 in accordance with the Ministry of Finance, Office Memorandum No.OB-

2/18/63-IMP, dated the 22nd April, 1964, as amended from time to time. In the case of those Government servants who have died after the 1st December, 1962, but before the 1st July, 1966, and, to whom the Pension-Cum-Gratuity Scheme, 1954, was applicable; the family pension for the period from the 1st April, 1964 to the 30th June, 1966, shall be refixed after taking into account the pension increase sanctioned in this paragraph.

11. **Revision of existing pensions.**—(1) The pension of Government servants who retired before the 1st July, 1966, including family pensions, in course of payment on that date shall, on receipt of application from the pensioner in accordance with the Press Note, dated 9th August, 1966, issued by the Comptroller and Auditor General of Pakistan (copy attached) be revised with effect from the 1st July, 1966, according to these orders; provided that, if the existing pension plus the increase in service pension admissible before that date is more than the pension, as calculated under these orders, the existing pension plus increase thereon shall continue to be paid. For the purpose of revising the pension under these orders, it shall not be necessary to obtain a revised sanction from the pension sanctioning authority, except in a case where a pension was reduced in terms of Article 351 or Article 470 of the Civil Service Regulations.

(2) In the case of existing pensioners, who have already drawn a lump sum gratuity under the Pension-Cum-Gratuity Scheme, 1954 or have, received the commuted value of a portion of their pension before the 1st July, 1966, the increase in the gross pension accruing under these orders shall be paid in the shape of monthly pension and no portion of that increase shall be allowed to be commuted or converted into gratuity.

12. **Rate of exchange for payment in Sterling.**— All pensions payable under these orders including the increase in service pension sanctioned in para 10, shall, when payable in Sterling, be converted into Sterling at the official rate of exchange for the time being in force.

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

14. **Application of existing rules and orders.**—In any matter in respect of which no provision has been made in these orders, the existing provisions of the rules and orders regulating grant of pension shall continue to apply until altered, repealed or amended; provided that for the purpose of the grant of Special Additional Pension under these orders, the provisions of clauses (I) and (7) of Article 457-A and clauses (1) and (7) of Article 475-AA of the Civil Service Regulations shall not apply.

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

[M.F. O.M. No. O.B. 2/12/63-Imp. (I), dated the 18th August, 1966.]

**ANNEXURE TO THE MINISTRY OF FINANCE "OFFICE MEMORANDUM
NO.OB. 2/12/63-LMP.(I), DATED 18TH AUGUST, 1966**

New Pension Table

I. Ordinary Pension

Completed years of qualifying service	Scale of pension expressed in fractions of average emoluments	Maximum limit of pension per month (Rs)
1	2	3
10	10/50	250
11	11/50	275
12	12/50	300
13	13/50	325
14	14/50	350
15	15/50	375
16	16/50	430
17	17/50	485
18	18/50	540
19	19/50	595
20	20/50	650
21	21/50	695
22	22/50	740
23	23/50	785
24	24/50	830
25	25/50	875
26	26/50	900
27	27/50	925
28	28/50	950
29	29/50	975
30 and above	30/50	1,000

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

II. Special Additional Pension

- (1) Special Additional Pension Grade III.— Rupees 25 per month for each completed year of effective service on a pay exceeding Rs.3,000 per month but not exceeding Rs.3,250 per month, subject to a maximum of Rs.125 per month.

- (2) Special Additional Pension Grade II.— Rs.45 p.m. for each completed year of effective service on a pay exceeding Rs.3,250 p.m. but not exceeding Rs.3,500 p.m. subject to a maximum of Rs.225 p.m.
- (3) Special Additional Pension Grade I.— Rs.70 per month for each completed year of effective service on a pay exceeding Rs.3,500 per month, subject to a maximum of Rs.350 p.m.

Note.— The combined maximum of Special Additional Pensions in Grade-III and Grade-II shall be Rs.225 per month and the combined maximum of Special Additional Pensions of all the three Grades shall be Rs.350 per month.

PRESS NOTE

Revised Pension Rules And Rate—1966

The Government of Pakistan have decided to revise the pension rules in respect of the civilian ¹⁷⁹Federal Government servants with effect from the July 1, 1966. The new pension rules would apply to those ¹⁸⁰Federal Government servants also who have retired before July 1, 1966. These would comprise:—

- (i) Pensioners who are drawing pension exceeding Rs.500 per month (gross) (no ad- hoc increase was granted to them).
- (ii) Government servants who retired before the 1st December, 1962, and were drawing pensions not exceeding Rs.500 per month (gross) and were granted an ad hoc increase in pension with effect from 1st April, 1964.
- (iii) Government servants who retired on or after 1st December, 1962 before the 1st July, 1966 and were drawing pensions not exceeding Rs.500 per month (gross) but were not granted an ad hoc increase in pension.

2. The pension of the Government servants in category (i) above would be recalculated w.e.f. 1st July, 1966, on the basis of the new pension rules.

3. In the case of Government servants falling in category (ii) above, pension of the existing pensioners will be recalculated w.e.f. 1st July, 1966 on the basis of the new pension rules. In cases where the pension as re-fixed is less than the existing pension plus ad hoc increase, the existing pension plus ad hoc increase will continue to be paid to the pensioners.

4. In the case of category (iii) above, the pensioners will, in respect of the period from 1st April, 1964 to 30th June, 1966, be granted the same ad hoc increase as was allowed to pre-December, 1962 pensioner. With effect from 1st July, 1966, their pension will also be recalculated in accordance with new pension rules and in cases where the pension as re-fixed is less than the existing pension plus ad hoc increase, the existing pension plus ad hoc increase will continue to be paid to the pensioners.

¹⁷⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁸⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

5. It is, therefore, requested that all civilian pensioners of the ¹⁸¹Federal Government may please furnish the following information to the offices indicated in para 7 below on the prescribed form, to enable the Audit and Accounts Offices concerned to recalculate the pensions.

1. Name of applicant (in Block letters).
2. Father's name (in Block letters).
3. Date of birth of the applicant.
4. Post held on the date of retirement.
5. Name of the Department/Office from which retired.
6. Date of (a) commencement of service,
(b) retirement.
7. Length of continuous service, excluding periods of re-employment after retirement.
8. Broken periods of qualifying service, allowed to count for pension.
9. Deficiencies in service condoned, if any.
10. Periods of War service, if any.
11. Periods of leave without pay taken during the entire service, if any.
12. Periods of suspension, if any.
13. Pension Payment Order No. on which pension is being drawn.
14. Amount of
 - (a) Monthly pension being drawn.
 - (b) Gratuity.
 - (c) Ad-hoc increase (if drawn).
15. Amount commuted, if any.
16. Name of the Treasury/Post Office from which pension is being drawn.

6. The application forms are under print and will shortly be available on payment of ten paise per copy from all Post Offices, Treasuries and Sub-treasuries.

¹⁸¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

7. The application forms, duly filled in, may please be sent either by registered post or handed over personally during office hours, on any working day, in the Audit and Accounts Office in whose audit jurisdiction a pensioner is drawing pension. Special counters are being opened in the following offices to receive applications:—

- (i) Office of the Accountant General, Pakistan Revenues, Karachi.
- (ii) Office of the Accountant General, Pakistan Revenues, Rawalpindi.
- (iii) Office of the Accountant General, West Pakistan, Lahore.
- (iv) Office of the Accountant General, East Pakistan, Dacca.
- (v) Office of the Comptroller, Northern Area, West Pakistan, Peshawar.
- (vi) Office of the Comptroller, Southern Area, West Pakistan, Karachi.
- (vii) Office of the Deputy Comptroller, Posts, Telegraphs and Telephones Dacca.
- (viii) Office of the Deputy Comptroller, Posts, Telegraphs and Telephones, Lahore.

The above mentioned offices will issue acknowledgements and indicate case numbers which must be quoted in all subsequent reference.

8. On receipt of the applications, the pensions will be revised after obtaining verification of the particulars, and collecting further relevant information from the executive departments. The revision of the pensions will be made on TOP PRIORITY BASIS.

Comptroller and Auditor General of Pakistan.

Lahore, August 9, 1966.

S. No.3 —

Finance Division's O.M. No.F.6(1)-Rev.I/75, dated:-07-01-1977.

Subject:—Liberalized Pension Rules for Civil Servants.

The undersigned is directed to say that the question of liberalizing existing pensionary benefits has been under the consideration of Government for some time past. It has now been decided that pensions and retirement benefits of those civil servants who have retired or died on or after the 1st March, 1972 shall be determined in accordance with the following provisions.

A. ACCRUAL OF FINANCIAL BENEFITS

2. While pensions of civil servants will be fixed in accordance with these provisions with effect from the date of their retirement; financial benefit will be paid with effect from 1st February, 1977.

B. RATE AND SCALE OF PENSION

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

(b) If, for a pensioner with qualifying service of 30 years or more, the amount of a pension calculated under sub-para (a) above falls short of the amount of pension (inclusive of dearness increases) that would have been admissible under the existing rules, or exceeds it by less than Rs.45, the amount under the liberalized formula shall be so increased as to make such difference one of Rs.45. Where qualifying service is less than 30 years but not less than 10 years, proportionate reduction @ Rs. 1.50 for each year short of 30 year shall be made while working out the amount of minimum increase mentioned above.

(c) The term "emoluments", i.e. pensionable pay, shall also include dearness allowances sanctioned from time to time.

(d) On the pensions sanctioned under these orders such dearness increases in pensions shall not be admissible as were sanctioned before 1st February, 1977.

(e) Special Additional Pension shall be abolished.

C. GRATUITY FOR SERVICE OF LESS THAN 10 YEARS BUT NOT LESS THAN 5 YEARS

4. (a) The existing rate shall continue. If, however, retirement is due to invalidation, or if a civil servant dies in service, the rate shall be 1-1/2 months of pay for each completed year of service.

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

D. GRATUITY AND COMMUTATION FOR PENSIONERS RETIRING AFTER 10 YEARS' SERVICE

5. (a) Subject to sub-paras (b) and (c) below, a pensioner shall be allowed to draw full gross pension, i.e. one-fourth of the pension under Pension-cum-Gratuity Scheme, 1954, need not compulsorily be paid in the form of gratuity.

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

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

E. FAMILY PENSION

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

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

F. PENSIONS/GRATUITIES FOR INJURY OR DEATH IN COURSE OR CONSEQUENCE OF DUTY

7. The classification of disabilities and the criteria for determining their attributability to service under the ¹⁸²Federal Civil Services (Extraordinary Pension) Rules shall be as detailed in Annexure II. The rate and scale of disability/death pension and gratuity shall be as follows:—

Disability Pension/Gratuity

Class of Injury	Pension	Gratuity	Children's Pension	
			Child without own mother	Child with own mother living
A.	20% of pay subject to a maximum of Rs.600 and a minimum of pay Rs. 100 p.m. (Note: After death, it will devolve on the widow).	6 months pay	5% of pay, subject to a maximum of Rs.100 and a minimum Rs.50 per child	2-1/2% of pay subject to a maximum of Rs.50 and a minimum of Rs.25 per child.
B.	15% of pay subject to a maximum of Rs.450 and a minimum of Rs.75 p.m.	Nil	4% of pay, subject to a maximum of Rs.80 and minimum of Rs.40 per child	2% of pay subject to a maximum of Rs.40 and minimum of Rs.20 per child.
C.	Do.	Nil.	Nil.	Nil.

¹⁸²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

Death (Special Family) Pension/Gratuity

20% of pay subject to a maximum of Rs.600 and a minimum of Rs.100 p.m.	6 months pay	5% of pay, subject to a maximum of Rs.100 and a minimum of Rs.50 per child.	2-1/2% of pay subject to a maximum of Rs.50 and a minimum of Rs.25 per child.
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[Note.—As at present, the pensions/gratuities mentioned in this para will be in addition to the pensions and/or gratuities mentioned in paras 3 to 6 above].

G. PENSIONERS WHO RETIRED BEFORE 1ST MARCH, 1972

8. Such pensioners shall be entitled to have their retirement pensions recalculated in accordance with one of the following alternatives whichever is more favourable to them:—

- (i) The amount of their pensions shall be recalculated on the basis mentioned in para 3 (a) above, on their average emoluments, without dearness increases sanctioned before 1st February, 1977.
- (ii) an increase of 5 percent (in the case of an employee who retired between 1st July, 1963 and 29th February, 1972) or 12-1/2 per cent (in the case of an employee who retired upto 30th June, 1963 over his existing gross pension, plus dearness increases admissible thereon.

[Note.—For the purpose of these computations, the average emoluments will remain as calculated at the time of his retirement. Gratuity will not be revised or re-calculated. Commutation will be allowed on the basis of the original gross pension.]

9. If the demise of an existing pensioner occurred on or after 1st March, 1972, within ten years of his retirement, family pension will be admissible for the unexpired portion of ten years.

H. FAMILY PENSIONS IN EXISTENCE ON 1ST MARCH, 1972

10. If a family pension in existence on 1st March, 1972, related to a civil servant who had died while in service, the total period of the admissibility of family pension will be ten years instead of five years. If a family pension in existence on 1st March, 1972, related to a civil servant who had died within five years of his retirement, the total period of admissibility of the family pension in such a case shall be the unexpired portion of ten years instead of five years. The amounts of family pension in either case shall remain the same as on 1st March, 1972.

I. AMENDMENT OF EXISTING RULES

11. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated in the preceding paragraphs.

12. Necessary amendments in the rules shall be notified in due course.

**ANNEXURE I OF FINANCE DIVISION OFFICE MEMORANDUM
No.6(1)-REV.I/75 DATED 7TH JANUARY, 1977**

Revised Pension Table

Completed years of qualifying service				Scale of pension expressed as fractions of average emoluments
1	2	3	4	2
10	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300
21	147/300
22	154/300
23	161/300
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30 and above	210/300

Note.—Any amount in excess of Rs.1,000/- p.m. calculated in accordance with the scale shown in column (2) of this Table shall be reduced by 50%.

**ANNEXURE II TO FINANCE DIVISION OFFICE MEMORANDUM
NO.F.6(1)-REV.1/75, DATED THE 7TH JANUARY, 1977**

PART I

Classification Of Disability

CLASS A

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

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

CLASS B

1. Loss of a thumb or at least three fingers of hand.
2. Partial loss of one or both feet at or beyond tars-metatarsal joint.
3. Loss of vision of one eye.
4. Loss of all toes of one or both feet.

CLASS C

1. Limited restriction of movement of joint due to injuries.
2. Disease of 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 is on duty for 24 hours of the day except when on leave other than casual leave.

(4) An individual will be deemed to be in the performance of duty when—

(i) he is physically present in his headquarters;

(ii) he is travelling on leave at government expense;

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

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

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

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

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

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

(B) Casualties due to Disease

(a) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in service. In determining attribution 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, attribution/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.

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 pinpointed as being responsible for such an attack. It is, therefore, not easy to lay any hard and fast rule for awarding attributability/aggravation in such cases. For the guidance of medical and administrative authorities some of the factors which may precipitate the attack of heart disease are enumerated below:—

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

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

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

3. While dealing with 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.

[F.D. O.M. No. 6(1) Rev.1/75, dated 7th January, 1977.]

S. No.4.—

The undersigned is directed to refer to this Division Office Memorandum No.F.6(1)-Rev.1/75, dated:-7-1-1977, on the subject mentioned above, and to state that clarifications have been sought by certain quarters of some of the provisions contained in this Division Office Memorandum No.F.6(1)-Rev.1/75, dated the 7th January, 1977. The points raised are clarified in the succeeding paragraphs.

2. **Procedure for starting revision of calculation of pensions:** The Accounts Officers concerned should on the basis of the orders contained in the Office Memorandum of 7th January, 1977, start making revised calculations without waiting for applications.

3. **Gratuity:—** Is the difference between the gratuity (i.e. the amount payable in lieu of one-fourth of gross pension to persons having service of ten years or more) admissible on the basis of pension as calculated in accordance with the new formula and the gratuity calculated in accordance with the old formula payable to persons who retired or died on or after 1st March, 1972 ?

According to the provisions contained in paras 1 and 2 of Finance Division Office Memorandum of 7th January, 1977, pensions of civil servants who retired/retire or died/die on or after 1st March, 1972, will be calculated from the date of their retirement, or death, as the case may be, but the financial benefits will be paid with effect from 1st February, 1977 only. This means that no arrears of pension for any period before 1st February, 1977 are payable. Otherwise, the new rules remain effective from 1st March, 1972, in all respects; hence, any difference in gratuity that may accrue as a result of revision of the gross pension is payable.

4. **Commutation of Pensions:** Is the difference in commuted value resulting from an increase in the amount of gross pension as calculated under the new rules payable?

To a civil servant who retired/retires on or after 1st March, 1972, and has already had a certain percentage (not exceeding 25) of his gross pension commuted, the difference in commuted value is payable without medical certification, on the same percentage, and at the rate applicable in the case of the original commutation(s). Commutation(s) higher than that percentage (but not exceeding 25) will require medical certification and will be calculated on the basis of age next birthday.

5. **Gratuity for service of less than 10 years but not less than 5 years —** Should it be revised on the basis of the provisions contained in para 4 of this Division Office Memorandum of 7th January, 1977, where payments have already been made and difference paid?

In the case of those who have retired or died on or after 1st March, 1972, the gratuity is to be calculated at the new scale, and difference (if any) paid.

6. Family pensions in existence on 1-3-1972: Are the arrears payable to cover the period beyond 5 years?

As the life of the family pension has been extended from 5 to 10 years, it is evident that, in all cases where the period of 5 years terminated on or after 1st March, 1972, the arrears will be payable to cover the remaining period beyond five years. The amount of pension would, of course, remain unchanged.

[F.D. O.M. No. 6(1) Rev.1/75, dated 25th January, 1977.]

S. No.5.—

The undersigned is directed to refer to this Division's Office Memorandum No. F. 6(1) Rev-1/75 dated, the 7th January, 1977, on the subject mentioned above and to state that the term 'dearness increases', wherever occurring in the above mentioned Office Memorandum, includes the following four increases granted as relief to pensioners:—

1. *Ad-hoc* increase sanctioned vide this Divisions Notification No. F. 9(4) Reg.(6)/72. dated the 13th June, 1973.
2. Dearness increase sanctioned under this Division's Office Memorandum No.1057-R4/73 F.II (I) R-1/73 dated the 15th August, 1973.
3. Special dearness increase sanctioned under this Division's Office Memorandum No. F.9(I)-Reg.(6)/74 dated the 10th June, 1974.
4. Additional dearness increase sanctioned vide this Division's Office Memorandum No.F.9 (1) Reg.(6) 75 dated the 9th April, 1975.

[F.D. O.M. No. 6(1) Rev.1/75, dated 8th February, 1977.]

S. No.6.—

The undersigned is directed to refer to para 3 (c) to this Division's Office Memorandum No. F. 6(1) Rev-1/75 dated, the 7th January, 1977, on the subject mentioned above and to state that a question has been raised as to how the average emoluments should be calculated in respect of those Civil servants who were posted abroad during the period of three years (or a portion thereof) preceding their retirement. The matter has been carefully considered and it has now been decided that the dearness allowance which a Civil servant would have drawn in Pakistan but for his posting abroad be taken into account and included in the term 'emoluments' on notional basis.

[F.D. O.M. No. 6(1) Rev.1/75, dated 11th March, 1977.]

S. No.7.—

The undersigned is directed to refer to this Division's Office Memorandum No. F. 6(1) Rev-1/75 dated, the 7th January, 1977, on the subject mentioned above and to state that it has been brought to the notice of this Division that in some cases, the "take-home" pension under the liberalized rules (viz, gross pension as calculated under para 3 thereof, minus one-fourth surrendered for the purpose of gratuity) is less than the take-home pension under the former rules (viz, gross pension as calculated under those rules minus one-fourth surrendered for the purpose of gratuity, plus the ad-hoc increase and the dearness increases). The matter has been considered, and it has been decided that, if a pensioner wishes not to avail of the benefit of receiving a lump-sum by way of difference in gratuity and wishes instead that his "take-home" pension be not reduced, he will not be compulsorily paid that lump-sum.

2. Pensioners, who do not indicate, by 30th June, 1977, their desire to forego such lump-sum payment, will be presumed to have opted for the lump-sum payment.

3. The same provisions, as above, will apply in the cases of commuted provisions of gross pensions.

[F.D. O.M. No. 6(1) Rev.1/75, dated 12th March, 1977.]

S. No.8.—

The undersigned is directed to state that in para 6 of this Division Office Memorandum No. F. 6 (1)Rev.1/75, dated the 7th January, 1977, it has been provided *inter alia* that, in the case of death of a civil servant while in service, family pension shall be admissible for a period of ten years; in the case of his death within ten years of retirement, the family pension shall be admissible for the unexpired portion of ten years. The same benefits have been provided in respect of (i) a pensioner who retired before 1st March, 1972, and whose demise occurs or occurred on or after that date, and (ii) family pensions in existence on 1st March, 1972 vide para 9 and 10 thereof. In other words, only the life of the family pension has been extended from five to ten years but the other conditions have remained unchanged.

2. However, an impression seems to prevail in some quarters that, under para 10 mentioned above, a family pension in case of death after retirement can perhaps, be admissible for full ten years instead of the unexpired portion of ten years. This impression is not correct. Therefore, in order to remove any chances of the provisions being misinterpreted, it has been decided to substitute *ab-initio* the existing para 10 of this Division Office Memorandum of 7th January, 1977, by the following para:—

"10. If a family pension in existence on 1st March, 1972, related to civil servant who had died while in service, the total period of the admissibility of family pension will be ten years instead of five years. If a family pension in existence on 1st March, 1972, related to a civil servant who had died within five years of his retirement, the total period of admissibility of the family pension, in such a case, shall be the unexpired portion of ten years instead of five years. The amounts of family pensions in either case shall remain the same as on 1st March, 1972".

(F.D.O.M. No. F.6(1)-Rev.1/75, dated 15-3-1977).

S. No.9.—

The undersigned is directed to state that under rule 6 (2) of the Civil Pension (Commutation) Rules, commutation becomes absolute, that is, the title to receive the commuted portion of the pension ceases and the title to receive the commuted value accrues, on the date on which the Medical Board signs the medical certificate. A question has now been raised as to the date on which commutation should be considered as having become absolute where, as provided in para 5(c) of this Division Office Memorandum No.F.6(l)-Rev.1/75, dated the 7th January, 1977, the commutation is not subject to medical certification if it is asked for within one year of the date of retirement. The matter has been carefully considered and it has been decided that in such cases, the date of application by the retired Civil servant shall be the date of the commutation becoming absolute.

(F.D.O.M. No. F.6(1)-Rev.l/75, dated 29-3-1977).

S. No.10.—

The undersigned is directed to refer to para 5 of this Division Office Memorandum No. F.6(1)-Rev.l/75, dated the 7th January, 1977, on the subject mentioned above and to state that a question has been raised whether a pensioner who does not opt to receive gratuity equal to 25% of gross pension, can commute upto 25% of gross pension only or whether commutation may be allowed upto 50% of gross pension as admissible under Civil Pensions (Commutation) Rules. It is clarified that in case a pensioner who does not opt to draw gratuity equal to 25% of his gross pension, he can commute upto 50% of the gross pension.

(F.D.O.M. No. F.6(1)-Rev.l/75, dated 14-1-1979).

S. No.11.—

The undersigned is directed to refer to para 9 of Finance Division Office Memorandum No. F.6(1)-Rev.l/75, dated the 7th January, 1977, on the subject mentioned above and to state that it has been decided that the families of those pensioners who retired within 10 years preceding to 1st March, 1972 will also be entitled to family pension for the un-expired portion of 10 years after the death of the pensioner.

(F.D.O.M. No. F.6(1)-Rev.l/75, dated 03-02-1979).

S. No.12.—**Finance Division's O.M. No.1(13)-Reg.6/83, dated 23rd October, 1983.**

Subject:— Further liberalization of Liberalized Pension Rules for Civil Servants — Family Pension.

The undersigned is directed to refer to this Division's O.M. No. F.12(13)-Reg.(6)/82 (A), dated the 18th August, 1983, on the subject noted above and to state that enquiries have since been received as to whether—

- (i) a family pension of a widow which ceased to be payable before 1st July, 1983 is to be continued for life after this date;
- (ii) a family pension in existence on 1st July, 1983 is to be extended for life in the case of a widow.

2. The answer to the question at (i) above is in the negative, there being no family pension of the widow in existence on 1st July, 1983.

3. As regards (ii) above, it is clarified that a family pension of the widow in course of payment or to say in existence on 1st July, 1983 lasting for a period of 10 years under the previous instructions referred to in the above Office Memorandum will now be admissible to her for life or until re-marriage of the widow.

4. In the light of the position explained above and the instructions contained in this Division O. M. referred to in para 1 above, **Section I-Gratuity and Section II-Family Pension** of the **Annexure to the Pension-cum-Gratuity Scheme of 1954** will be substituted as under:—

SECTION I — GRATUITY

5. (1) The “Family” for the purpose of payment of death-cum-retirement gratuity will include the following relatives of the Govt. servant:—

- (a) wife or wives, in the case of a male Govt. servant.
- (b) husband, in the case of a female Govt. servant.
- (c) children of the Govt. servant.
- (d) widow or widows and children of a deceased son of the Govt. servant.

Note (I) A child means a legitimate child. An “adopted child” will be considered to be a child when the Accounts Officer, or if any doubt arises in the mind of the Accounts Officer, the recognized Legal Adviser of Government, is satisfied that under the personal law of the Government servant concerned, adoption is legally recognized as conferring the status of a natural child, but in this case only.

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 shall 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 shall continue to be so regarded.

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

(2) A Government servant shall, as soon as he/she completes 5 years qualifying service, make a nomination, conferring on one or more persons the right to receive any gratuity that may be sanctioned under Paragraphs 2 and 3 of the original Scheme and any gratuity which having become admissible to him/her has not been paid to him/her before death.

(3) If a Government servant nominates more persons than one person under sub-para (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.

(4) A Government servant may provide in a nomination—

(a) in respect of any specified nominee, that in the event of his/her pre-deceasing the Government servant, the right conferred upon that nominee in sub-para (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 event of the happening of a contingency specified therein.

(5) Every nomination shall be in such one of the Forms A and B prescribed in the original Scheme of 1954 as may be appropriate in the circumstances of the case.

(6) A Government servant may at anytime cancel a nomination by sending a notice in writing to the appropriate authority, provided that the Government servant shall, along with such notice, send a fresh nomination made in accordance with this paragraph.

(7) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-para (4) (a) above or on the occurrence of any event by reason of which the nomination become so void by reason of sub-para (4) (b) above, the Government servant shall send to the appropriate authority a notice in writing formally cancelling the nomination together with a fresh nomination made in accordance with this paragraph.

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

(9) Every nomination made, and every notice of cancellation given, by a Government servant shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in sub-para (8) above.

6. When the amount of gratuity has become payable to the family it shall be the duty of the Accounts Officer to make payment to the family according to the following procedure:—

(1) When the Government servant leaves a family:—

(a) The amount of 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 no nomination in favour of a member or members of a family subsists, or if a nomination relates only to a part of the amount of the gratuity, the whole amount of the gratuity or the part thereof to which the nomination does not relate, shall become payable to the members of his/her family in equal shares:

Provided that no share shall be payable to:—

- (i) sons who have attained the age of 21 years;
- (ii) sons of a deceased son who have attained the age of 21 years;
- (iii) married daughters whose husbands are alive;
- (iv) married daughters of a deceased son whose husbands are alive;

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

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

Supplementary Instruction.—A question has been raised as to what procedure should be followed for making payment of pension or shares of gratuity admissible to minor children of deceased Government servant or family pension when payable to a minor child. The President has been pleased to direct that when the beneficiary is a minor and has no regularly appointed Manager or Guardian, the sanctioning authority may allow the payment of pension or shares of gratuity of 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 a case when the deceased Government servant was a female, the sanctioning authority may, under the circumstances stated above, allow the payment of pension or shares of gratuity of minor children of the deceased to their father.

[G.P. M.F. O.M. No. F. 12(2)-RI(1)/57, dated 28-2-57 as amplified by O.M. No. F. 12(2)-RI(1)/57 dated 9-6-57, and O. M. No. F. 12(13)-Reg.(6)/82 (A), dated 18th August, 1983].

- (2) When the Government servant leaves no family, the amount of gratuity shall be payable to the following surviving relatives, if any, of the Government servant in equal shares:—
- (a) Mother;

- (b) father;
- (c) un-married sisters below the age of 21 years and widowed sisters; and
- (d) brothers below the age of 21 years.

Note:—Judicially separated or divorced mother who has re-married does not fall in this category.

7. No gratuity will be payable by Government after the death of a Government servant if he/she does not leave a family as defined in para 5(1) above or an eligible dependent relative or relatives specified in sub-para (2) or paragraph 6 above.

SECTION II — FAMILY PENSION

8. (1) Family for the purpose of payment of pension at 50 per cent of gross or net pension, as the case may be, under para 6(a) or para-6 (b) of this Division O.M. No. F. 6 (1) Rev.1/75, dated 7-1-77 will be as defined in para 5(1) above. It will also include the Government servant's relatives mentioned in sub-para (2) of paragraph 6 above.

- (2) (a) A pension, sanctioned under this Section, will be allowed to:—
 - (i) Widow of the deceased for her life, if the deceased is a male Government servant and husband in case of a female govt. servant [para-9 of O. M. No. 1(13)-Reg.6/83, dated:-23-10-1983] 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 for life and children. If the number of surviving widows and children together is more than four, 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 children. For the purpose of this clause, the term "children" exclude sons above the age of 21 years, married daughters and daughters above the age of 21 years;
 - (ii) failing a widow or husband, as the case may be, to the eldest surviving son till he attains the age of 21 years; [1(13)R.6/83-Vol-II, dt:19-1-84]
 - (iii) failing (i) and (ii), to the eldest surviving unmarried daughter till her marriage; if the eldest daughter marries or dies, the next eldest daughter till her marriage; [2(2)R.6/96, dt:3-7-1997]
 - (iv) failing (i) to (iii), to the widowed daughter for life or till her remarriage;

[No. F. 2(2)-Reg..6/96-IX-700, dt:07-7-2015]
 - (v) failing (i) to (iv), to the divorced daughter for life or till her remarriage;

[No. F. 2(2)-Reg..6/96-IX-700, dt:07-7-2015]

[Paras (ii), (iii), (iv) & (v) above would be substituted with the following new para:—

"8(1) (2) (a) (ii) failing widow or husband, as the case may be, the pension shall be divided equal among the surviving son(s) not above 21

years and unmarried daughter(s) / widowed daughter(s) / divorced daughter(s) till marriage/re-marriage.” **F. D., O.M. No.F.13(16)-Reg.6/2017-516, dated 19-06-2018]**

Note:—the serial numbers of the paras 8(1)(2)(a) would be amended accordingly.

- (vi) failing (i) to (v), to the eldest widow of a deceased son of the Government servant for 10 years or un-expired portion of 10 years;
- (vii) failing (i) to (vi), to the eldest surviving son below 21 years of age of a deceased son of the Government servant for 10 years or un-expired portion of 10 years;
- (viii) failing (i) to (vii), to the eldest un-married daughter below 21 years of age of a deceased son of the Government servant for 10 years or un-expired portion of 10 years;
- (ix) failing these, to the eldest widowed daughter of a deceased son of the Government servant for 10 years or un-expired portion of 10 years.

Supplementary instruction.—Please see instruction below paragraph 6(1) above.

Further substituted vide F.D. O.M. No.1(13)Reg.6/83 dated 19th January, 1984, O.Ms. No.2(2)Reg.6/96 dated 21st August, 1996, dated 3rd July, 1997, No.2(2)Reg.6/96-X dated 24th February, 2005 and No.2(2)Reg.6/96-IX-700, dated 7th July, 2015.

(b) In the event of no pension being payable under clause (a), the family pension may be granted for a period of 10 years or un-expired portion of 10 years:—

- (i) to the father; for life [No. 2(2)Reg.6/96, dt: 21-8-1996];
- (ii) failing the father, to the mother; for life [No. 2(2)Reg.6/96, dt: 21-8-1996];
- (iii) failing the father and the mother, to the eldest surviving brother below the age of 21;
- (iv) failing (i) to (iii), to the eldest surviving unmarried sister for life or till her marriage; if the eldest un-married sister marries or dies the next eldest unmarried sister for life or till her marriage; [2(2)R.9/96-X, dt: 24-2-2005]
- (v) failing (i) to (iv), to the eldest surviving widowed sister for 10 years or un-expired portion of 10 years.

(3) *No pension will be payable under this Section:—*

- (a) to a person mentioned in clause (b) of sub-para (2) of this para without production of a reasonable proof that such person was dependent on the deceased Government servant for support;
- (b) to an unmarried female member of a Government servant’s family in the event of her marriage;
- (c) to a widowed female member of a Government servant’s family in the event of her re-marriage;
- (d) to the brother of a Government servant on his attaining the age of 21 years;
- (e) to a person who is not a member of a Government servants’ family.

(4) A pension awarded under this section will 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 (i) of clause (a) of sub-para (2) above.

(5) If a pension awarded under this section ceases to be payable before the expiry of the period upto which it is admissible on account of death or marriage of the recipient or other causes, it will be re-granted to the person next lower in order mentioned in sub-para (2) of this paragraph.

Supplementary Instruction.—A case had arisen in which the widow of the late Mr..... had later re-married..... On the re-marriage of the widow, the family pension becomes payable to the only son of the deceased through his guardian. The question is from what date family pension should be allowed to minor son of the deceased.

It has been decided in consultation with the Comptroller and Auditor General of Pakistan that as the family pension of the widow ceased to be payable from the date of her re-marriage, the next legal beneficiary should be allowed to draw the pension with effect from the date on which it ceased to be paid to the widow. This would be in line with the procedure followed on the Defence side.

(M.F. O.M. No. 738-RI/64, dated the 13th June, 1964).

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

(7) A pension sanctioned under this Section will be payable in addition to any extraordinary pension or gratuity that may be granted to the members of a Government servant's family under the existing rules.

(8) As in the case of a grant of an ordinary pension, future good conduct of the recipient is an implied condition of every grant of a pension under this Section.

9. In case the deceased is a female Government servant, the right of her husband for family pension shall continue in accordance with the old rules of the Pension-cum-Gratuity Scheme of 1954 as existed prior to 1-7-1983.

S.No.13.—

**RESTORATION OF 1/4TH AMOUNT OF GROSS PENSION SURRENDERED
COMPULSORILY IN LIEU OF GRATUITY UNDER THE PENSION-CUM-GRATUITY
SCHEME 1954.**

The undersigned is directed to state that under the existing rules a civil pensioner is eligible to commute at his option 50 per cent of his gross pension. He has also the option to draw 1/4th amount of gross pension as gratuity and 1/4th thereof as commutation. Under this Division O. M No. F. 10 (8)-Reg.(6)/85 dated 25th June, 1985, 1/4th amount of commutation was restored to the pensioners out-living the period of commutation. The President has now been pleased to decide that civil pensioners including those paid from Defence Services Estimates who availed the benefit of gratuity only and had not drawn

commutation shall also be restored the amount of gratuity (1/4th of gross pension) only as and when they out-live the period for which the gratuity was paid.

2. In restoring the amount of gratuity, the rate of gratuity would be divided by 12 to arrive at the period of gratuity. For instance, if a pensioner had received the gratuity at the rate of Rs.160, his period of gratuity would work out to 13.33.

3. While restoring the amount of gratuity, fraction of a year which is less than 6 months will be ignored and that of 6 months and more will count as one year.

4. No arrears on account of restoration of the amount of gratuity will be payable in any case for the period prior to 1st July, 1986 due to the completion of the period for which the gratuity was paid.

[Finance Division O. M. No. F. 10(5)/-Reg.(6)-/86 dated the 1st July, 1986.]

SECTION - VI

General Orders Relating To Pension

CHAPTER I.—EXTENT OF APPLICATION

Application of Pension rules to Railway Personnel transferred to Civil Offices.

S. No. 1.—

During the last World War and after Independence a number of Government Railway servants were transferred to Civil offices. They are now being confirmed or are due for confirmation in those offices under the orders for confirmation of temporary personnel. A question has been raised whether they should be allowed to continue to subscribe to the State Railway Provident Fund or be treated as holding pensionable posts. It has been decided by the President that the cases of such officers should be settled in accordance with the principle underlying rule 28 of the Contributory Provident Fund Rules (Pakistan) (Copy enclosed). If the Railway servant concerned elects to continue to remain under the Contributory Provident Fund benefits he should be admitted to the benefits of the Contributory (Transferred Railway Personnel) Provident Fund Gratuity (now called Special Contribution to Provident Fund) and Sterling Accounts Rules contained in Appendix XA of the State Railway Establishment Code, Volume I (copy enclosed). If the government servant concerned elects to earn pension for his service, he shall cease to subscribe to the State Railway Provident Fund. The amount contributed by the Railway Administration with interest thereon, standing to his credit in the Fund shall then be credited to Civil Estimates. The amount of the Government servant's subscription together with interest, standing to his credit in the Fund shall be transferred to his credit in the General Provident Fund to which thereafter he shall or may subscribe in accordance with the rules of that Fund relative to compulsory or optional subscription. He shall be entitled to count towards pension the period during which he held a lien or a suspended lien on permanent post/posts in the Railway Department and subscribed to the State Railway Provident Fund.

2. The option allowed in para 1 above shall be exercised within three months of the date of confirmation in the Civil Department and in the case of those who have already been confirmed in the Civil Department, within three months from the date of issue of these orders. In the case of those who are on leave at the time of confirmation or on the date of issue of these orders, the option should be exercised within three months of their return from leave. The option once exercised shall be final.

CONTRIBUTORY PROVIDENT FUND RULES (PAKISTAN)

Pensionable Service

28. (1) If a subscriber is permanently transferred to pensionable service under the *["Governor-General" now President] he shall, at his option, be entitled:—

- (a) to continue to subscribe to the Fund, in which case he shall not be entitled to any pension; or

- (b) to earn pension in respect of such pensionable service in which case with effect from the date of his permanent transfer—
- (i) he shall cease to subscribe to the Fund;
 - (ii) the amount of contributions by government with interest thereon standing to his credit in the fund shall be repaid to government;
 - (iii) the amount of subscriptions together with interest thereon standing to his credit in the Fund shall be transferred to his credit in the General Provident Fund, to which thereafter he shall or may subscribe in accordance with the rules of that fund relative to compulsory or optional subscription, respectively; and
 - (iv) he shall be entitled to count towards pensions such part of the period during which he subscribed to the fund as Government may determine.

(2) A subscriber shall communicate his option under sub-rule (1) by letter to the Accounts Officer within three months of the date of the order transferring him permanently to pensionable service; and, if the communication is not received in the office of the Accounts Officer within that period, the subscriber shall be deemed to have exercised his option in the manner referred to in clause (a) of that sub-rule.

APPENDIX XA-R

N 615

(Page 249, Vol. 1)

Introduce the following as Appendix XA—

APPENDIX XA

[See Provisos below Rules 1314(1) and 1335(2)]

**Contributory (Transferred Railway Personnel) Provident Fund,
Gratuity And Sterling Accounts Rules**

1. (i) These rules may be called the Contributory (Transferred Railway Personnel) Provident Fund, Gratuity and Sterling Accounts Rules.

(ii) They shall have effect and shall be deemed always to have had effect as from the 1st April 1937 .

2. These rules shall apply to:—

- (i) Non-pensionable permanent servants of Railway Administrations who have been transferred substantively to permanent posts not under a Railway Administration, and being entitled at the time of their transfer to the benefits of the state and Company Railway Provident Fund and the State and Company Railway Gratuity Rules, as amended from time to

time, have been allowed by the ¹⁸³President in Council to retain those benefits after they were so transferred;

- (ii) Non-pensionable permanent Government Servants of the Railway Audit Branch of the Indian Audit Department, who were appointed substantively to Government Service before 1st April 1930;
- (iii) Any non-pensionable permanent government servants who may be admitted by the ¹⁸⁴President in Council to the Fund.

3. The provisions of the State and Company Railway Provident Fund Rules, the State and Company Railway Provident Fund Sterling Accounts Rules and the State and Company Railway Gratuity Rules, as amended from time to time, shall apply mutatis mutandis in relation to persons to whom these rules apply to servants of Railway Administrations, except (a) that, unless there is anything repugnant in the subject or context, for the purpose of these rules —

- (i) Accounts officers shall mean such officers as may be appointed in this behalf by the Auditor-General of India.
- (ii) (a) The fund shall mean the contributory (Transferred Railway Personnel) Provident Fund;
- (b) that the (President) may delegate powers under these rules to any subordinate authority; where none is specified, powers remain with the ¹⁸⁵President in Council.

Note.—Government servants who prior to their transfer to a permanent post not under Railway Administration, were governed by the Provident Fund and Gratuity Rules of a Company managed Railway will after their transfer continue to be governed by those Rules as amended from time to time.

4. The Fund shall be administered by the ¹⁸⁶President in Council and shall be maintained in India in rupees.

5. The balance in the State and Company Railway Provident Fund at the credit of any government to whom these rules apply shall, with interest thereon be transferred to his credit in the Fund.

6. Recoveries of any balance of advance taken by a Government servant from his account in the State and Company Railway Provident Fund due on the date on which he becomes subject to these rules shall, from that date, be credited to the fund as and when such recoveries are made.

[M.F., O.M. No.F.24(7)-RI/50, dated the 16th March 1951]

¹⁸³Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp.71-72.

¹⁸⁴Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp.71-72.

¹⁸⁵Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp.71-72.

¹⁸⁶Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp.71-72.

**Removal of distinction between superior and Government servant
(in Grades 1-2) in the matter of pension**

S. No. 2.—

The Government of Pakistan have, on the recommendations of the Pakistan Pay Commission, been pleased to decide that the existing distinction between the Pension Rules applicable to and other Government Servants in Grades 1-2 shall be removed and that Government servants in Grade 1-2 will be eligible for pensionary benefits under the rules applicable to Government servants to whom Art. 349-AA, C.S.R. applies. The minimum age of commencement of qualifying service and the age of compulsory retirement of Government servants in Grades 1-2 will however, continue to be 16 years and 60 years respectively. The above decision will be applicable to government servants (in Grades 1-2) who retire on or after 17th February 1954. The necessary amendments to the relevant Rules in the C.S.R. and the ¹⁸⁷Federal Civil in Grades 1-2 Services (Gratuity, Pension and Retirement) Rules will issue in due course.

[M.F., O.M. No.(3) F.12(2)-RI/53, dated the 24th March 1954]

Probationers

S. No. 3.—

With reference to Article 349-AA of C.S.R. a point has been raised whether a Government servant who was recruited as a probationer before the 1st October, 1938 but was confirmed in the appointment or service in which he was recruited as a probationer, with effect from a later date is entitled to be governed by Article 349-A or 349-AA C.S.R. The matter has been considered in consultation with the Comptroller and Auditor General and it has been held that such a Government servant should be deemed to have held a lien on permanent post with effect from the date of his entry into service for the purpose of Article 349-AA C.S.R. and he is entitled to be governed by Article 349-A C.S.R.

[M. F., O. M. No. F.12(15)R-I(I)/59, dated 18th March 1960]

**Ministerial servants nominated by C.P.S.C. exempted from age limit
for entry into pensionable service**

S. No.4.—

In accordance with the rule contained in section I of the Rules framed in connection with the Fundamental Rules vide Appendix 3 to the Fundamental and Supplementary Rules Vol. II a person whose age exceeds 25 years should not ordinarily be admitted into pensionable service of the State without the sanction of the Head of the Department concerned. As a result of the upper age limit for admission of candidates to appear in the Ministerial Services Examinations conducted by the Federal Public Service Commission having prescribed beyond the age of 25 years, some persons have been taken into pensionable service on the results of those Examinations at an age exceeding 25 years. The question as to whether individual sanction admitting such persons into pensionable service should be issued by the Department concerned has been under consideration and the President has been pleased to decide that the appointment of the

¹⁸⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

persons who are nominated on the results of the Federal Public Service Commission Examinations and whose age at the time to entry into pensionable service exceeds 25 years may be deemed to have been sanctioned by the competent authority in terms of the Rule contained in Section I of Appendix 3 to Fundamental and Supplementary Rules and no individual sanction in this behalf is necessary in such cases.

[M. F., O. M. No. F.6(1)R-I(I)/57, dated 6th March 1957]

S.No.5.—

Please see paras 8 & 9 of M. F. O. M. No. O. B. 2/12/63-Imp (I) dated the 18th August, 1966 under "Revision of Pension Rules and Rates" in Chapter IX. The same are reproduced below:—

8. **Option for Government servants in pensionable service.—**(1) Government servants who were in pensionable service on the 1st July, 1966, shall be allowed the option to retain their existing pensionary benefits. This option should be exercised in writing and communicated, in the case of gazetted officers, to the Accounts Officer, and, in the case of non-gazetted Government servants, to the Head of Office, concerned, so as to reach him within six months from the date of issue of this Office Memorandum. If, on that date, a Government servant is on leave or temporary deputation outside Pakistan, he may exercise his option and communicate it within six months from the date of his return from leave or deputation abroad.
 - (2) An option exercised by a Government servant under sub-para (1) shall be duly acknowledged by the Accounts Officer or, as the case may be, the Head of Office, concerned and placed on the service record of the Government servant.
 - (3) An option once exercised and communicated to the Accounts Officer or the Head of Office, shall be final.
 - (4) A Government servant who does not exercise and communicate his option within the time-limit prescribed in sub-para (1) shall be deemed to have accepted the new pensionary benefits sanctioned in this Office Memorandum.
9. **Option for Government servants entitled to Contributory Provident Fund.—** (1) Government servants who were in non-pensionable service on the 1st July 1966, excluding those employed on contract or otherwise for a specified period or term which did not extend to the age of superannuation, and who were entitled to the benefits of a Contributory Provident Fund shall, unless the amount of the Contributory Provident Fund has been paid, be allowed to opt for the pensionary benefits sanctioned in this Office Memorandum, in lieu of the existing retirement benefits admissible to them. This option shall be exercised and communicated in the manner, subject to the conditions and within the time limits, prescribed in sub-paragraphs (1)—(3) of paragraph 8. Those Government servants who do not exercise and communicate their options for the pensionary benefits sanctioned in this Office Memorandum within the prescribed time-limits shall not be entitled to the benefits thereof and shall continue on their existing terms.

- (2) In the case of those who opt for the pensionary benefits sanctioned in this Office Memorandum, the amount of the employees' contributions to the Contributory Provident Fund shall be deemed to have been subscribed to the General Provident Fund and shall, for all purposes, be governed by the rules of that Fund. The service rendered by such Government servants from the date of joining the Contributory Provident Fund, or the date of attaining the age of 20 years, whichever is later, shall, subject to the rules for reckoning qualifying service for pension, count for such service.

CHAPTER II.—SERVICE COUNTING FOR PENSION

Periods of break in service of surplus Government servants to be treated as leave.

S. No. 1.—

In cases where the services of certain Government servants were terminated on account of the abolition of certain posts in the various Ministries and their attached and subordinate offices but who were re-employed shortly after the expiry of the notice period, the period between the date of expiry of the notice and date of re-employment has to be treated as break in service of the Government servant concerned. In order to avoid the hardship caused to Government servants by such breaks in their services, it has been decided, that in cases where a Government servant was served with a notice of termination of his services, but was re-employed shortly afterwards, the period between the date on which his services were terminated and the date on which he was re-employed, may be treated as leave, provided the Government servant concerned had at the time of termination of his services sufficient earned leave at his credit to cover the period of interruption in his service.

2. Other cases of hardships which are not covered by the above decision may be referred to the Ministry of Finance for consideration.

[M. F., O.M. No. 49 I-R/49, dated the 18th March. 1949]

Interruptions in temporary/officiating service not to be condoned

S. No. 2.—

According to Article 371-A, CSR [promulgated with this Ministry's Notification No. F. 11(4)-RI/52. dated the 23rd January, 1953] the entire period of continuous temporary/officiating service followed by confirmation or such temporary/officiating service of more than 5 years, counts for pension. A question has been raised as to whether it would be permissible to condone interruptions between two spells of non-qualifying temporary/officiating service or between the non-qualifying temporary/officiating service and subsequent qualifying service in order to allow the past temporary/officiating service to count for pension under the above-mentioned Article. The provisions of the existing rule relating to the condonation of interruptions in service viz. Article 422-CSR take cognizance of only those cases where the Government servant had, prior to the interruption, rendered periods of qualifying service and it is considered fit to permit him to count certain past qualifying service towards pension. Besides, it has specifically been laid down in Article 371-A, CSR that the broken periods of temporary officiating service, if any, shall be excluded in computing the temporary officiating service which would be

allowed to qualify for pension under that Article. It has therefore, been decided by the Government of Pakistan that the condonation of interruptions in service with a view to allowing the past non-qualifying temporary/officiating service to qualify for pension under Article 371-A, CSR is not permissible under the existing rules.

[M.F., O.M. No. F. 4(9).RI(1)/57, dated the 7th January 1958]

Previous service of surplus Government servants to count for pension

S. No. 3.—

As a result of the adjustments of surpluses and deficits carried out after Independence, certain individuals who became surplus to the requirements of a particular Ministry/Department etc., were transferred to other offices in which their services were required. Necessary instructions in regard to the condonation of break in service have already been issued in the Ministry of Finance O. M. No. 491-RII/49, dated the 18th March, 1949. A question has now arisen whether the surplus staff transferred from one office to another without break in their service, or in whose case the break in service has been condoned in the light of the instructions referred to above, should be given the benefit of their previous service in the matter of pension. It has been decided that during the period the staff in question remained surplus they should be considered to be on duty for the above purposes and, therefore, they should be given the benefit of their previous service in accordance with the relevant rules.

[M. F., O.M, No. F. 2 (13)-RII/49, dated the 13th July 1949]

Beginning of qualifying service

S. No. 4.—

Please see para 7(1) at M.F.O.M. No. O. B. 2/12/63-Imp (I), dated the 18th August, 1966 under Revision of "Pension Rules and Rates" in Chapter IX. The same is reproduced below:—

7. **Qualifying Service and Emoluments.**—For the purpose of grant of ordinary pension under these orders:—

- (1) Service rendered by a Government servant before attaining the age of 20 years shall not be treated as service qualifying for pension;

Condonation Of Deficiency In Qualifying Service

S. No. 5.—

Please see paras 7(2) and 7(3) of M.F.O.M. No. O.B. 2/12/63-Imp (1) dated the 18th August, 1966 under "Revision of Pension Rules and Rates" in Chapter IX. The same is reproduced below:—

7. **Qualifying Service and Emoluments.**—For the purpose of grant of ordinary pension under these orders:—

- (1) xxxx

- (2) A deficiency of six months or less in the qualifying service of a Government servant shall be deemed to have been conducted.
- (3) A deficiency of more than six months but less than a year may be condoned by the competent authority if both the conditions mentioned below were satisfied:—
 - (a) if the Government servant dies while in service or retires under circumstances beyond his control, such as on invalidation or abolition of his post, and, but for such contingency, he would have completed another year of qualifying service; and
 - (b) the service rendered by the Government servant was meritorious.

Counting of Temporary/Officiating service for pension

S. No. 6. —

Under the existing rules temporary and officiating service does not qualify for pension or gratuity unless such service conform to the conditions laid down in Articles 370 and 371 C.S.R. It has now been decided by the Governor General:—

- (i) that Government servants borne on temporary establishments who have rendered more than 5 years' continuous temporary service should be allowed to count their entire temporary service for the purpose of pension or gratuity excluding only broken periods of temporary services, if any, rendered previously; and
- (ii) that temporary and officiating service followed by confirmation which does not qualify for pension under the existing rules should also be allowed to count for pension or gratuity subject to the exclusion of the broken periods of temporary or officiating service, if any.

2. The decisions contained in paragraph 1 above shall apply to Government servants who were in service on the 1st January, 1949, or who joined service thereafter.

[M. F., O.M. No. F. 11(4)-RI/52, dated the 19th August, 1952]

S. No. 7. —

With reference to paragraph 2 of the Office Memorandum No. F. 11 (4)- RI/52, dated the 19th August 1952 it has been decided by the Government of Pakistan that the pension of Government servants who are eligible for the concession in question and have since retired after the 1st January, 1949 shall be revised in accordance with those orders but the increased pension shall have effect only from the 19th August 1952, the date of issue of the orders.

[M.F., O.M. No.F.11(4)-RI/52,dated the 24 September, 1952]

S. No. 8. —

Under Article 371-A, CSR [as introduced by this Ministry's Notification No. F. 11(4)-R1/52, dated the 23rd January, 1953] temporary and officiating service of more than 5

years or temporary/officiating service followed by confirmation, qualifies for pension. The President has now been pleased to decide that the continuous temporary/quasi-permanent service of less than 5 years rendered by a Government servant under the Provincial Government prior to his appointment/transfer under the ¹⁸⁸Federal Government shall also be treated as qualifying service for the purpose of pension under the above-mentioned Article provided that the appointment under the ¹⁸⁹Federal Government had been in continuation on service under the Provincial Government and that the Government servant concerned is confirmed in the ¹⁹⁰Federal Government or the total continuous service rendered under the Provincial Government and ¹⁹¹Federal Government is not less than five years. The rules relating to the apportionment of pensionary charges in the case of a Government servant who has rendered qualifying service under different governments shall also apply in such cases, that is, the Provincial Governments concerned shall bear the pensionary liability in such cases in proportion to the length of temporary/quasi-permanent service rendered under them before the appointment/transfer of the Government servant to post under the ¹⁹²Federal Government.

[M. F., O.M. No. F. 10 (2)-RI(I)/57, dated the 23rd April, 1957]

S. No. 9.—

On the introduction of the unified scale of pay by the late Government of India, Finance Department, in their Office Memorandum No, F. 44(12)-W/44, dated the 19th August, 1944, a bonus at the rate of Rs.5 in respect of each month of approved service was sanctioned for temporary employees, which was paid to them at the end of the World War II. Subsequently it was decided by the late Government of India in their O.M. No. 12(1)WII/44, dated the 21st December, 1945 read with Office Memorandum No. F. 17.12;-E, II/46, dated the 9th January, 1947, that no bonus would be allowed in respect of the service rendered after the 31st March, 1946 and that if any temporary employee who had received the bonus is subsequently allowed to count such temporary service for pension he would be required to refund the entire amount of bonus drawn by him. Under Article 371-A, CSR inserted by this Ministry's Notification No. F. 11(4)- RI/52, dated the 23rd January, 1953, temporary or officiating service has been allowed to count for pension according to the following rules:—

- (i) Government servants borne on temporary establishments who have rendered more than 5 years temporary service shall count such service for pension or gratuity excluding broken periods of temporary service, if any, rendered previously; and
- (ii) Temporary and officiating service followed by confirmation which did not qualify for pension "previously also counts for pension or gratuity subject to the exclusion of broken periods of temporary or officiating service, if any.

¹⁸⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁸⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁹⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁹¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁹²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

A question has arisen as to whether the amount of bonus drawn before partition by temporary personnel who have now been allowed to count such temporary service for pension in terms of the said Article should or should not be recovered from them. It has been held that the full amount of the bonus paid to such temporary Government servants is recoverable and should be recovered from the pay at the earliest opportunity in monthly instalments of Rs.5 p.m. if the Government servant concerned so desires the amount of the monthly instalment may be fixed at a higher figure.

2. The amount of bonus recovered may be credited to the detailed head of accounts "recoveries of bonus paid to temporary clerical personnel under the scheme of unified scale of pay under the minor head "Miscellaneous" subordinate to the major head "XLIV—Receipts in Aid of Superannuation".

3. These orders are not applicable to the bonus paid to the persons employed in the P. & T. Department in whose case necessary instructions have been issued and the Railway Department in whose case separate instructions will be issued by the authorities concerned.

[M.F., O.M. No. F. 11(6)-RI(I)/59, dated the 25th August, 1959 as amended by Corrigendum No. F. 11(2)-RI/61, dated the 19th March, 1961].

S. No. 10.—

The undersigned is directed to say that a point has been raised as to whether a Government servant employed for the first time or re-employed after he has reached the age of superannuation or after retirement on a retiring pension is eligible for pension or gratuity for temporary service by virtue of Article 371-A CSR. Attention in this connection is invited to this Ministry's Office Memo. No. F. 10(2)- RI(I)-58, dated 3rd September, 1958. In paragraph 1 of this Memorandum it has been clearly stated in connection with service covered by Article 371-A CSR that pensionary benefits in respect of such service are admissible on retirement on attaining the age of superannuation or on completion of a specified length of service as determined under the rules. It follows from this that service rendered after the age of superannuation or after retirement on a retiring pension is not covered by Article 371-A CSR and no question of any pension or gratuity in respect of such service can arise. This position holds good also in the case of re-employed persons who had retired on reaching the age of superannuation or on retiring pension from service under Government of India or any other foreign Government.

The Ministry of the Interior, etc., are requested to dispose of in the light of the above decision, the cases, if any, in which pension/gratuity is claimed by such persons for temporary service.

[M.F., O.M. No. F.12(33)-RI/59, dated the 25th April 1960]

Periods of apprenticeship to count for pension up to one-half

S. No. 11. —

Under the existing rules (Art. 372, C.S.R) the service rendered as Apprentices does not qualify for pension except in cases, mentioned in that Article. The Government of Pakistan have been pleased to decide on the recommendation of the Pakistan Pay

Commission that one-half of the period of apprenticeship may be allowed to count as qualifying service for the purposes of pension. The general provision contained in Article 372, C.S.R, shall be modified to the extent above.

These orders shall be deemed to have taken effect from the 17th February, 1954, and will be applicable to those Government servants who retire on or after that date.

[M.F., O.M. No. F. (1)-12(2)-RI/53, dated the 24th March, 1954.]

Periods of military service rendered during World War II.

S. No. 12.—

The Government of Pakistan have had under consideration whether and, if so, to what extent 'war service' candidates appointed to civil posts on a permanent basis should be allowed to count the period of 'war service' for purposes of civil pension. It has been decided that persons who have rendered whole time satisfactory services in His Majesty's forces and have been appointed in civil pensionable post on or before the 18th July 1949 shall, subject to the general principle laid down in Articles 357-A and 357-B of the Civil Service Regulations be allowed to count the complete years of such service rendered between the 3rd September 1939 or the date of their attaining minimum age of entry in the service or post to which they are appointed, whichever is later and the 1st April, 1946, for purposes of civil pension upto a maximum of 5 years.

[M.F., O.M. No.F.11(1)RI/49, dated the 11th February, 1952]

S. No.13.—

In the case of Civil Government servant who were deputed to military duty during the World War II, it had been decided by the late Government of India that the leave salary and pension contributions at the usual rates should be paid by the Defence Department to Civil Department of the Government concerned in respect of the period of military service rendered by such Government servants. In accordance with the instructions issued by the late Auditor General of India in his letter No. 872-Admn/161-42, dated the 21st September, 1944, the Defence Accounts offices were required to afford original credits to the civil accounts offices concerned on account of such contributions and the Director of Audit, Defence Service was required to conduct a suitable test-check of the calculations of these credits. It, however, appears that the instructions were not strictly followed by the Military Accounts Officers in all cases. The Civil Accounts officer who should have watched this recovery from the Military Department do not also appear to have made suitable arrangements to which the recovery, with the result that a number of such pensioners to whom anticipatory pension have been granted under this Ministry's Office Memorandum No. F. 14(8)-RI/50, dated the 10th January, 1951, await finalisation of their pensions for want of verification of credits on account of pension contributions which were required to be recovered from the Defence Department. It has been reported that the various Accountants General and Comptrollers are at this stage considerably handicapped in verifying the recovery of those contributions on account of the non-availability of relevant records. In order, therefore, to accelerate the process of finalisation of the pensionary claims of those who have since retired and in view of the probability that the original credits would have been afforded by a Defence Department and test-check by the Director of Audit, Defence Services, as envisaged in the Auditor General of India's

letter quoted above, the ((President) has been pleased to decide that the finalisation of the pension claims of such Government servants after counting for pension the period of duty with the military department need not be held up due to the non-verification of credits of pension contributions recoverable from the Defence Department. All cases in hand may be disposed of accordingly without further delay assuming that the necessary verification has been done.

2. As regards the recovery of the pension contribution outstanding on 14th August, 1947, recoverable from the Government of India (Defence Department), the matter is under correspondence between the Financial Adviser, Military Finance and the Government of India and a separate communications will follow in due course.

[M.F., O. M. No. F.11(9)-RI/52, dated the 24th November, 1952].

Copy or letter No. 872-Adm/161-42 dated the 21st September, 1944, from the Auditor General of India, Simla, to all Accountants General and Comptrollers etc.

A reference is invited to the Auditor General's Memorandum No. 483-Admn 161-43, dated the 24th May, 1944, regarding the procedure for recovery of leave contributions of civil Government servants called for Military duty during the war. It has since been decided that the same procedure should be adopted in regard to the recovery of pension contributions also and the Military Accountant General has issued Private instructions to Accounts Officers to this effect.

Copy or Letter from the Auditor General of India, Simla, to all Accountants General and Comptroller, N.W.F.P. No. 483-Admn/161-43, Dated the 24th May, 1944.

A reference is invited to paragraph 2 of the Government of India, Finance Department circular letter No. F.7(2)-RI/42, dated the 13th January, 1942 (copy endorsed by the Finance Department to all Audit and Accounts Officers) regarding the payment by the Defence Department to the Civil Department of the Government concerned of leave salary contributions at the usual rates in respect of Civil Government servants called to military duty during the war. Owing to frequent transfer of these civil government servants from the Audit control of one Military Accounts Officer to that of another it has become extremely difficult for the Civil Accounts Officers to ascertain the actual pay drawn by them in the Defence Department from time to time for the purpose of determining the amount of the leave salary contributions for which debits are required, to be raised against Defence Department. In order to obviate this difficulty the Auditor General has decided in consultation with the Military Accountant General that until further orders the following procedure should be adopted as an experimental measure.

2. Contributions from 1st April, 1944

The Military Accounts Officer in whose audit area a Civil Government servant is for the time being employed should calculate carefully under the appropriate Civil Rules the amount of the leave salary contributions' due and afford original credits quarterly to the Civil Accounts Officer concerned. In all cases of wanting credits the Civil Accounts Officer

should address the first Military Accounts Officer to whom the transfer papers, including the last pay certificate, of the Government servant concerned were forwarded by him and send a copy of this communication to the Military Accountant General who will see that the Military Account Officer concerned takes proper action.

The Military Accounts Officer should in consultation with the Civil Accounts Officer concerned, assess the amount of leave salary and pay it to the Civil Government Servant as and when occasion arises, and pass on the debits to the latter.

A report should be submitted early in April, 1945 about the desirability or otherwise of continuing this procedure.

3. Contributions prior to 1st April, 1944.

The Civil Accounts Officer should ask the first Military Accounts Officer to whom the transfer papers including the last pay certificate of the Government servants were forwarded by him to afford credits and in doing so the former should furnish the latter with full particular, e.g., No. and date of the communication relating to the first transfer, etc. The Military Accountant General on his side will issue instructions to the effect that the Military Accounts Officer in whose audit area the Civil Government servant is at present employed, should assess in accordance with the appropriate Civil Rules the amount of contribution for the whole period (up to 31st March 1944) for which the individual has been in his payment and pass on the credit, and at the same time should ask the Controller from whom he received the individual's account on transfer to do likewise, and so on, back-wards, till the Controller who first received the transfer papers from the Civil Accounts Officer completes the process.

4. The Director of Audit, Defence Services, will conduct a suitable test-check of the calculations of these credits on account of the leave salary contributions and they may therefore be accepted by the Civil Accounts Officers without further check.

S. No. 14.—

A reference is invited to this Ministry's O.M. No. F.11(9)-RI/52, dated the 24th November, 1952. In supersession of paragraph 2 thereof it has been decided that so far as the Federal Government servants including employees of Railway and Posts and Telegraphs Departments are concerned no question of recovery of leave and pension contributions outstanding on 14th August, 1947, from Defence Department should arise at this stage as the recoveries involved were book adjustment between the two Departments of the undivided Government of India and should have been carried out in the joint accounts of undivided India. As the joint accounts have already been closed, there is no point in making these book adjustment in the Pakistan Government's post partition accounts. This will not affect the incidence of leave salary and pension of the Government servants concerned and for the purpose of determining the incidence of Pension it should be assumed that the leave and Pension contributions payable by the Defence Department have been recovered.

Outstanding contributions for leave and pension for similar war services rendered by Officers of Provincial Governments in-Pakistan, however, constitute a liability of the Government of India and are recoverable from them as other pre-partition claims of Provincial Governments concerned.

[M. F., O.M. No. F.11(9)-RI/52, dated the 9th June, 1953].

S. No.15.—

A reference is invited to this Ministry's, Notification No. F. 11(3)-RI/56, dated the 15th September 1956, introducing the new Article 357-AA. C.S.R. under which the benefit of counting completed years' of approved service up to a maximum of 5 years for Civil pension has been allowed to those Government employees who had prior to civil employment, rendered whole-time satisfactory service during World War II and who were appointed in a civil pensionable post on or before 18th July, 1949.

The period of such service which may be found pensionable under the said Article should be recorded in the service books. In the case of gazetted officers necessary action in this regard shall be taken by the Audit officers where the service records are maintained, and in the case of non-gazetted staff by the head of office/Departments concerned. The work of completing the records as above after due verification should not be left over till the retirement of the persons concerned as it will cause delay in finalizing pension cases. Moreover, with the promulgation of the 'New Pension-cum-Gratuity scheme' the necessity for calculating pension/gratuity might arise at any time if the Government servant dies while in service and the delay in completion of the records will cause hardships to the family.

The Ministry of Foreign Affairs, etc., are therefore requested to ensure early completion of the service books of the staff employed under them and also to instruct the Offices/Departments under their administrative control to take necessary action in the matter in consultation with the Audit Officer concerned.

[M. F., O.M. No. F. 10(1)-RI(I)/57, dated the 2nd February, 1957].

S. No.16.—

With reference to Article 357-AA, CSR a question has risen as to what course should be adopted in the case of a Government servant who has rendered satisfactory paid military service in the Second World War in addition to military service pensionable under the military rules before or after such war service, but who did not earn a pension by his war service in conjunction with his other military service. It has been decided that portion of the military service which was rendered before or after the war service should be dealt with in accordance with the provisions of Article 356 of the CSR and the war service portion i.e. the period between 3rd September 1939 to 31st March 1946 should be dealt with under Article 356 or 357- AA, which-ever may be advantageous to the officer subject to the limitations laid down in those Articles. If the war service is counted under Article 356, the whole of it will count, but if under Article 357-AA, only completed years up to a maximum of five years and in the later case the residue War Service cannot then be counted under Article 356.

2. If the entire military service including war service is dealt with under Article 356 of the Civil Service Regulations the whole of the gratuity received in lieu of pension (but not that given as a reward for war service) will have to be refunded by the officer concerned. If, however, the portion which was war service is dealt with under Article 357-AA, Civil Service Regulations and the rest of the military service before or after war, under Article 356 *ibid*, the amount of gratuity which the officer will refund in respect of the later portion should bear the same proportion to the total amount of gratuity received in lieu of

pension as the period dealt with under Article 356 bears to the total period of military service including the period of war service.

[M. F., O.M. No. F. 10(5)-RI(1)/59, dated the 8th August, 1959].

**Period of service rendered after invalidment to count for
pension upto a maximum of one month**

S. No. 17. —

According to Art. 455, C.S.R.— retirement of a Government servant who has submitted a medical certificate of incapacity for further service should take effect from the date of the report of the Medical Board. The findings of the medical board are not communicated direct by the board to the Government servant. As such he has to report to his office until the Board's proceedings are received and action is taken on them. This procedure results in a time lag between the date of the Medical certificate and the date on which action is finalised on the application for pension by the Department. The Government of Pakistan have had under consideration whether, and if so, to what extent the period of service rendered beyond the date of medical certificate should be allowed to count for pension. It has been decided that the government servant should not ordinarily be retained in service after the date of the medical certificate of incapacity for further service. The Ministries, Divisions, etc., are requested kindly to see that endeavours are made to dispose of such cases immediately on receipt of the Medical Certificate. In special cases, however, as for example, where it is not practicable to retire a Government servant immediately on receipt of the Medical Proceeding due to circumstances beyond their control or when the retention is in the Public interest, the period of service intervening between the counter-signatures/confirmation of the Medical Boards Proceedings and the date on which the discharge of the individual is actually affected may be allowed to count for pensionary benefits up to a maximum of one month, by the authority competent to sanction pension.

[M.F., O.M. No.(31)-F.10(10)-RI/54, Dated the 22nd October, 1954].

**Pensionary benefits admissible to displaced Provincial/States Government
Servants employed under Government of Pakistan**

S. No.18.—

The question of pensionary benefits to displaced Provincial/States Government servants who left their pensionable posts in India and who were employed under the Government of Pakistan has been under consideration for some time. It has been decided that persons who have rendered pensionable service to Provincial/States Governments, including the Chief Commissioners' Provinces in India, and who were employed under the ¹⁹³Federal Government of Pakistan on or before 31st December, 1950 should be allowed the benefit of such service rendered in India for the purpose of pension. The service rendered by these displaced employees to the Provincial Governments/States/Chief Commissioners' Provinces in India should be treated as if it was service rendered to the

¹⁹³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁹⁴Federal Government "Pensionable service" for this purpose would be the service which could be treated as pensionable under the rules of the Government to which it was rendered.

2. If the service rendered by the displaced persons on their appointments in Pakistan is temporary it should be treated as qualifying service in conjunction with the previous qualifying service for the purpose of these orders.

3. The break in service of such displaced persons may be treated as condoned. Ministries are requested to settle the cases of such displaced persons accordingly.

4. Enquiries whether service rendered by an individual not covered by these orders should be treated as qualifying service for pensionary purposes, should be made to the Ministry of Finance direct.

[Cabinet Secretariat (Establishment Division) O. M. No. 55/2/51-M-E,
dated the 15th Sept., 1955].

S. No.19.—

A reference is invited to the Establishment Division's office Memorandum No. 55/2/51/M.E ; dated the 15th September, 1955. It has further been decided that the concession contained therein, should also apply to the displaced employees of Jammu and Kashmir, Hyderabad and Junagadh States who were employed by the ¹⁹⁵Federal Government up to the 31st December, 1950.

2. As the accession of these States is under dispute, no communication should be made to the Government of India or the States concerned in respect of the past accrued rights or the service records of these displaced employees,

[Cabinet Secretariat (Establishment Division) O. M. No. 55/2/51-M.E.,
dated the 22-09-1955]

S. No.20.—

With reference to the Cabinet Secretariat Office Memoranda No.52/2/51-ME, dated the 15th September and 22nd September, 1955 doubts have been expressed on certain points as to the interpretation and application of the orders contained therein. The points raised have been considered and it has been decided as follow—

- (i) The orders apply to all cases of displaced Provincial/State Government servants who had to leave service in India because of the circumstances created by partition. As the principle of creation of Pakistan was announced on the 3rd June, 1947, all the cases where service came to an end because of resignation, dismissal or discharge after that irrespective of the fact whether the event occurred before or after the 15th August, 1947, or before or after the actual migration to Pakistan will be covered by these orders,

¹⁹⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁹⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

provided the service in Pakistan was joined upto the prescribed date. The cases of termination of service from a date prior to 3rd June, 1947 can hardly be treated as termination due to partition and such cases are excluded from the scope of these orders.

- (ii) The displaced Government servant who claims benefit of his previous pensionable service should furnish a statement showing the details of the service to the administrative authority concerned, namely, the authority competent to sanction his pension in Pakistan. The statement should be supported with the documentary evidence like Service Book, extracts from the History Sheet or other equivalent records. The leave taken with full pay or half average pay or without pay should also be shown clearly unless the information is given in the service document itself. It should also be certified that no pension in respect of the service claim was sanctioned or will be sanctioned by the Provincial/State Government concerned in India or Hyderabad State etc., whose accession is in dispute. The administrative authority should then check the statement and forward it to the Accounts Officer concerned authenticating it. The statement so authenticated should be accepted by Audit and a note may be made in the current History Book or Service Book of the Government servant concerned. Where none of the records is available, a written statement of the Government servant concerned should be taken on plain paper accompanied by the testimony of two contemporary Government servants, as contemplated in clause (iv) of Article 915 (a) of the Civil Service Regulations, Such a declaration should be placed with the record in his Service Book in lieu of local verification of service for that period.
- (iii) As the authorities in Pakistan are not aware of the pension rules of various Governments in India, the pensionary service should be computed on a uniform basis as indicated below:—
 - (a) Only permanent service will be qualifying service and temporary service should be excluded. Service as probationers will be qualifying if followed by confirmation.
 - (b) Leave taken with allowances or without allowances may count as service according to the rules in force in Pakistan.
 - (c) As the Annual Establishment Returns in respect of the persons concerned are not available in Pakistan, the usual check of pensionable service with such Returns by the Accounts Officer in Pakistan is not possible and this requirement has been specifically waived.
 - (d) Any point not covered by specific provision above may be dealt with under the provisions in C.B.R. in consultation with the Accounts Officer concerned.
 - (e) As regards the employees of Hyderabad State, etc., whose Service Books and History Sheets or any other records cannot be obtained directly from the States concerned the statement of service furnished by the Government servants from the States concerned supported by other

documents, if any, may be accepted. In the absence of any documentary evidence, the statement may be supported by collateral evidence, as provided in article 715-C.S.R.

2. The benefit of past service to displaced provincial/state government servants would also be admissible to those persons who were in service under the ¹⁹⁶Federal Government on or prior to 31st December, 1950, but who retired or whose services terminated before the issue of Cabinet Secretariat orders, dated the 15th September, 1955 and 22nd September, 1955, referred to above. In such cases, however, monetary benefit will accrue only from the 15th September, 1955.

[M.F., O.M.No.F.6(37)-RI/55, dated the 6th June, 1956]

S. No.21.—

A reference is invited to the concluding portion of paragraph 1 (ii) of this Ministry's Office Memorandum No. F. 6(37)-RI/55, dated the 6th June, 1956, in which it was stated that where none of the records is available, a written statement of the government servant concerned should be taken on plain paper accompanied by the testimony of two contemporary Government servants, as contemplated in clause (iv) of Article 915(a) of the Civil Service Regulations, and that such a declaration should be placed with the record in the Service Regulations, and that declaration should be placed with the record in the Service Book of the Government servant in lieu of local verification of the service for that period. It has been brought to the notice of this Ministry that some of the administrative departments do not allow this procedure or authenticate the testimony of the contemporary government servant before the case is referred to the Accounts Officer concerned. The Ministry of Foreign Affairs and Commonwealth Relations, etc., are requested to impress upon all concerned the necessity of following this procedure and authenticating the testimony of the contemporary government servants.

[M.F., O.M. No.F.11(1)-RI(3)/57, dated the 15th August 1957]

S. No.22.—

A reference is invited to para. 1 (ii) of this Ministry's Office Memorandum No- F. 6(37)-RI/55, dated the 6th June, 1956, in which it was, inter alia, stated that "where none of the records is available, a written statement of the Government servant concerned should be taken on plain paper accompanied by the testimony of two contemporary Government servants, as contemplated in clause (iv) of Art. 915 (a) of the Civil Service Regulations". A question has been raised as to what the term "contemporary Government servant" used therein actually means. It has been decided that the term "contemporary Government" servant may be interpreted to mean a person employed in the service of the same Government under which the displaced Government servant whose past service is required to be verified was employed. In other words the two persons should have served in the same ¹⁹⁷Federal /Provincial/State Government at the same time.

[M. F., O.M. No. F. 11(14)-RI(3)/58, dated the 25th June, 1959].

¹⁹⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁹⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No.23.—

A reference is invited to the Cabinet Secretariat (Establishment Division's) Office Memorandum No. 55/2/51-ME, dated 15th September, 1955, regarding past service of displaced Government servants counting for pension in Pakistan. Similar orders were issued by the Provincial Governments. A question arose how the cases of displaced Government servants who are entitled to the benefit of past service who joined service under a Provincial Government in Pakistan or ¹⁹⁸Federal Government before 31st December, 1960 and were thereafter transferred or appointed in continuation under a Government other than the Government where they joined service first should be regulated. It has been decided to consult with the Provincial Governments that the pension that may be added on retirement in such cases for the total service should be apportioned between the Provincial Governments in Pakistan and the ¹⁹⁹Federal Government in the ratio of the service actually rendered under the Provincial Governments and the ²⁰⁰Federal Government, as for example, a Government servant rendered permanent service for 20 years in U.P. (India) and thereafter on joining before 31st December, 1950, 2 years service under a Provincial Government in Pakistan and thereafter in continuation 5 years service under the ²⁰¹Federal Government. His pension admissible for the total service will be debitable to the Provincial Government and ²⁰²Federal Government in Pakistan in the ratio of 2 to 5.

[M.F., O.M.No.F.4(13)-RI/59, dated the 1st January 1960]

S. No.24.—

A reference is invited to para. 1 (ii) (a) of this Ministry's O.M. No. F. 6(37)-RI/55, dated the 6th June, 1956 in which it was stated that only permanent service will be qualifying service and temporary service should be excluded and that service as probationer will be qualifying if followed by confirmation. It has been decided that temporary service, if it was followed by confirmation, may also be allowed to count for purposes of the orders mentioned in this Ministry's O.M. dated the 6th June, 1956, referred to above provided that it would have counted under the rules of the Province/State in India to which it was rendered.

**Transfer of previously accrued rights of deputationists from Indian
Provincial/States Governments opting for Pakistan**

S. No.25.—

A reference is invited to para 3 of the Cabinet Secretariat Office Memorandum No. 1/1/48-EST (M.E.), dated the 24th July, 1948, in which it was stated that the question, regarding the transfer of the previously accrued rights of the deputationists (who opted for Pakistan) was being taken up by this Ministry with the Government of India and to say that the matter whether or not there should be any financial adjustment between the two countries in this respect is still under examination of the two governments. Attention in this connection is invited to the instructions issued in the Cabinet Secretariat Office

¹⁹⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹⁹⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁰⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁰¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁰²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

Memorandum No. 55/2/51-M.E., dated the 15th/22nd September, 1955, under which the benefit of past service has been allowed for purposes of pension to displaced Provincial/State Government servants who were employed under the ²⁰³Federal Government of Pakistan on or before 31st December, 1950. It has been decided that the pension cases of the deputationists who have already retired or died should be finalized and the liability of their pensions be assumed by the Pakistan Government as in the case of displaced persons. A separate list of such cases should, however, be maintained by the Accounts offices for use in the event of an agreement being arrived at with India about the incidence of liability for the pensions.

[M.F., O.M.No.F.28(25)-RI/48, dated the 23rd/26th January, 1956]

Pensionary rights of Government Servants who have opted for India finally

S. No.26.—

It has been decided that the instructions contained in the Establishment Division's O.M. No. 55/2/51-M.E., dated the 15th September, 1955, should apply mutatis mutandis to those ²⁰⁴Federal Government servants of pre-independence India who has opted for India finally but either stayed in Pakistan contrary to their final options, or joined service under the ²⁰⁵Federal Government of Pakistan on or before the 31st December, 1950.

[President's Secretariat, Establishment Division, O.M. No. 47/2/59, dated 16-1-59]

S. No.27.—

Reference Establishment Division's Office Memorandum No. 47/2/59-M.E. dated the 16th February, 1959. A question has been raised whether the benefit of post pensionable service is admissible to those final India optees who joined the service under the Federal Government in Pakistan on or before 31st December, 1950, but retired or whose services were terminated before the issue of the orders contained in the Establishment Division's Office Memorandum dated 16th February, 1959, referred to above. It has been decided that the benefit of past pensionable service should be allowed to such employees as well but monetary benefit will accrue with effect from 15th September, 1955, or the date of retirement of such persons, whichever is later.

[M. F., O.M. No.F. 9(23)-RI(3)/57, dated the 2nd May, 1960]

Service in an autonomous or semi autonomous bodies

S. No.28.—

Please see para "6 of M.F. O.M. No. O.B. 2/12/63-Imp (I), dated the 18th August, 1966 under "Revision of Pension Rules and Rates" in Chapter IX. The same is reproduced below:—

²⁰³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁰⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁰⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

6. **Service in an autonomous or semi-autonomous body.**— For the purpose of grant of pension (including Special Additional Pension) under these orders, the emoluments or pay drawn and the effective service rendered by a Government servant in an autonomous or semi-autonomous body, the authorised capital or which is wholly subscribed by the Federal and/or Provincial govt. in a post appointment to which is, by law, required to be made, and the salary of which is required to be fixed, by the ²⁰⁶Federal Government or by a Provincial Government, shall be treated as the emoluments or pay drawn and effective service rendered, in a post in government service.

S. No. 30. —

The point as to whether the service which is pensionable under military rules but which terminate before a pension has been earned in respect of it could be allowed to count as qualifying for pension when followed by service qualifying for pension under civil rules, in cases where there is a break between the two periods of such service, under the provisions of Article 356(1) CSR, has been examined as a general issue. According to Note 3 below the said Article, in order to be eligible for the concession, the individual concerned should take his discharge from the military service within 12 months of the date of his confirmation in the appointment pensionable under the civil rules. From this it would appear that the provisions of this Article are normally intended to be applicable in case of these military personnel who are deputed to civil employment and are ultimately confirmed in civil appointment. It, however, appear from the Audit Instruction in para 7 (i) Section III of Manual of Audit Instruction (Reprint), that the discretion to allow previous military service to count for civil pension has in the past been exercised also in cases where there has been break between the military and the civil service. The question as to how much break might be condoned under the above referred Audit Instruction has been considered carefully and it has been decided that on the analogy of the provisions made in Note 3, referred to above, the discretion to allow military service to count for civil pension may be exercised in cases where civil appointment has been taken up within 12 months of the date of discharge from military service. The discretion will, however, be exercised subject to the fulfilment of other condition laid down in Article 356 C.S.R.

[F.D.U.O.No.3(11)-R.6/72, dated 1-6-1972, addressed Military Finance, Rawalpindi]

S. No. 31. —

The question of counting of service rendered by a ²⁰⁷Federal Government servant under the Azad Kashmir Government prior to his appointment/transfer under the ²⁰⁸Federal Government, towards pension, has been receiving the attention, of this Ministry for some time past. It has been decided that temporary officiating and permanent service rendered by a ²⁰⁹Federal Government servant under the Azad Kashmir Government shall be treated as qualifying service for the purposes of pension under the 3 Civil Service Regulations, provided that the appointment under the ²¹⁰Federal Government had been in

²⁰⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁰⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁰⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁰⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²¹⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

continuation of service under the Azad Kashmir Government and that either the Government servant concerned is confirmed under the ²¹¹Federal Government or his total continuous service under the Azad Kashmir Government and the ²¹²Federal Government combined entitle him to pension under the Civil Service Regulations.

2. The Azad Kashmir Government and the Pakistan Government have agreed to implement the above decision of reciprocal basis.

3. The Pensionary charges in respect of the service rendered under the Azad Kashmir Government and the Government of Pakistan will be apportioned between the two governments in accordance with the rules governing the incidence of pensionary liability in respect of Government servants who have rendered service under more than one Government, the Government of Azad Kashmir being treated as separate Government for this purpose. The procedure for the financial adjustment of the share chargeable to Azad Kashmir Government would be that the A.G.P.R. should work out, at the close of each financial year, the financial liability of the Azad Kashmir Government and ask the Accountant General of that Government to make the payment. The amounts so realized will be credited to the Major Head "XLIV Receipts in aid of Superannuation". Similarly the Accountant General, Azad Kashmir Government should work out the liability of the Pakistan Government and ask the Accountant General, Pakistan Revenues, to make the payment. If in any year the payment cannot be made by the concerned Accountant General, he should advise the Kashmir Affairs Division to make the necessary adjustment against the releases of subventions.

[G.P., M.F. O.M. No. F. 3 (7)-Reg. (6)/72, dated the 20th July, 1972.]

S. No.32.—

The question of verification of service for pension of the ²¹³Federal Government servants who have rendered service in East Pakistan and are now serving in West Pakistan, has been carefully considered and it has been decided that the service rendered in East Pakistan by such Government servants shall be verified according to the following procedure:—

Gazetted Government servants.—The service rendered by a Govt. servant in a gazetted post is normally required to be verified with reference to the particulars which are shown in the History of Services, copies of which might be available in West Pakistan. In regard to the part of service rendered by gazetted officers in East Pakistan which is not included in the History of Services, the information about their service particulars may be available with the Administrative Heads of Department in West Pakistan. Where the information is not available either in the History of Services or from the record of the administrative heads of departments in West Pakistan, the Govt. servant concerned should give a written statement showing complete details of service rendered in East Pakistan, such as the date of joining in East Pakistan, names of Departments/Offices in which served, posts

²¹¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²¹²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²¹³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

held, the pay drawn from time to time, leave availed of indicating its nature and duration, period of suspension or other break in service, if any, supported with documentary evidence. If documentary evidence is not available corroborative evidence in support of the details of service should be produced. The statement should be authenticated by the Head of Department. The particulars are gathered from the office record or the authenticated statement shall be accepted by Audit in lieu of History of Services.

Non-gazetted Government servants.—As regards the non-gazetted staff, the verification of service rendered in East Pakistan would not be possible in the absence of their service records, such as, Service Books, Pay Bills etc. In such cases, Ministries/Divisions etc., should reconstruct their Service Books with the help of whatever official records are available in West Pakistan. In cases where such records are not available, a written statement of the Govt. servant concerned should be taken on plain paper accompanied by the testimony of the contemporary Government servants or such collateral evidence as may be procurable in each case in terms of clause (iii) of Article 915 (a) of C.S.R. The statement should contain full particulars of service i.e. the date of joining service, names of Departments/Offices in which served, posts held and pay drawn from time to time, leave availed of during the period of service in East Pakistan indicating its nature and duration, period of suspension or other breaks in service, if any, etc. Such a statement should be authenticated by the Head of Department and when so authenticated shall be accepted in lieu of the Service Book for the purpose of admitting service rendered in East Pakistan for pensionary benefits.

[G. P., F.D. O.M. No. 7(6)-Reg. (6)/72, dated the 8th March, 1973]

S. No.33.—

The question of improving the service conditions of the contingency paid Government servants has been considered has been decided that with effect from the 1st June, 1973, such categories of whole time contingency-paid staff (e.g. sweepers, malis, chowkidars, khalasis and chobdars) as are expected to work side by side with regular employees, be brought on the regular establishment of which they form adjuncts and should be treated as regular employees. The other contingency-paid staff who do not fulfil these conditions, e.g., dhobis, tailors, grass cutters, and other seasonal or casual employees who are paid as daily or weekly-wage labourers will continue on the existing basis, will be treated as casual employees, and will, as at present, be paid from contingencies. The actual classification of different categories of contingency staff into 'regular' and 'casual' may be made by the Administrative Ministries' in consultation with their Financial Advisers.

2. Such of the contingency-paid staff as may be brought on the regular establishment shall receive pay as may be admissible to employees of corresponding grade in the regular establishment to which they may be brought on. In addition they shall be entitled to compensatory and other allowances, and to leave, medical attendance, house rent and pensionary right and rights as so disciplinary matters as may be admissible to comparable staff in the regular Class-IV establishment to which they may be brought on.

[G.P., Fin. Division O.M. No. F. 3(12) Reg. 6/72, dated 20-6-1973].

S. No.34.—

Under F.R. 130 Administrative Ministries/Divisions are empowered to allow counting of service rendered in a local fund in respect of the matters relating to pay, leave, and T.A. which are catered for in the Fundamental Rules. Pension rules of the Government servants are contained in the CSR. Therefore, the provisions of F.R. 128 and 130 cannot be invoked for allowing the benefit of previous service rendered by a government servant in a local fund for purpose of pension under the CSR.

[M. F. U.O.No.1951-Reg (6)/73, dated 20-10-1973 addressed to the Auditor-General of Pakistan.]

S. No.35.—

A question has been raised as to whether the service rendered by the contingency-paid staff prior to their being brought on the regular establishment in pursuance of the aforesaid O.M. will count for purpose of pensionary benefits. It is clarified that the previous continuous service rendered by such contingency- paid staff with effect from the 1st October, 1957 shall count in full and continuous service rendered before that count in half for purpose of pension.

[F. D., O.M. No. F. 3(12)-Reg. 6/72, dated 02-03-1975.]

S. No.36.—

It has been decided to withdraw the condition laid down in the u. o. note No. 3 (II)-R. 6/72, dated 1-6-72, (S. No. 30) to the effect that discretion to allow military service to count towards civil pension should be exercised only in cases where civil appointment had been taken within twelve months of the date of discharge from military service.

[F.D. U.O. No. F. 3(11) Reg. (6)/72, dated 3-2-1977 addressed to Military Finance, Rawalpindi]

S. No.37.—

Enquiries have been received in regard to the question as to whether the incumbents of the post of 'Farashes' could be declared as "regular" or "casual" employees in terms of the matter has been considered in this Division and it has been decided that:—

- (i) Farashes who are not appointed on whole-time basis should continue to be contingent-paid staff (casual employees);
- (ii) Farashes who appointed on whole-time basis may be brought on to the regular establishment as provided in the O.M. of 20th June, 1973 mentioned above; and
- (iii) The necessity for appointment of Farashes on part-time or whole-time basis shall be determined by the administrative Divisions in consultation with their Financial Adviser.

[F. D. O.M. No. F. 3(12)-Reg. (6)/72, Pt. dated-25-9-1976.]

S. No.38. —

Under Article 371-A, CSR, in the case of Government Servants borne on temporary establishment only more than five years continuous temporary service counts for the purpose of pension or gratuity, excluding broken period of temporary service, if any, rendered previously, a doubt has been expressed in certain quarters whether the provisions of Article 423, CSR will also apply in the case of those Government servants who have rendered less than five years qualifying service at the time of retirement. It is clarified for general information, and guidance that since under clause (1) of Article 423, CSR, the deficiency of six months or less will be deemed to have been condoned automatically in the qualifying service of a Government servant, the benefit will not be admissible in a case where service rendered by a Government servant does not by itself qualify for pension or gratuity under the rules. The provisions of the said Article 423 (1) would not, therefore, be applicable in the case of a temporary/officiating Government servant who has rendered less than five years service at the time of retirement.

2. The above clarification equally applies mutatis mutandis in regard to the application of the provisions of clause (2) Article 423, CSR.

[G.P., F.D. O.M. No. 12(8)-Reg. (6)/81, dated 13-11-1982.]

CHAPTER III—GRANT OF PENSION**SECTION (1)—COMPENSATION PENSION****Admissibility of compensation pension/gratuity to temporary Government servants.****S. No.1. —**

A reference is invited to Article 371-A of the Civil Service Regulations promulgated under Notification No.F.11(4)-RI/52, dated the 23rd January, 1953, according to which Government servants borne on temporary establishments who have rendered more than 5 years continuous temporary service have been allowed to count such service for the purpose of pension and gratuity. Such Government servants are, therefore, entitled to the grant of pensionary benefits in respect of such temporary service on retirement from service on attaining the age of superannuation or on completion of a specified length of service as determined under the rules. In this connection, the following questions have been raised:—

(a) Whether compensation pension would be admissible to a temporary Government servant in the event of his service being terminated due to the abolition of his post; and

(b) x x x x x x x x

2. Article 426 CSR provides for the grant of a compensation pension or gratuity to a Government servant who is discharged from service owing to the abolition of his permanent post, this rule stands unaltered even after the promulgation of Article 371-A. In the case of a Government servant borne on temporary establishment the question of compensation pension does not arise as the essential condition prescribed for the grant of compensation pension, viz., loss of permanent career, is not satisfied. It has, therefore,

been held that no compensation pension or gratuity is admissible in the case referred to in para. (a) above.

[M. F., O.M. No. F. 10 (12)-RI (I)/58, dated the 3rd September, 1958.]

S. No.2. —

Please see also para 3 of M.F.O.M. No.O.B.2/12/63-Imp.(I), dated the 18th August, 1966 under “Revision of Pension Rules and Rates” in Chapter IX. The same is reproduced here:—

3. **Amount of pension for temporary Government servants.—** A Government servant in pensionable service, who is not employed in a substantive and permanent capacity, may be granted an ordinary pension or gratuity, as the case may be, in accordance with the provisions of paragraph 2(1), if he retires from service, or if he is discharged after completing qualifying service of 25 years or more, owing to the abolition of his post or replacement by a “qualified” candidate. If such a Government servant is discharged after completing 10 years but less than 25 years qualifying service, he may be granted a gratuity not exceeding one month emoluments for each completed year of qualifying service, subject to a maximum of Rs.25,000.

Pensionary benefits to Government servant compulsorily retired as a result of screening.

S. No.3. —

The question of the terms (pension, gratuity, etc.) which should be allowed to the Government servants compulsorily retired as a result of screening has been considered by Government, and the President has been pleased to decide that the following terms should be allowed to such Government servants:—

Pension/Provident Fund

- (a) For Government servants who were in pensionable service (other than officers of the former ICS and IPS).

Compensation pension/gratuity and provident fund benefits should be allowed as would have been admissible to the Government servant under the rules applicable to his service or post on the date of compulsory retirement if he had been discharged from service on account of the abolition of his permanent post without alternative suitable employment being provided to him.

- (b) For Officers of the former ICS and IPS.

Such officers are governed by special rules and should be allowed pension/gratuity on the scale admissible on invalidment under those rules. They should also be given such provident fund benefits as may be admissible under the rules:

Provided that in both cases covered by clause (a) and clause (b) above, the pensionary benefits of the officer should not be less than those to which

he would have been entitled if he had resigned from service on the date of compulsory retirement where permissible under the rules.

- (c) For Government servant who were in non-pensionable service.

Government servants in non-pensionable service who subscribed to a contributory provident fund should be allowed the benefits of the fund as would have been admissible under the rules applicable to them if they had been compelled to leave service by reason of the abolition of their posts. These benefits should, in the case of railway officer, include special contribution to the provident fund and gratuity.

2. According to the rules, the full pension otherwise admissible is not to be given as matter of course, but only if the sanction in authority fully approves the services and records a certificate to that effect. Similarly, in the case of Railway officers, special contribution or gratuity is allowed if the competent authority certifies that the service rendered is good, efficient and faithful. In the circumstances in which the Government servants have been compulsorily retired as a result of screening, it has been decided to waive these requirements of the rules. This waiver in the case of pensions will apply to ordinary pensions only, so that in the case of additional pension of the usual procedure should be followed.

3. Leave.—x x x x x

4. These benefits should also be allowed to temporary Government servants who are compulsorily retired as a result of screening.

5. The provisions of the relevant rules relating to pension, provident fund and leave otherwise applicable to the officers concerned shall be deemed to have been modified to the extent of the provisions of these orders.

6. Crucial date of retirement order—Under the Laws (Continuance in Force) (Amendment) Order, 1959, orders for compulsory retirement were to be passed before the 1st of July, 1959. In cases where the orders of compulsory retirement have already been issued without allowing the benefits mentioned above, these benefits should be allowed by supplementary orders.

7. Notice period.—It was not necessary to give any notice before the order of compulsory retirement took effect despite the fact that provision for such notice might have existed in the terms of appointment.

8. The above decisions are, however, subject to any specific order that the President may be pleased to pass in a specific case.

9. If in any particular case the Ministries have issued orders which are not in conformity with these orders, revised orders should be issued immediately.

10. This issues with the concurrence of the Ministry of Finance.

[Establishment Division O.M.No.4/5/59-SR, dated the 24th July, 1959.]

Pensionary benefits to Government servants discharged as a result of introduction of Section Officers Scheme.

S. No.4. —

The President has been pleased to sanction the following concessions to Government servants discharged from service on account of abolition of their posts as a result of the introduction of Section Officer's Scheme in the ²¹⁴Federal Secretariat:—

(a) Leave.—x x x x x x

(b) Pension/Gratuity.—For a whole-time permanent Government servant in pensionable service:—

- (i) Compensation pension/gratuity shall be allowed as admissible under Article 426 (a) of the CSR or the corresponding rule applicable to the service or post to which the Government servant belongs at the time of discharge, provided that a Government servant governed by the New Pension Rules of 1955 whose qualifying service is less than 5 years shall be allowed gratuity at the rate of one month's pay for every complete year of qualifying service.

N.B.—For the purpose of calculation of gratuity, "pay" means pay last drawn.

- (ii) Deficiency in qualifying service up to three months is to be freely condoned in reckoning completed years of qualifying service.

(c) Travelling Allowance.—x x x x x x

(d) Contributory Provident Fund.—Besides leave and traveling allowance as sanctioned above a Government servant discharged from whole-time permanent non-pensionable service who has subscribed to a Contributory Provident Fund shall be allowed the benefit of the Fund including any contributions made by Government and the gratuity admissible under the rules applicable to him.

2. The concessions mentioned in para. 1 above shall also be admissible to whole-time temporary Government servants so discharged from service.

3. In matters not provided for in these orders the Government servants concerned will be governed by the provisions of the relevant rules relating to the pension, provident fund, leave and travelling allowance applicable to them before the date of discharge.

4. Persons who have received any of the above concessions, if subsequently re-employed in Government service or in the service of a Statutory Corporation, Local

²¹⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

Fund or Semi-Government Organisation, may be required to forego such of these concessions and to such extent as the President may, by general or special order, direct.

5. Orders for the grant of similar benefits in respect of persons discharged due to the reorganisation of the ²¹⁵Federal Secretariat otherwise than as a result or the introduction of the Section Officers' Scheme are being issued separately.

6. This issues with the concurrence of the Ministry of Finance.

[Establishment Division O.M.No.S.O.12/59, dated the 1st October,1959.]

S. No.5. —

A reference is invited to the Establishment Division Office Memorandum No.S.O.12/59, dated the 1st October, 1959. The benefits referred to in paras 1 and 2 of that Office Memorandum have been sanctioned as a special case and the provisions of the relevant rules shall, therefore, be deemed to have been relaxed to the extent provided for in these orders.

[Establishment Division O.M.No.2/12/59-E. XXV, dated the 22nd March, 1960.]

Pensionary benefits to the staff rendered surplus as a result of reorganisation of ²¹⁶Federal Secretariat and its attached and subordinate offices.

S. No.6. —

It has been decided that all staff rendered surplus as a result of reorganisation of the ²¹⁷Federal Secretariat and its attached and subordinate offices, whether permanent or temporary, and whatever their length of service, should be retrenched.

2. The following revised instructions regarding the determination and disposal of surplus staff other than that governed by this Division's Office Memorandum No. S.O.12/59, dated the 1st October, 1959, are, therefore, issued for the guidance of Ministries/Departments, etc.

(i) x x x x x

(ii) x x x x x

(iii) The surplus staff should be retrenched with effect from the 15th October 1959, and the staff retrenched should be given the same benefits which have been set out in this Division's Office Memorandum No. S.O.12/59, dated the 1st October, 1959, to Government servants discharged as a result of the introduction of the Section Officer's Scheme.

[Establishment Division O.M. No. S. 20/59, EOM, dated the 13th October, 1959.]

²¹⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²¹⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²¹⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

Pensionary benefits to Class IV Government servants retrenched as a result of revised scale of such servants in the Secretariat.

S. No.7. —

X x x x x x x x

7. The staff retrenched will be entitled to the following concessions:—

(a) **Leave.**—x x x x x

(b) **Pension/Gratuity.**—For whole-time Government servants in pensionable service:—

(i) Compensation pension/gratuity shall be allowed as admissible under the relevant Articles of the CSR read with the Ministry of Finance Office Memorandum No. (3)F.12(2)-RI/53, dated the 24th March, 1954 and the New Pension Rules and Retirement Benefits notified in the Ministry of Finance's Office Memorandum No.(4) F. 12(2)-RI/53, dated the 24th March, 1954 as amended from time to time provided that a Government servant governed by the New Pension Rules of 1954 whose qualifying service is less than 5 years, shall also be allowed gratuity at the rate of one month's pay for every completed year of qualifying service.

(ii) Deficiency in qualifying service up to three months is to be freely condoned in reckoning completed years of qualifying service.

(c) **Travelling Allowance.**—x x x x x

(d) The concessions mentioned in (a)-(c) above shall be admissible to whole-time temporary Government servants so discharged from service.

8. In matters not provided for in these orders the Government servants concerned will be governed by the provisions of the relevant rules relating to the pension, provident fund, leave and travelling allowance applicable to them before the date of discharge.

9. A person who has received any of the concessions mentioned in these orders and who is subsequently re-employed in Government service or in the service of a Statutory Corporation, Local Fund or Semi-Government Organisation, may be required to forego such of these concessions and to such extent as the President may, by general or special order, direct.

X x x x x x x x x

[Extracts from Establishment Division O. M. No. 1/60.F.XXIII, dated the 8th June, 1960]

**Withdrawal of pensionary concessions granted to surplus staff
on being subsequently absorbed in service.**

S. No.8. —

A reference is invited to para.4 of the Establishment Division's No. S.O.12/59, dated the 1st October, 1959 read with para.2(iii) of their Office Memo- No. S. 20/59-EOM, dated the 13th October, 1959. It has been decided that the concessions of pension/gratuity given to the surplus staff on being subsequently absorbed in a Government Department, Statutory Corporation, Local Fund and Semi-Government Organization may be withdrawn or modified to the following extent:—

1. Leave: x x x x x x
2. Pension/gratuity :
 - (i) When absorbed in a Government Department no pension/gratuity should be allowed. The previous service rendered may be treated as continuous service for the purpose of pension/gratuity under the rules if the official is absorbed during leave. In other cases the break, if any, may be condoned in due course under the rules;
 - (ii) When absorbed in Statutory Corporation, Local Fund and Semi-Government Organization, Pension/gratuity as admissible under the general orders dated the 1st October, 1959 quoted above may be allowed; and
 - (iii) No pension/gratuity should be admissible in case where absorption in an alternative appointment under Government has been refused or avoided by the Government servant concerned. Entitlement for pension/gratuity will not, however, be affected when absorption in an alternative appointment in a Statutory Corporation, Local Fund or Semi-Government Organization has been refused or avoided.

[M. F., O.M. No. F. 12 (21)-RI/60, dated the 4th July, 1960]

SECTION (2)—INVALID PENSION

Validity of certificates issued by Medical Officers of Indian Dominion.

S. No.9. —

Prior to Independence Medical Certificates issued by Civil Surgeons in India to the effect that a particular Government servant was, by mental or bodily infirmity, incapacitated for further service, were accepted by Governments in India for the purpose of granting invalid pensions. As the Indian Dominion has become a foreign country since the 15th of August 1947, a question has arisen whether the Medical Certificates issued by Civil Surgeons in the Dominion of India after Independence should be accepted for the purpose of granting invalid pensions by Governments in Pakistan. The Government of Pakistan have considered this matter carefully and decided that such Certificates shall not be valid for the purpose in question.

The question of evolving a procedure for the medical examination of a Government servant who submits his application for invalid pension to the authority concerned in the Dominion in which he was employed while residing in the other Dominion, has also been considered by the Government of Pakistan and it has been decided in consultation with the Government of India that the Government servant concerned may be examined in the Dominion where he may be residing at the moment, the arrangement therefore may be made through the respective High Commissioners on the lines indicated in paragraph 315 of the India Supplement to the Civil Service Regulations. This would mean that the High Commissioner of the Dominion concerned will nominate in the other Dominion to which he is accredited, a Medical Board (corresponding to the Medical Board at the "India Office") before which the Government servant concerned will be required to appear for personal examination and that the decision of that Board will be final.

[M. F. letter No. F. 6 (7)-RI/49, dated the 2nd June, 1949, addressed to all Provincial Governments (copy endorsed to all Ministries and Divisions, etc.)]

Admissibility of Invalid pension/gratuity to temporary Government servants

S. No.10. —

A reference is invited to Article 37-A of the Civil Service Regulations (promulgated under this Ministry's Notification No. F.11(4)-RI/52, dated the 23rd January, 1953), according to which government servants borne on temporary establishments who have rendered more than 5 years continuous temporary service have been allowed to count such service for the purpose of pension and gratuity. Such government servants, are therefore entitled to the grant of pensionary benefits in respect of such temporary service on retirement from service on attaining the age of superannuation or on completion of a specified length of service as determined under the rules. In this connection, the following questions have been raised:—

(a) x x x x x

(b) Whether invalid pension would be admissible to a temporary Government servant if he is declared medically unfit for further service.

2. x x x x x

3. The existing rule, viz., Article 441 CSR, does not debar a temporary government servant, who rendered qualifying service under Article 371-A, CSR, for the grant of invalid pension. Invalid pension is therefore admissible to temporary government servants provided that the other requirements of the rules are satisfied.

4. In view of the position stated in para.3 above it is necessary that all temporary government servants who are likely to continue in service for 5 years or more should obtain a medical certificate of fitness for government service signed by the same medical authority as prescribed for permanent government servants. According to this Ministry Office Memorandum No.20 F. 38(1)RI(2)/54, dated the 17th August, 1954, all persons appointed to gazetted posts under the ²¹⁸Federal government have to be

²¹⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

examined by a Medical Board if the post is likely to last for a year or more and by a Civil surgeon if the post is likely to last for less than a year. However, temporary (non-gazetted) government servants may obtain certificate from the authorized medical attendant vide proviso (3) to S.R.4. The President has now been pleased to decide that all temporary (non-gazetted) government servants who have completed one year's continuous service and, who, on their first appointment in a temporary capacity, obtained a certificate of fitness from the authorized medical attendant under proviso (3) to S.R. 4 should be required to obtain a certificate from Civil Surgeon or a Commissioned Medical Officer immediately. In future all temporary (non-gazetted) Government servants should be required to obtain such a certificate immediately on completing one year continuous temporary service unless such a certificate was obtained by them on their first appointment in a temporary capacity.

5. All Ministries and Divisions are requested to ensure compliance with these instructions. Necessary amendment to the Supplementary Rules is being made separately.

[M.F., O.M.No.F.10(12)-RI(1)/58, dated the 03rd September, 1958]

Production of Medical Certificate for Invalid Pension

S. No. 11. —

A Government servant who is serving at or near the Capital town of a province is required to produce an Invalid Certificate from the Medical Board under Article 442(b) of C.S.R. if he applies for retirement on Invalid pension. Besides the city of Dacca, there are at present two other Medical Boards at Chittagong and Rajshahi. It has been reported that Government servants who apply for retirement on invalid pension from these two Districts furnish Medical Certificates from the Civil Surgeons instead of from the Medical Boards. As there are Medical Boards at Chittagong and Rajshahi, the Government servants retiring from these two Districts on Invalid pension will come under the purview of Article 442(b) of C.S.R.

[M.F. letter No. D. 960-RI/64, dated the 16th June, 1964].

SECTION (3)—RETIRING PENSION

S. No. 12. —

A number of cases has lately come to the notice of this Ministry in which the Administrative Ministries/Divisions have not properly applied the provisions of Articles 465-A and 465-AA of the C.S.R. and have permitted certain officers to retire under those rules, although they were not so eligible. This has placed the Government in a very awkward situation and the administrative actions had to be regularised by relaxing the rules, though the relaxation was not otherwise warranted. The undersigned is accordingly directed to clarify that the provisions of Article 465-A, C.S.R. apply only to those officers who are governed by Article 349-A *ibid*. In other words, the officers concerned must have held a lien on a permanent post under the ²¹⁹Federal or a Provincial Government on 01-10-1938 and the posts held by them, on the date of retirement, should stand included

²¹⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

in the list of services and appointments, appended to Article 349-A *ibid*. The officers who are not governed by Article 349-A, fall within the purview of Article 349-AA and their cases, should be dealt with under that rule, read with Article 465-AA, C.S.R. When an officer applies for retirements in terms of the rules quoted above, his case should be considered carefully having regard to the length of his qualifying.

S.No.13.—

Please see also para 5 of M.F.O.M. No.O.B. 2/12/63-Imp. (I), dated the 18th August, 1966, under Revision of Pension Rules and Rates in Chapter IX. The same is reproduced below:-

5. **Retiring Pension.**—Subject to the provisions of the Essential Services Maintenance Act, all Government servants shall have the right to retire on a retiring pension after completing 25 years qualifying service; provided that a Government servant, who intends to retire before attaining the age of superannuation shall, at least three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him, indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final and shall not be allowed to be modified or withdrawn.

S.No.14.—

In pursuance of the President's directive on simplicity, authority and economy it was decided that the cases of government servants who had completed, or would complete 25 years service qualifying for pension and other retirement benefits on 31-12-1979, should be reviewed and those who had out-lived their usefulness for retention in service for one reason or the other should be retired in terms of Section 13 of the Civil Servants Act, 1973. In view of this, the President has been pleased to decide that the government servants who have been, or may be, retired as a result of above review of their service career shall be granted full pension admissible after completion of 30 years of qualifying service, even if the length of qualifying service in any such case falls short of 30 years, provided that this concession will not be allowed to persons retired on grounds of reputation of corruption or living beyond means or involvement in financial irregularities or persistent indifferent record.

2. The above concession will not be admissible in the case of government servants retired compulsorily after 31-12-1980.

[F. D. O.M. No. F.12 (4) Reg. 6/80-2013, dated 28th December, 1980]

S.No.15.—

A doubt has arisen whether the concession granted to the government servants under the above office Memorandum would be admissible also to those who have proceeded on Leave Preparatory to Retirement on or before 31-12-1980 but have actually retired thereafter. It is clarified that the concession would also be admissible to all such government servants who were retired under section 13 of the Civil Servants Act, 1973, and who had proceeded on L.P.R. on or before 31-12-1980, but have actually retired from government service after 31-12-1980, on the expiry of their L.P.R.

[F. D. O. M. No. F.12(4)-R 6/80, dated 25-3-1981].

S.No.16.—

The other conditions laid down in the rules, the Ministries/Divisions and administrative authorities are requested kindly to keep the correct provision of the rules in view while dealing with individual cases and to apply the rules carefully and cautiously so that cases of the kind referred to in the first sentence of this office memorandum do not recur in future. In case of any doubt this Ministry may be consulted.

[M. F., O.M. No. D. 2337-RI/64, dated, the 28th December, 1964].

S. No. 17.—

Please see also para 5 of M F. O. M. No. 0. B. 2/12/63-Imp (I), dated the 18th August, 1966 under "Revision of Pension Rules and Rates in Chanter IX.". The same is reproduced below:—

5. **Retiring Pension.**—Subject to the provisions of the Essential Services Maintenance Act, all Government servants shall have the right to retire on a retiring pension after completing 25 years qualifying service; provided that a Government servant, who intends to retire before attaining the age of superannuation shall, at least, three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him, indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final and shall not be allowed to be modified or withdrawn.

SECTION (4) - SUPERANNUATION PENSION

Option to Retire on Superannuation between the age 55 And 60

S.No.18.—

This Ministry has considered, in consultation with the President's Secretariat (Establishment Division) and the Law Division, the question whether consequent upon the enhancement of the age of compulsory retirement to 60 (vide F.R. 56-A), a Government servant who had a right to retire on attaining the age of 55, but who continued to be in service after attaining that age, should have the option to retire at any time before reaching the age of 60, in terms of C.S.R. 464. It has now been decided that in view of the protection given by virtue of clause 9(b)(i) of Article 6 of the Laws (Continuance in Force) Order, 1958 (since repealed), which has been duly incorporated in F.R. 56-A, the existing rules have remained intact, with the result that a Government servant who was in service on 22-6-1960 and who had the right to retire on superannuation at the age of 55 years, continued to enjoy that right notwithstanding the enhancement of the age of compulsory retirement to 60 years. In such cases, the period of service rendered beyond 55 years should be treated as extension of service vide F.R. 56 (a) and the right to superannuation pension and the refused leave would be admissible under the normal rules.

2. The Ministries/Divisions etc. are requested to deal with all cases of the kind mentioned above in accordance with the position stated above.

[M. F., O.M. No. F. 1(5)-RI/64, dated the 1st February, 1965]

CHAPTER IV—AMOUNT OF PENSION

Admissibility of pension to Govt. servants awarded punishment as a result of screening

S. No. 1.—

In accordance with the provisions of Article 470-CSR, full pension is not to be given as a matter of course or unless the service rendered has been really approved and, if the service has not been thoroughly satisfactory, the authority sanctioning the pension may make such reduction in the amount as it deems proper.

The question has been raised whether in a case where a Government servant has been awarded a punishment other than compulsory retirement or dismissal as a result of screening and retires on a subsequent date in the normal course, the competent authority can authorise full pension by treating his service as really approved in the face of the punishment awarded to the Government servant as a result of screening and, if not, whether in all such cases a reduction in the pension should be made. This question has been considered carefully. In view of the fact that the requirements of Article 470-CSR have been waived in the case of Government servants who have been compulsorily retired as a result of screening and no reduction has been made from their pensions on that account, vide para. 2 of the Ministry of Interior (Establishment Division's) Office Memo. No. 4/5/59-SR, dated 24th July, 1959, it has been decided that no reduction in pension should be made on account of the punishment awarded as a result of screening and the competent authority may allow full pension as admissible under the rules if the service of the Government servant is otherwise really approved and satisfactory.

[M. F., O.M. No. F. 12(31)-RI(I)/59, dated the 29th January, 1960].

S. No. 2. —

The intervening period between the compulsory retirement and reinstatement under MLO 23 of the Government servants was treated as extraordinary leave without pay vide Establishment Division's O.M. No. 3/3/78-R. II, dated the 5th July, 1978. This decision did not provide the intended relief to those government servants who, although reinstated, could not join their posts because during the intervening period they had already attained the age of superannuation. In some certain cases the service qualifying for pension fell short of 30 years resulting in the loss of pension to the individuals. The President has, therefore, been pleased to decide, as a special case, that the intervening period in such cases, which has been treated as extraordinary leave, shall be computed towards qualifying service for the purpose of pension.

[F.D.O.M. No. F.11(9) Reg. (6)/79, dated 05-10-1980]

S. No.3. —

In accordance with the decision contained in this Division's Office Memorandum No. F.11(9)-Reg.(6)/79, dated the 5th October, 1980, in the case of officers who were compulsorily retired, removed or dismissed from service and were later reinstated under MLO-23, but could not join their posts because they had already attained the age of superannuation, the intervening period between the date of compulsory retirement, removal or dismissal and the date of superannuation has already been treated as

qualifying service for the purpose of pension. It has further been decided that such officers would be allowed, for the purpose of calculation of pension, the benefit of increments for the intervening period as if they were not retired, removed or dismissed from service and the average emoluments for their pension should be calculated on the basis of pay so arrived at.

[F. D. O. M. No. F.11(9)-Reg. (6)/79, dated 03-09-1981].

S. No.4. —

Various issues arising on account of re-instatement of Government servants/Corporation employees under Martial Law Order No.23 relating to creation of vacancies, leave, seniority, etc. have been settled and orders already issued vide Establishment Division O.M. No. 3/3/78-R. II, dated 5-7-1978, and this Division Office Memoranda No. F- 11 (9)-Reg. (6)/79, dated 5-10-1980 and 3-9-1981. No decision, however, was taken in respect of the following issues:—

- (i) How the intervening period between the date of retirement and the date of reinstatement of the affected employees who actually resumed their duties should be treated for the purpose of pension; and
- (ii) How pension/gratuity and commuted value of pension already drawn by such employees should be adjusted.

2. The intervening period in the case of those who actually resumed their duties has been treated as extraordinary leave as per the Establishment Division orders mentioned above. Keeping in view this position, it has been decided that gratuity and commuted value of pension drawn during the intervening period shall be recovered/adjusted in the following manner:

- (i) Such of the employees who have been reinstated and have already drawn their pension plus gratuity and the commuted value of pension, may be allowed to retain the equivalent of full amount of gross pension i.e. the amount which would have been payable before surrender of 1/4th portion thereof and commutation, without further adjustment at the time of final retirement. However, 50% of the balance of the amount of gratuity and commuted value of pension may be recovered from such reinstated employees in monthly instalments not exceeding 60. The remaining 50% may be adjusted against their dues at the time of their final retirement as illustrated below:

(a) Gross pension	1,000/- p.m.
(b) Gratuity equal to 25% of gross pension	40,000
(c) Commutation of 25% of gross pension at (say) 51 years of age.	46,443
(d) Pension drawn at the rate of Rs.500/- p.m. (for 5 years)	30,000
Total	1,17,443

- | | | |
|-----|------------------------------------------------------------------------------------------------------------|------------|
| (e) | Amount of gross pension for (say) 5 years at the rate of Rs.1000/- p.m.
(item (a) above) | 60,000 |
| (f) | Excess amount drawn (difference of items (b + c + d) and (e)) | 56,443 |
| (g) | Amount to be recovered in 60 instalments (The balance of Rs. 28,222
to be adjusted on final retirement) | 470/- p.m. |
- (ii) In order to bring at par those who have not drawn pension with those reinstated employees who have drawn pension, subsistence allowance for the intervening period may be sanctioned for the former. Such reinstated employees who were entitled to pension but have not actually drawn it before reinstatement may be paid, in lieu thereof a subsistence allowance at the rate of 50% of the pay (inclusive of dearness allowance, if any) drawn at the time of retirement, subject to the condition that it would not be more than the amount of gross pension that would have been otherwise admissible on that date.
- (iii) The employees who were dismissed or removed from service and who were not entitled to any pension and gratuity on account of such dismissal may also be treated at par with other reinstated employees and may be paid subsistence allowance as in sub-paragraph (ii) above.
- (iv) The subsistence allowance as in sub-paragraph (ii) above may also be paid to such reinstated employees who on retirement were entitled to the grant of gratuity only on account of their service being between 5 and 10 years, subject to the condition that the amount of gratuity already drawn may be adjusted against the amount of subsistence allowance. Any excess amount over and above the amount of subsistence allowance may be recovered in easy instalments.
- (v) In the case of reinstated employees who were not entitled to any pension or gratuity on account of their service being less than 5 years, no subsistence allowance will be paid. In their case the past non-qualifying service will, however, be allowed to count towards pension/gratuity that may be admissible to them on final retirement.

3. Ministries/Divisions are requested to take necessary action accordingly in respect of the reinstated employees with whom they are concerned.

[F. D. O.M. No. 11(9)-Reg. (6)/79, dated 20-09-1981].

S. No.5. —

The decisions contained in the Finance Division above referred O.Ms did not provide the intended relief for the intervening period to those government servants who, although reinstated, could not join their posts because during the intervening period they had already attained the age of superannuation. The President has, therefore, been pleased to decide that such government servants whose compulsory retirement, removal, etc. was converted into normal retirement from the date of their attaining the age of

superannuation shall also be granted, for the intervening period, a subsistence allowance at the rate of 50% of the pay (inclusive of dearness allowance if any) drawn at the time of retirement, subject to the condition that it would not be more than the amount of gross pension that would have been otherwise admissible on that date. The amount of pension drawn during the intervening period including the gratuity and commuted value of pension, if any, shall be adjusted against the subsistence allowance and any balance still outstanding shall be recovered in cash in lump sum.

[G.P. F.D. O.M. No. F. 11(9)Reg. (6)/79, dated 13-9-1982].

Pension of Superintendents/Assistant Secretaries appointed as Section Officers

S. No. 6. —

A question has arisen whether the officers who, before their appointment as Section Officer in the ²²⁰Federal Secretariat held the post of Superintendents or Assistant Secretaries in that Secretariat in a substantive or officiating capacity and were entitled to the higher limits of maximum pension up to Rs.6,000 or Rs.7,000 per annum, respectively, under the rules applicable to them will, on their appointment as Section Officers, continue to be so eligible or not. The President has been pleased to decide that such officers will continue to be eligible for the grant of pension under the rules which were applicable to them immediately before their appointment as Section Officers.

[Establishment Division O.M. No. 8/2/61-XXII, dated the 11th February, 1961].

S. No. 7. —

Please see also paras 2 & 3 of M.F.O.M. No. O. B. 2/12/63-Imp(I) dated the 18th August, 1966 under Revision of Pension "Rules and Rates" in Chapter IX. The same is reproduced here:—

2. **Amount of pension for permanent Government servants.**— In the case of Government servants employed in a substantive and permanent capacity in pensionable service, the amount of ordinary and special additional pensions shall be regulated as follows:—
 - (1) If a Government servant retires or is selected for discharge owing to the abolition of his permanent post, after completing qualifying service of 5 years but less than 10 years, he may be granted a gratuity not exceeding one month's emoluments for each completed year of qualifying service, subject to a maximum of Rs. 12,500. If such a Government servant has completed qualifying service of 10 years or more at the time of his retirement or discharge, as the case may be, he may be granted an ordinary pension not exceeding an amount calculated in accordance with the scale given in the New Pension Table, annexed to this Office Memorandum and subject to the conditions and maximum limits laid down therein. The New Pension Table shall regulate all the four kinds of pensions, namely, Compensation pension, Invalid pension, Superannuation pension and Retiring pension.

²²⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

- (2) Notwithstanding the provisions of sub-paragraph (I), an officer of the (former) Indian Civil Service, who has been 25 years in the service and who has rendered 21 years active service, shall, on his resignation of the service being accepted, be entitled to an ordinary pension of Rs.13,333.34 per annum.
- (3) Government servants who have rendered service on a pay [as defined, in Fundamental Rule 9(21)] exceeding Rs.3,000 per month, may, in addition to the ordinary pension, be granted a special additional pension or pensions at the rates and subject to the maximum limits laid down in the New Pension Table.
3. **Amount of pension for temporary Government servants.**— A Government servant in pensionable service, who is not employed in a substantive and permanent capacity, may be granted an ordinary pension or gratuity, as the case may be, in accordance with the provisions of paragraph 2(1), if he retires from service, or if he is discharged after completing qualifying service of 25 years or more, owing to the abolition of his post or replacement by a “qualified” candidate. If such a Government servant is discharged after completing 10 years but less than 25 years qualifying service, he may be granted a gratuity not exceeding one month emoluments for each completed year of qualifying service, subject to a maximum of Rs.25,000.

Increases in pensions to pensioners residing in Pakistan

S. No. 8. —

The Government of India have had under review the measure of relief which is at present being afforded to small scale pensioners, and have come to the conclusion that some further relief is necessary. The Governor General-in-Council has accordingly been pleased to decide that the rates of temporary increase in pensions sanctioned for all civil pensioners of the ²²¹Federal Government (other than pensioners of Railways) in this Department Notification No. F-2 (36)-W/43, dated the 25th November, 1943, as amended by this Department Notification No. F-2(56)- W/44, dated the 9th November, 1944, shall be revised as follows:—

Pensions not exceeding Rs.20 per mensem [Temporary increase of Rs.4 per mensem.]

Pensions exceeding Rs.20 per mensem but not exceeding Rs.60 per mensem. [Temporary increase of Rs.5 per mensem]

Pensions exceeding Rs.60 per mensem but not exceeding Rs.100 per mensem. [Temporary increase of Rs.6 per mensem]

²²¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

Pensions exceeding Rs.100 per mensem but not exceeding Rs.106 per mensem shall receive such increase as will bring the total pension to Rs.106 per mensem.

The increased rates of temporary increase will take effect from 1st January 1945, i.e., on pensions due in January 1945 and will be in operation until further orders.

[G. I., Finance Deptt., Notification No. F.1(22)-W.II/45, dated the 26th May, 1945].

S. No. 9. —

A reference is invited to this Ministry's Office Memorandum NO. (4) F.12(2)-RI/53, dated the 24th March, 1954, promulgating the new pension-cum-gratuity scheme. It has been decided by the Government of Pakistan that the temporary increases in pensions sanctioned in the late Government of India, Finance Department Notification No. F. 1(22)-WII/45, dated the 26th May, 1945, would not be granted to the family of a government servant in the event of his death before retirement or within 5 years thereof, under clause III(b) of para I of the Office Memorandum referred to above.

S. No. 10. —

After consideration of the recommendations made by the Pay and Services Commission in respect of relief to pensioners and the representations received from the pensioners in this behalf, the President has been pleased to decide, in supersession of the existing orders regarding temporary increase in pensions sanctioned in the late Government of India Notification No. F. 1 (22)-WII/45, dated the 26th May, 1945, that increases shall be made in civil pensions of ²²²Federal Government servants who retired from Government service prior to 1st December, 1962, so as to give the revised pensions as shown in columns (2) and (4) of the enclosed Schedule.

2. The revised increases sanctioned above shall take effect from the 1st April, 1964, i.e., or pensions for the month of April, 1964 payable on 1st May, 1964.

3. The increases in pensions will be subject to the following conditions:—

- (i) The increases will be allowed on gross pensions as shown in the schedule.
- (ii) Commutation of any part of the increases will not be permitted.
- (iii) The increase will be allowed only on service pensions, including family and extraordinary pensions.
- (iv) If a pensioner is in receipt of more than one pension, the increase will be allowed on the total of all the pensions.

[M.F., O. M. No. O. B. 2/18/63-Imp., dated 22nd April, 1964 as amended by corrigendum of even No., dated 6th May, 1964].

²²²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

**SCHEDULE to Ministry of Finance Office Memorandum No. O. B. 2/18/63-IMP,
Dated 22nd April, 1964, as amended by Corrigendum of even number,
Dated the 6th May, 1964.**

Existing (gross) Pension	Revised (gross) Pension	Existing (gross) Pension	Revised (gross) Pension
1	2	3	4
Rs.	Rs.	Rs.	Rs.

1.00 – –	5	22.50 – 23.49	33
1.01 – 2.00	6	23.50 – 24.49	34
2.01 – 3.00	7	24.50 – 25.49	35
3.01 – 4.00	8	25.50 – 26.49	36
4.01 – 4.50	9	26.50 – 27.49	37
4.51 – 5.00	10	27.50 – 28.49	38
5.01 – 5.50	11	28.50 – 29.49	39
5.51 – 6.00	12	29.50 – 30.49	40
6.01 – 6.50	13	30.50 – 31.49	41
6.51 – 7.00	14	31.50 – 32.49	42
7.01 – 7.50	15	32.50 – 33.49	43
7.51 – 8.00	16	33.50 – 34.49	44
8.01 – 8.50	17	34.50 – 35.49	45
8.51 – 9.00	18	35.50 – 36.49	46
9.01 – 9.50	19	36.50 – 37.49	47
9.51 – 10.00	20	37.50 – 38.49	48
10.01 – 11.49	21	38.50 – 39.49	49
		39.50 – 40.49	50
11.50 – 12.49	22	40.50 – 41.49	53
12.50 – 13.49	23	41.50 – 42.49	54
13.50 – 14.49	24	42.50 – 43.49	55
14.50 – 15.49	25	43.50 – 44.49	56
15.50 – 16.49	26	44.50 – 45.49	57
16.50 – 17.49	27	45.50 – 46.49	58
17.50 – 18.49	28	46.50 – 47.49	59
18.50 – 19.49	29	47.50 – 48.49	60
19.50 – 20.49	30	48.50 – 49.49	61
20.50 – 21.49	31	49.50 – 50.49	62
21.50 – 22.49	32	50.50 – 51.49	63

Existing (gross) Pension	Revised (gross) Pension	Existing (gross) Pension	Revised (gross) Pension
1	2	3	4
Rs.	Rs.	Rs.	Rs.
51.50 – 52.49	66	84.50 – 85.49	106
52.50 – 53.49	67	85.50 – 86.49	107
53.50 – 54.49	68	86.50 – 87.49	108
54.50 – 55.49	69	87.50 – 88.49	109
55.50 – 56.49	70	88.50 – 89.49	110
56.50 – 57.49	71	89.50 – 90.49	111
57.50 – 58.49	72	90.50 – 91.49	114
58.50 – 59.49	73	91.50 – 92.49	115
59.50 – 60.49	74	92.50 – 93.49	116
60.50 – 61.49	77	93.50 – 94.49	117
61.50 – 62.49	78	94.50 – 95.49	118
62.50 – 63.49	79	95.50 – 96.49	119
63.50 – 64.49	80	96.50 – 97.49	120
64.50 – 65.49	81	97.50 – 98.49	121
65.50 – 66.49	82	98.50 – 99.49	122
66.50 – 67.49	83	99.50 – 100.49	123
67.50 – 68.49	84	100.50 – 101.49	124
68.50 – 69.49	85	101.50 – 102.49	125
69.50 – 70.49	86	102.50 – 103.49	126
70.50 – 71.49	89	103.50 – 104.49	127
71.50 – 72.49	90	104.50 – 105.49	128
72.50 – 73.49	91	105.50 – 106.49	129
73.50 – 74.49	92	106.50 – 107.49	130
74.50 – 75.49	93	107.50 – 108.49	131
75.50 – 76.49	94	108.50 – 109.49	132
76.50 – 77.49	95	109.50 – 110.49	133
77.50 – 78.49	96	110.50 – 111.49	135
78.50 – 79.49	97	111.50 – 112.49	136
79.50 – 80.49	98	112.50 – 113.49	137
80.50 – 81.49	102	113.50 – 114.49	138
81.50 – 82.49	103	114.50 – 115.49	139
82.50 – 83.49	104	115.50 – 116.49	140
83.50 – 84.49	105	116.50 – 117.49	141

Existing (gross) Pension	Revised (gross) Pension	Existing (gross) Pension	Revised (gross) Pension
1	2	3	4
Rs.	Rs.	Rs.	Rs.
117.50 – 118.49	142	150.50 – 151.49	182
118.50 – 119.49	143	151.50 – 152.49	183
119.50 – 120.49	144	152.50 – 153.49	184
120.50 – 121.49	146	153.50 – 154.49	185
121.50 – 122.49	147	154.50 – 155.49	186
122.50 – 123.49	148	155.50 – 156.49	187
123.50 – 124.49	149	156.50 – 157.49	188
124.50 – 125.49	150	157.50 – 158.49	189
125.50 – 126.49	151	158.50 – 159.49	190
126.50 – 127.49	152	159.50 – 160.49	191
127.50 – 128.49	153	160.50 – 161.49	194
128.50 – 129.49	154	161.50 – 162.49	195
129.50 – 130.49	155	162.50 – 163.49	196
130.50 – 131.49	158	163.50 – 164.49	197
131.50 – 132.49	159	164.50 – 165.49	198
132.50 – 133.49	160	165.50 – 166.49	199
133.50 – 134.49	161	166.50 – 167.49	200
134.50 – 135.49	162	167.50 – 168.49	201
135.50 – 136.49	163	168.50 – 169.49	202
136.50 – 137.49	164	169.50 – 170.49	203
137.50 – 138.49	165	170.50 – 171.49	206
138.50 – 139.49	166	171.50 – 172.49	207
139.50 – 140.49	167	172.50 – 173.49	208
140.50 – 141.49	170	173.50 – 174.49	209
141.50 – 142.49	171	174.50 – 175.49	210
142.50 – 143.49	172	175.50 – 176.49	211
143.50 – 144.49	173	176.50 – 177.49	212
144.50 – 145.49	174	177.50 – 178.49	213
145.50 – 146.49	175	178.50 – 179.49	214
146.50 – 147.49	176	179.50 – 180.49	215
147.50 – 148.49	177	180.50 – 181.49	218
148.50 – 149.49	178	181.50 – 182.49	219
149.50 – 150.49	179	182.50 – 183.49	220

Existing (gross) Pension	Revised (gross) Pension	Existing (gross) Pension	Revised (gross) Pension
1	2	3	4
Rs.	Rs.	Rs.	Rs.
183.50 – 184.49	221	216.50 – 217.49	260
184.50 – 185.49	222	217.50 – 218.49	261
185.50 – 186.49	223	218.50 – 219.49	262
186.50 – 187.49	224	219.50 – 220.49	263
187.50 – 188.49	225	220.50 – 221.49	266
188.50 – 189.49	226	221.50 – 222.49	267
189.50 – 190.49	227	222.50 – 223.49	268
190.50 – 191.49	230	223.50 – 224.49	269
191.50 – 192.49	231	224.50 – 225.49	270
192.50 – 193.49	232	225.50 – 226.49	271
193.50 – 194.49	233	226.50 – 227.49	272
194.50 – 195.49	234	227.50 – 228.49	273
195.50 – 196.49	235	228.50 – 229.49	274
196.50 – 197.49	236	229.50 – 230.49	275
197.50 – 198.49	237	230.50 – 231.49	278
198.50 – 199.49	238	231.50 – 232.49	279
199.50 – 200.49	239	232.50 – 233.49	280
200.50 – 201.49	242	233.50 – 234.49	281
201.50 – 202.49	243	234.50 – 235.49	282
202.50 – 203.49	244	235.50 – 236.49	283
203.50 – 204.49	245	236.50 – 237.49	284
204.50 – 205.49	246	237.50 – 238.49	285
205.50 – 206.49	247	238.50 – 239.49	286
206.50 – 207.49	248	239.50 – 240.49	287
207.50 – 208.49	249	240.50 – 241.49	290
208.50 – 209.49	250	241.50 – 242.49	291
209.50 – 210.49	251	242.50 – 243.49	292
210.50 – 211.49	254	243.50 – 244.49	293
211.50 – 212.49	255	244.50 – 245.49	294
212.50 – 213.49	256	245.50 – 246.49	295
213.50 – 214.49	257	246.50 – 247.49	296
214.50 – 215.49	258	247.50 – 248.49	297
215.50 – 216.49	259	248.50 – 249.49	298

Existing (gross) Pension	Revised (gross) Pension	Existing (gross) Pension	Revised (gross) Pension
1	2	3	4
Rs.	Rs.	Rs.	Rs.
249.50 – 250.49	299	282.50 – 283.49	336
250.50 – 251.49	301	283.50 – 284.49	337
251.50 – 252.49	302	284.50 – 285.49	338
252.50 – 253.49	303	285.50 – 286.49	339
253.50 – 254.49	304	286.50 – 287.49	340
254.50 – 255.49	305	287.50 – 288.49	341
255.50 – 256.49	306	288.50 – 289.49	342
256.50 – 257.49	307	289.50 – 290.49	343
257.50 – 258.49	308	290.50 – 291.49	344
258.50 – 259.49	309	291.50 – 292.49	345
259.50 – 260.49	310	292.50 – 293.49	346
260.50 – 261.49	312	293.50 – 294.49	347
261.50 – 262.49	313	294.50 – 295.49	348
262.50 – 263.49	314	295.50 – 296.49	349
263.50 – 264.49	315	296.50 – 297.49	350
264.50 – 265.49	316	297.50 – 298.49	351
265.50 – 266.49	317	298.50 – 299.49	352
266.50 – 267.49	318	299.50 – 300.49	353
267.50 – 268.49	319	300.50 – 301.49	355
268.50 – 269.49	320	301.50 – 302.49	356
269.50 – 270.49	321	302.50 – 303.49	357
270.50 – 271.49	323	303.50 – 304.49	358
271.50 – 272.49	324	304.50 – 305.49	359
272.50 – 273.49	325	305.50 – 306.49	360
273.50 – 274.49	326	306.50 – 307.49	361
274.50 – 275.49	327	307.50 – 308.49	362
275.50 – 276.49	328	308.50 – 309.49	363
276.50 – 277.49	329	309.50 – 310.49	364
277.50 – 278.49	330	310.50 – 311.49	366
278.50 – 279.49	331	311.50 – 312.49	367
279.50 – 280.49	332	312.50 – 313.49	368
280.50 – 281.49	334	313.50 – 314.49	369
281.50 – 282.49	335	314.50 – 315.49	370

Existing (gross) Pension	Revised (gross) Pension	Existing (gross) Pension	Revised (gross) Pension
1	2	3	4
Rs.	Rs.	Rs.	Rs.
315.50 – 316.49	371	348.50 – 349.49	407
316.50 – 317.49	372	349.50 – 350.49	408
317.50 – 318.49	373	350.50 – 351.49	410
318.50 – 319.49	374	351.50 – 352.49	411
319.50 – 320.49	375	352.50 – 353.49	412
320.50 – 321.49	377	353.50 – 354.49	413
321.50 – 322.49	378	354.50 – 355.49	414
322.50 – 323.49	379	355.50 – 356.49	415
323.50 – 324.49	380	356.50 – 357.49	416
324.50 – 325.49	381	357.50 – 358.49	417
325.50 – 326.49	382	358.50 – 359.49	418
326.50 – 327.49	383	359.50 – 360.49	419
327.50 – 328.49	384	360.50 – 361.49	421
328.50 – 329.49	385	361.50 – 362.49	422
329.50 – 330.49	386	362.50 – 363.49	423
330.50 – 331.49	388	363.50 – 364.49	424
331.50 – 332.49	389	364.50 – 365.49	425
332.50 – 333.49	390	365.50 – 366.49	426
333.50 – 334.49	391	366.50 – 367.49	427
334.50 – 335.49	392	367.50 – 368.49	428
335.50 – 336.49	393	368.50 – 369.49	429
336.50 – 337.49	394	369.50 – 370.49	430
337.50 – 338.49	395	370.50 – 371.49	432
338.50 – 339.49	396	371.50 – 372.49	433
339.50 – 340.49	397	372.50 – 373.49	434
340.50 – 341.49	399	373.50 – 374.49	435
341.50 – 342.49	400	374.50 – 375.49	436
342.50 – 343.49	401	375.50 – 376.49	437
343.50 – 344.49	402	376.50 – 377.49	438
344.50 – 345.49	403	377.50 – 378.49	439
345.50 – 346.49	404	378.50 – 379.49	440
346.50 – 347.49	405	379.50 – 380.49	441
347.50 – 348.49	406	380.50 – 381.49	443

Existing (gross) Pension	Revised (gross) Pension	Existing (gross) Pension	Revised (gross) Pension
1	2	3	4
Rs.	Rs.	Rs.	Rs.
381.50 – 382.49	444	414.50 – 415.49	480
382.50 – 383.49	445	415.50 – 416.49	481
383.50 – 384.49	446	416.50 – 417.49	482
384.50 – 385.49	447	417.50 – 418.49	483
385.50 – 386.49	448	418.50 – 419.49	484
386.50 – 387.49	449	419.50 – 420.49	485
387.50 – 388.49	450	420.50 – 421.49	487
388.50 – 389.49	451	421.50 – 422.49	488
389.50 – 390.49	452	422.50 – 423.49	489
390.50 – 391.49	454	423.50 – 424.49	490
391.50 – 392.49	455	424.50 – 425.49	491
392.50 – 393.49	456	425.50 – 426.49	492
393.50 – 394.49	457	426.50 – 427.49	493
394.50 – 395.49	458	427.50 – 428.49	494
395.50 – 396.49	459	428.50 – 429.49	495
396.50 – 397.49	460	429.50 – 430.49	496
397.50 – 398.49	461	430.50 – 431.49	498
398.50 – 399.49	462	431.50 – 432.49	499
399.50 – 400.49	463	432.50 – 433.49	500
400.50 – 401.49	465	433.50 – 434.49	501
401.50 – 402.49	466	434.50 – 435.49	502
402.50 – 403.49	467	435.50 – 436.49	503
403.50 – 404.49	468	436.50 – 437.49	504
404.50 – 405.49	469	437.50 – 438.49	505
405.50 – 406.49	470	438.50 – 439.49	506
406.50 – 407.49	471	439.50 – 440.49	507
407.50 – 408.49	472	440.50 – 441.49	509
408.50 – 409.49	473	441.50 – 442.49	510
409.50 – 410.49	474	442.50 – 443.49	511
410.50 – 411.49	476	443.50 – 444.49	512
411.50 – 412.49	477	444.50 – 445.49	513
412.50 – 413.49	478	445.50 – 446.49	514
413.50 – 414.49	479	446.50 – 447.49	515

Existing (gross) Pension	Revised (gross) Pension	Existing (gross) Pension	Revised (gross) Pension
1	2	3	4
Rs.	Rs.	Rs.	Rs.
447.50 – 448.49	516	474.50 – 475.49	546
448.50 – 449.49	517	475.50 – 476.49	547
449.50 – 450.49	518	476.50 – 477.49	548
450.50 – 451.49	520	477.50 – 478.49	549
451.50 – 452.49	521	478.50 – 479.49	550
452.50 – 453.49	522	479.50 – 480.49	551
453.50 – 454.49	523	480.50 – 481.49	553
454.50 – 455.49	524	481.50 – 482.49	554
455.50 – 456.49	525	482.50 – 483.49	555
456.50 – 457.49	526	483.50 – 484.49	556
457.50 – 458.49	527	484.50 – 485.49	557
458.50 – 459.49	528	485.50 – 486.49	558
459.50 – 460.49	529	486.50 – 487.49	559
460.50 – 461.49	531	487.50 – 488.49	560
461.50 – 462.49	532	488.50 – 489.49	561
462.50 – 463.49	533	489.50 – 490.49	562
463.50 – 464.49	534	490.50 – 491.49	564
464.50 – 465.49	535	491.50 – 492.49	565
465.50 – 466.49	536	492.50 – 493.49	566
466.50 – 467.49	537	493.50 – 494.49	567
467.50 – 468.49	538	494.50 – 495.49	568
468.50 – 469.49	539	495.50 – 496.49	569
469.50 – 470.49	540	496.50 – 497.49	570
470.50 – 471.49	542	497.50 – 498.49	571
471.50 – 472.49	543	498.50 – 499.49	573
472.50 – 473.49	544	500.50 – 575.49	575
473.50 – 474.49	545		

S. No. 11.—

Reference is invited to this Ministry's Office Memorandum No. O.B. 2/18/ 63-IMP, dated the 22nd April, 1964 and corrigendum of even No. dated the 6th May, 1964. The term "Gross Pension" used therein means "Pension before Commutation and/or Surrender of 14th of the Pension".

2. In the case of family and extraordinary pensions, the term "Gross Pension" means the total amount of the pensions and children allowances, if any. The revised

amount as shown in the Schedule attached to this Ministry's Office Memorandum referred to above will thus be distributed in the original proportion among the recipients who share the pension.

[M.F., O.M. No. O.B. 2/18/63-Imp., dated the 26th May, 1964.]

S. No. 12. —

In continuation of this Ministry's O. M. No. O. B. 2/18/63, dated 26th May, 1964 the position in respect of Family Pension admissible under Pension-cum-Gratuity Scheme of 1954 is further clarified as below:—

- (a) (i) In the case of family pension admissible in the event of death during service, 'Gross Pension' will be the family pension sanctioned plus 50% thereof i.e., 1/4th of invalid pension in lieu of which gratuity was granted to the family.
- (ii) In the case of family pension admissible in the event of death after retirement for the unexpired portion of 5 years, 'Gross pension' will be the family pension sanctioned, but if a portion of pension had been commuted by the Government servant in his life time, 'Gross pension' will be the family pension sanctioned plus 50% of the pension commuted.
- (b) Increase on family pension admissible in the event of death after retirement will be with reference to the date of retirement of the Government servant, i.e. in the case of a pensioner who retired prior to 1-12-1962 and died after that date, the family will be eligible for the increase on family pension sanctioned for the unexpired portion of 5 years though the family pension was sanctioned on a date after 1-12-1962.

2. It has also been decided that the increase in pension will be admissible on compassionate Allowances granted under Article 353-C.S.R. The increase will be admissible on the gross amount of Compassionate Allowance sanctioned.

[M.F., O.M. No. O.B. 2 (30).Imp./64, dated the 8th July. 1964.]

S. No. 13. —

The orders of 1954 should be deemed as superseded under the provisions of the Implementation Unit's Memo. No. O. B. 2/18/63-IMP, dated 22nd April. 1964 and should not apply even to those who retired or may retire after 30th November, 1962.

[M. F. letter No. O.B.2(30)-Imp/64, dated 13th October, 1964 to A.G.P.R. Karachi and copy to all other A.G.'s and Comptrollers.]

S. No. 14. —

The increases in pensions referred to in the Ministry of Finance, Implementation Unit O. M. No. O.B. 2/18/63-IMP, dated the 22nd April, 1964, will be apportioned between

the Governments in Pakistan sharing the original pension in accordance with the rules laid down in the Part IV of Appendix 3 to Account Code, Volume I.

[M.F., O. M. No. D. 1870-RI/64, dated the 13th October, 1964].

S. No. 15. —

The President has been pleased to take decisions stated in the succeeding paragraph, which shall take effect from the last July, 1966:—

* * * * *

10. **Grant of increase in service pensions.**—Government servants who retired on or after the 1st December, 1962, but before the 1st July, 1966, shall for the period from the 1st April, 1964 to the 30th June, 1966, be granted the same increase in service pension as was granted to those Government servants who retired before the 1st December, 1962, in accordance with the Ministry of Finance, Office Memorandum No.O.B-2/18/63-IMP., dated the 22nd April, 1964, as amended from time to time. In the case of those Government servants who have died after the 1st December, 1962, but before the 1st July, 1966, and to whom the Pension-cum- Gratuity Scheme, 1954, was applicable, the family pension for the period from the 1st April, 1964 to the 30th June, 1966, shall be re-fixed after taking into account the pension increase sanctioned in this paragraph.

[M. F. O. M. No. O. B. 2/12/63-Imp (I), dated the 18th August. 1966.]

Increases in pensions to pensioners residing outside Pakistan

S. No.16. —

In consultation with the Provincial Governments the Government of Pakistan have decided that the increases in small pensions paid to the ²²³Federal and Provincial Government pensioners residing in countries where rupee is not a legal tender may be continued for a further period of one year with effect from the 1st April, 1948, on the existing rates and conditions.

2. The increases sanctioned in para.1 above will be admissible in respect of the following pensions:—

- (i) ²²⁴Federal Pensions.—All pensions which are being paid or are payable on behalf of the Government of Pakistan in countries outside the Indo-Pakistan sub-continent.
- (ii) Provincial Pensions.—Those pensions which are wholly debitable to the Pakistan Provincial Governments whether sanctioned before or after 15th August, 1947. In regard to the cases of “Divisible Charges”, i.e., cases in

²²³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²²⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

which pensions are debitable partly to the Government of India and partly to the Provincial Governments of Pakistan, the Provincial Governments will be liable for the temporary increase in such pensions on a proportionate basis.

[M.F. letter No. F. 11(5)-RI/48, dated the 19th November, 1948 to provincial Governments is amended by O. M. No. F. 7(I)-RI/49, dated the 28th August, 1950].

S. No.17. —

The Government of Pakistan have decided:—

- (i) to continue the existing increases in small pensions paid outside India and Pakistan for another year from the 1st April, 1949;
- (ii) to continue to pay increases in pensions up to the amounts indicated by the Pensions (Increases) Act, 1944 (difference on the basis of 1947 and 1948 Act being borne by the United Kingdom Government); and
- (iii) to pay the increases under the 1944 terms, with effect from 1st December 1946, in the case of pensioners who failed, for one reason or the other, to claim the increase due to them.

2. The increases sanctioned in para 1 above will be admissible in respect of the following pensions:—

- (i) ²²⁵Federal Pensions.—All pensions which are being paid or are payable on behalf of the Government of Pakistan in countries outside the Indo-Pakistan sub-continent.
- (ii) Provincial Pensions.—Those pensions which are wholly debitable to the Pakistan Provincial Governments whether sanctioned before or after 15th August, 1947. In regard to the cases of “Divisible Charges”, i.e., cases in which pensions are debitable partly to the Government of India and partly to the Provincial Governments of Pakistan the Provincial Governments will be liable for the temporary increase in such pensions on a proportionate basis.

Note:—These increases have been continued from year to year upto the 31st March, 1957 and thereafter extended until further orders vide M.F. O. M. No. F. 7(4)-RI/59, dated the 1st January 1960 (Not printed).

[M.F. letter No. F.7(1)-RI/49(1), dated the 8th October 1949 to Provincial Governments as amended by O. M. No. F. 7(1)-RI/49, dated the 28th August, 1950].

²²⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No.18. —

A reference is invited to this Ministry's O.M. No.O.B-2/18/63-IMP, dated the 22nd April, 1964. Those instructions are not applicable to Pakistani pensioners residing in India, and as such the ad-hoc increase sanctioned in that letter will not be paid to them.

2. The ad-hoc increase mentioned above will not also be payable to Pakistani pensioners residing in the U. K. or other countries, who retired before the 15th August, 1947. The temporary increase already allowed to Pakistani pensioners residing in the U.K. and other countries who retired before the 15th August, 1947, would not be affected.

3. The ad-hoc increase may however, be allowed to those Pakistani pensioners residing abroad (other than those residing in India) who retired on or after 15th August, 1947, and are not entitled to any pension increases under the various Acts passed by the British Parliament, viz., the Pensions Increase Acts of 1947, 1952, 1956, 1959 and 1962. etc.

[M. F., O.M. No. F. 4(2)-R3/62, dated the 18th October, 1965]

S. No.19. —

Under this Ministry's Office Memorandum No. 1683-R.I/64, dated the 12th September, 1964 has been decided to withdraw the orders issued ab-initio, subject to the condition that monetary benefit which may accrue as a result of withdrawal of these orders will not be admissible for the period prior to 1st July, 1966.

2. According to this Ministry's Office Memorandum No. F. 9 (8)-RI/63, dated the 12th August, 1963 the pay of a retired Government servant on reemployment is fixed with reference to the scale of pay of the post in which he is reemployed, the amount of pension and substantive pay drawn immediately before retirement. The case of re-employed Government servants who are either entitled to increase in pension sanctioned in this Ministry's Office Memorandum No. O.B. 2/18/63-Imp., dated the 22nd April, 1964 or whose pension is revised under the Revised Pension Rules issued in this Ministry's Office Memorandum No. O.B. 2/12/63-Imp. (I), dated the 18th August, 1966 may be reviewed and if necessary their pay may be re-fixed w.e.f. 1st July, 1966 in accordance with the principles laid down in this Ministry's Office Memorandum No. F. 9 (8) RI/63. dated the 12th August, 1963.

[G.P. M.F. O.M. No. F. 8 (3)RI/67, dated the 13th June, 1967.]

S. No.20. —

The Government of Pakistan after consideration of the recommendation made by the Pay and Services Commission (1962) in respect of relief to pensioners and the representations received from the pensioners in this behalf sanctioned with effect from 1-4-1964 ad-hoc increase in pension upto a maximum Rs.75 p.m. to the pensioners who retired before the 1st December, 1962 and were in receipt of gross pension upto Rs.500 p.m. The pension rates were subsequently revised with effect from 1-7-1966 liberalising the then existing rules to the following extent:—

- (a) The maximum limit of pension was raised.

- (b) The formula for calculation of pension was revised from 1/60th of average emoluments for each completed year of service to 1/50th.

The pensioners who had retired before 1st July, 1966 including those who were in receipt of ad-hoc increases sanctioned in 1964 were also allowed to get their pension revised in accordance with the new liberalised rules, provided that if the existing pension plus the increase in pension admissible before that date was more than the pension as calculated under the new rules, the existing pension plus the increase thereon was allowed to continue to be paid.

2. Since then the pay-sales of non-gazetted posts have been revised. In view of this, the Government of Pakistan have had under review the measure of relief allowed to the small-scale pensioner with effect from 1st July, 1966 and have come to the conclusion that some further relief is necessary. The President has accordingly been pleased to decide that the ad-hoc increases at the rates and to the extent indicated below shall be allowed to the existing civil pensioners of the ²²⁶Federal Government including civilians paid from Defence Services Estimates, irrespective of whether they had retired from service before or after the 1st December, 1962.

Amount of Pension	Ad-hoc increases
(a) Not exceeding Rs. 50	20% subject to a minimum of Rs. 5
(b) Exceeding Rs. 50 but not exceeding Rs. 100	15% subject to a minimum of Rs. 10
(c) Exceeding Rs. 100 but not exceeding Rs. 500	15% subject to a minimum of Rs. 30 with marginal adjustments for pensions upto Rs. 350.

3. The ad-hoc increases sanctioned above shall take effect from the 1st June, 1973, i.e. on pensions due for the month of June payable on the 1st July, 1973 and shall be subject to the following conditions:—

- (i) The increases will be allowed on the gross pension, i.e., pension before commutation and/or surrender of 1/4th thereof sanctioned with effect from 1st July, 1966 or thereafter under the new liberalised pension rules. If, however, any pensioner in receipt of the increase in pension sanctioned in the Ministry of Finance O.M. No. B. 2/18/63-Imp, dated the 22nd April, 1964 separately, the amount of gross pension shall be taken as inclusive of the increase sanctioned therein;
- (ii) Commutation of any part of the increase will not be permitted;
- (iii) If a person is in receipt of more than one pension the increase will be allowed on the total of the gross amount of all the pensions.

4. If the pension sanctioned by the Government of Pakistan which qualifies for the grant of ad-hoc increase sanctioned above is shared with any other Government in accordance with the rules laid-down in Part IV of Appendix III to Account Code, Vol. I, the

²²⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

amount of ad-hoc increase sanctioned above will be apportioned between the Government of Pakistan and the other Governments concerned on proportionate basis.

5. The ad-hoc increases sanctioned above will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954 and Extraordinary Pension Rules as well as on the Compassionate Allowance sanctioned under Article 353 CSR.

[G.P.F.D. Notification No. 9 (4)-Reg.(6)/72, dated 13-6-1973.]

S. No. 21. —

The President has further been pleased to decide that the ²²⁷Federal Government pensioners whose gross pension (i.e. pension before commutation and or surrendered of 1/4th thereof was not more than Rs.700/ per month, will get w.e.f. 1-8-1973 an increase in pension equal to 15% of their gross pension subject to a maximum of Rs.35 p.m.

This increase will be in addition to the ad-hoc increase in pension allowed, under this Division Notification No. F. 9 (4)-Reg. (6)/72, dated the 13th June, 1973.

[G.P.,F.D.O.M. No. D-1057-R4/73-F 11(l)-RI/73, dated 15-8-1973]

S. No. 22. —

It has been decided that the dearness increases in pension sanctioned under paragraph 2 of this Division's O.M. No. D-1057-R 4/73-F-11 (1)- RI/73, dated the 15th August 1973 will be admissible also to those pensioners whose gross pensions range between Rs.700 p.m. and Rs.735 p.m., provided the gross pension plus the above dearness increase does not exceed Rs.735 p.m.

[F.D. O. M. No. F. 7(2) Reg.(6)/73, Dated 8th April, 1974]

S. No. 23. —

A question has been raised as to the scope of the phrase "existing civil pensioners" occurring in para 2 of this Division's Notification No. F. 9 (4)-Reg. (6)/72, dated the 14th June, 1973, on the above subject. It is hereby clarified that the above phrase is intended to include, not only those ex-employees who had retired before 13-6-1973 but also, those retiring on or after 13-6-1973, irrespective of whether the retirement took or takes place before or after the ex-employee concerned had come on to the Scheme of National Scales of Pay etc.

[F. D. O. M. No. F. 9(2)-Reg.(6)/73, dated 18th April 1974.]

S. No. 24. —

The Government of Pakistan has been pleased to sanction, with effect from the 8th June 1974 and until further orders, a special dearness increase in pension @ 15% of gross pension (i.e. pension before commutation and/or surrender of 1/4th thereof) subject

²²⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

to a maximum of Rs.100 p.m. to all civil pensioners of the Federal Government, including those paid from the Defence Services Estimates. This special dearness increase will be in addition to the ad-hoc increase and the Dearness increase, where admissible, as sanctioned in this Division's Notification No. F. 9 (4)- Reg. (6)/72, dated the 13th June, 1973 and in para 2 of this Division's O.M. No. D. 1057-R 4/73-F.11(1). R.1/73 dated the 15th August, 1973 respectively. The terms, gross pension, will also include the increase in pension sanctioned in this Division's O.M. No. OB/2/18/63-Imp, dated the 23rd April, 1964 where being drawn. If a person is in receipt of more pensions than one, then the Special Dearness Increase will be calculated on the aggregate of all of his gross pensions.

2. The Special Dearness Increase will also be admissible on family pensions granted under the Pension-cum-Gratuity Scheme 1964 and/or the Extraordinary Pension Rules as well as on the Compassionate Allowance sanctioned under C.S.R. 353.

3. If the gross pension sanctioned by the Government of Pakistan is shared with any other Government in accordance with the rules laid down in Part IV of Appendix III to Account Code, Vol. I, the amount of the Special Dearness Increase will be apportioned between the Government of Pakistan and the other Government(s) concerned on proportionate basis.

4. Commutation of any part of the Special Dearness Increase will not be permissible.

5. In the case of re-employed pensioners, neither the Special Dearness Increase being sanctioned in the present O.M. nor the ad-hoc Increase and the Dearness referred to in para 1 above, would be admissible, for the period of their reemployment.

[F. D. O. M. No. F- 9 (1)-Reg.(6)/74, dated 10-6-1974]

S. No. 25. —

The increase in pension sanctioned in this Division's Notification No. F. 9 (4)-Reg. (6)72, dated the 13th June, 1973 and Office Memorandum No. D. 1057-R. 4/73-F. 11 (1) R. 1/73, dated 15-8-1973 and No. F. 9 (1)-Reg. (6)/74, dated 10-6-1974 would subject to the prescribed conditions, be admissible to those Pakistani Civil pensioners also who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 and are either not entitled to, or are not in receipt of pension increase under the British Governments Pension (Increases) Acts. In all such cases the payment of these increases shall be made at the official rate of exchange in force at the time the payment is made.

[F. D.O.M. No. F.9(I)-Reg. (6)/74, dated 30-11-1974]

S. No. 26. —

The Government of Pakistan has been pleased to sanction, with effect from the 7th April 1975 and until further orders Additional Dearness Increase in pension @ 10% of gross pension subject to a maximum of Rs.25 p.m. to all civil pensioners of the Federal Government, including those paid from the Defence Services Estimates.

The Additional Dearness Increase will be admissible subject to the same conditions as laid down in this Division's O.M. No. F- 9 (I).Reg. (6)/74, dated the 10th June, 1974 (as amended from time to time) for the purpose of the admissibility of Special Dearness Increase.

[F. D. O. M. No. 9 (I)-Reg. (6)/75. dated 9-4-1975.]

S. No. 27. —

The question of grant of relief to all existing pensioners was under consideration of the government for some time past. The President has been pleased to sanction with effect from 1st July, 1980, a special ad-hoc increase as under to all existing civil pensioners of the Federal Government, including those- paid from the Defence Services Estimates:—

NPS	Rs. p. m
1-10	40
11-16	70
17-18	100
19-20	150
21-22	200

2. The above categorization in respect of those civil servants who retired before the introduction of the National Pay Scheme shall be determined in accordance with Schedules to the Ministry of Finance Office Memoranda No. 1 (2) NG. Imp/71, dated the 8th March, 1972 and NO. F. 1(36) Gaz. Imp. I/73, dated the 18th August, 1973 (copies of schedules attached).

3. If a person is in receipt of more pensions than one, the special adhoc increase will be admissible on only one pension.

4. The special ad-hoc Increase will also be admissible on family pensions granted under the pension-cum-gratuity scheme, 1954 Liberalized Pensions Rules, 1977 and/or the Extraordinary Pension Rules, as well as on the Compassionate Allowance sanctioned under CSR 353.

5. If the pension sanctioned by the Government of Pakistan is shared with any other government in accordance with the rules laid down in Part IV of Appendix III to Account Code, Vol. I, the amount of the Special Ad-hoc increase will be apportioned between the Government of Pakistan and the other government(s) concerned on proportionate basis.

6. Commutation of any part of special ad-hoc increase will not be admissible.

7. In the case of re-employed pensioners, the special ad-hoc increase sanctioned in this Office Memorandum shall not be admissible to them during the period of their re-employment.

[F.D.O.M. No. F-6 (3)-Reg. (6)79, dated 28-06-1980]

S. No. 28. —

This special ad-hoc increase in pension sanctioned in this Division's O.M. No. F.6(3)-Reg. (6)/79, dated the 28th June, 1980 would be admissible to those Pakistani civil pensioners also, who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 and are either not entitled to, or are not in receipt of, pension increases under the British Government's Pension (Increases) Acts. The payment of the ad-hoc increase in all cases shall be made at the official rate of exchange in force at the time the payment is made.

[F.D. O.M. No. F. 6(3)-Reg. (6)/79-II, dated 24-2-1981.]

S. No. 29. —

The President has been pleased to sanction, with effect from the 1st July, 1981, and until further orders Additional Ad-hoc Increase in pension @ 10% of pension subject to a maximum of Rs.200 p.m. to civil pensioners of the Federal Government, including those paid from the Defence Services Estimates, who retired up to the 30th June 1981. This increase shall also be admissible to those Government servants who retire between 1st July 1981 and 31st December, 1982 and will not be admissible to those retiring on or after 1st of January 1983. For the purpose of admissibility of the increase sanctioned in this O.M. the term "pension" means gross pension (i.e. pension before commutation and/or surrender of 1/4th thereof) plus dearness/ad-hoc increases in pension sanctioned from time to time, where admissible.

2. If a person is in receipt of more pensions than one, the Additional Ad-hoc increase will be admissible on only one pension.

3. The Additional Ad-hoc Increase will also be admissible on family pensions granted under the Pension-cum-Gratuity Scheme, 1954 Liberalized Pension Rules, 1977 and on pensions sanctioned under the Extraordinary Pension Rules, as well as on the Compassionate Allowance under C.S.R. 353.

4. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part IV of Appendix III to the Accounts Code, Volume I, the amount of the Additional Adhoc increase will be apportioned between the Federal Government and the other government(s) concerned on proportionate basis.

5. Commutation of any part of Additional Ad-hoc increase will not be permissible.

6. In the case of re-employed pensioners, the Additional Ad-hoc increase sanctioned in this Office Memorandum shall not be admissible to them during the period of their re-employment.

[F.D.O.M. No. F. 12(I)-Reg. (6)/81, dated 25-7-1981]

S. No. 30. —

The President has been pleased to sanction, w.e.f. the 1st July, 1982 and until further orders, a further Dearness Increase in pension @10 % of pension subject to a

maximum of Rs. 200 per month to civil pensioners of the Federal Government, including those paid from the Defence Services Estimates. This increase shall be admissible to Government servants who retired up to 30th June, 1982 as well as those who would retire after that date. For the purpose of admissibility of the increase sanctioned in this O.M., the term "pension" means gross pension (i.e. pension before commutation and/or surrender of 1/4th thereof) plus dearness/ad-hoc increase in pension sanctioned from time to time, where admissible.

2. If a person is in receipt of more pensions than one, the Dearness increase will be admissible on only one pension.

3. The Dearness Increase will also be admissible on family pension under the Pension-cum-Gratuity Scheme, 1954/Liberalised Pension Rules, 1977 and on pensions sanctioned under the Extraordinary Pension Rules, as well as on the Compassionate Allowance under CSR. 353.

4. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part IV of Appendix III to the Accounts Code, Volume I the amount of the Dearness Increase will be apportioned between the Federal Government and the other Governments concerned on proportionate basis.

5. Commutation of any part of Dearness Increase will not be permissible.

6. In the case of re-employed pensioners, the Dearness Increase sanctioned in this Office Memorandum shall not be admissible to them during the period of their re-employment.

[G.P. F.D. O.M. No. F. 12 (I)-Reg. (6)/82, dated 17-6-1982].

S. No. 31. —

The additional ad-hoc increase/dearness increase in pension sanctioned in Finance Division's O.M. No. F. 12(1)-Reg.(6)/81 dated the 25th July, 1981, and O.M. No. F. 12(1)-Reg. (6)/82 dated the 17th June, 1982 would be admissible to those Pakistani civil pensioners also, who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 and are either not entitled to, or are not in receipt of pension increases under the British Government's Pension (Increases) Acts. The payment of the additional ad-hoc increase/dearness increase in all cases shall be made at the official rate of exchange in force at the time the payment is made.

[G.P. F.D. O.M. No. F. 12(I)-Reg. (6)/81-82, dated 17-7-1982.]

S. No. 32. —

The undersigned is directed to state that under the orders issued from time to time regarding grant of Dearness Increase to Pensioners of the Federal Government, it has inter alia been provided that in the case of re-employed pensioners, the Dearness Increase shall not be admissible to them during the period of their reemployment.

It is hereby clarified that the term “re-employed “ and “re-employment” used in the above condition are applicable only to the retired Government servants themselves who have been re-employed after retirement in Government departments, including those re-employed in Autonomous Organizations/ Nationalised Banks. The above condition does not apply to beneficiaries or Family Pensions, Dependant Pensions and Children Allowance, irrespective of whether they are employed in Government departments/ Autonomous Organizations/ Nationalised Banks.

[G.P. F.D. O.M. No. D. 2475-DS (R III), dated 19-8-1982.]

S. No. 33. —

In Finance Division’s Office Memorandum No. F. 12 (1)-Reg. (6)/81 dated 25th July, 1981 and F. 12(I)-Reg. (6)/82 dated 17th June, 1982, it has been decided that if a person is in receipt of more than one pension, the dearness increases sanctioned will be calculated on the aggregate of all his gross pensions subject to the prescribed maximum of Rs.200 laid down therein. These orders will have retrospective effect from 1st July, 1981 and 1st July, 1982, i.e., the dates of effect of the O.M. dated 25th July, 1981 and 17th June, 1982, respectively.

[G.P. F.D. O.M. No. F. 9(I)-Reg. (6)/82, dated 3-11-1982.]

S. No. 34.—

**GRANT OF COMMUTATION TO THE WIDOW OF CIVIL SERVANT RETIRED ON
SUPER-ANNUATION BUT EXPIRED BEFORE SIGNING THE
PENSION/COMMUTATION CLAIMS**

With reference to Finance Division’s O. M. No.10(3)-Reg.6/86(II) dated 01.07.1986, and to state that Commutation upto 50% of gross pension is admissible to a civil pensioner at his option. Under the existing procedure, the entitlement of commuted value upto 50% of gross pension becomes valid as and when a civil servant, while in service or on retirement, exercises his option for commuted value of pension on prescribed (Form CSR-25 Revised). Few references have been received in this Division wherein Government servants, while having retired on superannuation, could not sign their pension papers due to their death. Consequently the bereaved families of deceased pensioners were not given benefit of the commuted value of pension under the existing rules and orders.

2. The case has been considered and it has been decided that the family of deceased Government servant, who after having retirement on superannuation could not sign his pension papers due to death, will also be entitled for the commuted value of pension w.e.f. 1.7.1999.

[Finance Division O. M. No.F.13(1)/Reg.6/94, dated 6th July, 1999]

INCREASE IN PENSION ALLOWED BY THE GOVERNMENT FROM TIME TO TIME

S.No. 35. —

The undersigned is directed to refer to Finance Division's O.M. No.10(3)-Reg.6/86(II) dated 01.07.1986, and to state that commutation up to 50% of gross pension is admissible to a civil pensioner at his option. Under the existing procedure, the entitlement of commuted value up to 50% of gross pension becomes valid as and when a civil servant, while in service or on retirement, exercises his option for commuted value of pension on prescribed form (CSR-25 revised). Few references have been received in this Division wherein Govt. 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 benefit of the commuted value of pension under the existing rules and orders.

2. The case has been considered and it has been decided that the family of a deceased Govt. 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.

[Finance Division O.M. No.F.13(1)-Reg.6/94, dated 22nd May, 2001.]

S.No. 36.—

Part III – PENSION AND COMMUTATION

16. **PENSION.**—The Government has made the following reforms in pension/commutation scheme w.e.f. 1-12-2001 in respect of civil pensioners of Federal Government including civilian paid from Defence Estimates as well as retired Armed Forces Personnel.

- (a) Commutation Table shall be replaced by the new Commutation Table at **Annexure-II** to this Office Memorandum.
- (b) Commutation upto 40% of gross pension shall be admissible at the option of the pensioner.
- (c) The additional benefit of 2%-10% for extra years of service after completion of 30 years of qualifying service in respect of civil pensioners shall be discontinued.
- (d) The increase in pension @ 20%-25% to civil Pensioners allowed vide the Division's O.M. No. 4(1)-Reg.6/99 dated 23-7-1999 shall be discontinued.
- (e) The benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity shall be withdrawn.
- (f) In future the increase in pension to the pensioners shall be allowed on net pension instead of gross pension.
- (g) All the pensioners shall be allowed an increase in net pension (inclusive of dearness increase allowed in the past) as follows:—

Increase in Net Pension

(i) Pensioners who retired prior to the introduction of 1991 Basic Pay Scales.	15%
(ii) Pensioners who retired prior to the introduction of 1994 Basic Pay Scales but on or after the Introduction of 1991 Pay Scales	10%
(iv) Pensioners who retired on or after the Introduction of 1994 Basic Pay Scales and upto the date of Introduction of revised Basic Pay Scales i.e., 1-12-2001.	5%

17. **Option.**—(a) All the existing civil employees (BPS 1 to 22) of the Federal Government shall within 45 days from the date of issue of this Office Memorandum exercise an option in writing, addressed to the Audit Office concerned in the case of employees in BPS 16 and above and to the DDO concerned in the case of employees in BPS 15 and below, either to draw pay in the existing Basic Pay Scales of 1994 or in the Revised Basic Pay Scales and Pension/Commutation Scheme 2001 as specified in this O.M. Option once exercised shall be final.

(b) An existing employee as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted to continue to draw salary in Basic Pay Scales of 1994 and Pension/Commutation as per existing formulae.

18. The government servant who will retire w.e.f. 1-7-2001 shall be given the benefit of revised pay scales on presumptive basis discontinued by 5% increase in pension if availed, subject to the condition that all those who may like to avail this benefit should opt for the entire package i.e. revised schemes of Basic Pay Scales as contained in Part-I and revised package of pension as contained in Part-III of this O.M.

19. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue in force under this scheme.

[Finance Division O.M. No.F.1(5)Imp/2001, dated the 4th September,2001]

**ANNEXURE-II TO FINANCE DIVISION O.M. NO.F.1(5) IMP/2001,
DATED THE 4TH SEPTEMBER, 2001**

Commutation Table

Age next Birthday	No. of years purchased	Age next Birthday	No. of years purchased
20	40. 5043	51	17. 6526
21	39. 7341	52	17. 0050
22	38. 9653	53	16. 3710
23	38. 1974	54	15. 7517
24	37. 4307	55	15. 1478
25	36. 6651	56	14. 5602
26	35. 9006	57	13. 9888

Age next Birthday	No. of years purchased	Age next Birthday	No. of years purchased
27	35. 1372	58	13. 4340
28	34. 3750	59	12. 8953
29	33. 6143	60	12. 3719
30	32. 8071	61	11. 8632
31	32. 0974	62	11. 3684
32	31. 3412	63	10. 8872
33	30. 5869	64	10. 4191
34	29. 8343	65	9. 9639
35	29. 0841	66	9. 5214
36	28. 3362	67	9. 0914
37	27. 5908	68	8. 6742
38	26. 8482	69	8. 2697
39	26. 1009	70	7. 8778
40	25. 3728	71	7. 4983
41	24. 6406	72	7. 1314
42	23. 9126	73	6. 7766
43	23. 1840	74	6. 4342
44	22. 4713	75	6. 1039
45	21. 7592	76	5. 7859
46	21. 0538	77	5. 4749
47	20. 3555	78	5. 1854
48	19. 6653	79	4. 9030
49	18. 9841	80	4. 6321
50	18. 3129		

S.No. 37.—**REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BPS.1-22) OF THE FEDERAL GOVERNMENT (2001)**

I am directed to refer to Finance Division's Letter No. F.1 (5) Imp/2001, dated 03-11-2001 on the above subject and to say that last sentence in the clarification against para 18 may be considered as deleted. Para 18 may be read as under:

"Para 18 of the O.M. under reference is very clear and does not tend itself to any mis-interpretation. The retiring employees who opt for 2001 Pay Scales are not entitled to 5% increase in pension as per para 16 (g)(iii)."

[Finance Division O.M. No.F.1(5) Imp/2001, dated 26th December, 2001]

S.No. 38.—**CORRIGENDUM: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BPS.1-22) OF THE FEDERAL GOVERNMENT (2001)**

I am directed to refer to Finance Division's O.M. No.F.1(5)Imp/2001, dated 4.9.2001 on the above subject and to state that according to para 16(e), the benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity has been

withdrawn. Accordingly the dispensation allowed to the govt. servants in the form of restoration of commutation has no relevance to the number of years purchased as indicated in the Commutation Table issued earlier. In fact, the said Commutation Table reflects the value of the commuted portion of gross pension at a point in time. Therefore, for the removal of any doubt in this regard, the words "Number of years purchased" as mentioned in the Commutation Table, issued at Annex-II to Finance Division's O.M. referred to above are hereby substituted by the words 'Commutation Factor'. The corrected Commutation Table is enclosed.

[Finance Division O.M. No.F.1(5) Imp/2001, dated 30th January,2002]

**ANNEXURE-II TO FINANCE DIVISION O.M. NO.F.1(5) IMP/2001,
DATED THE 4TH SEPTEMBER, 2001**

Corrected Commutation Table

Age next Birthday	Commutation Factor	Age next Birthday	Commutation Factor
20	40.5043	51	17.6526
21	39.7341	52	17.0050
22	38.9653	53	16.3710
23	38.1974	54	15.7517
24	37.4307	55	15.1478
25	36.6651	56	14.5602
26	35.9006	57	13.9888
27	35.1372	58	13.4340
28	34.3750	59	12.8953
29	33.6143	60	12.3719
30	32.8071	61	11.8632
31	32.0974	62	11.3684
32	31.3412	63	10.8872
33	30.5869	64	10.4191
34	29.8343	65	9.9639
35	29.0841	66	9.5214
36	28.3362	67	9.0914
37	27.5908	68	8.6742
38	26.8482	69	8.2697
39	26.1009	70	7.8778
40	25.3728	71	7.4983
41	24.6406	72	7.1314
42	23.9126	73	6.7766
43	23.1840	74	6.4342
44	22.4713	75	6.1039
45	21.7592	76	5.7859
46	21.0538	77	5.4749
47	20.3555	78	5.1854
48	19.6653	79	4.9030
49	18.9841	80	4.6321
50	18.3129		

S.No. 39.—**GRANT OF COMMUTATION TO THE WIDOW OF CIVIL SERVANT COMPULSORILY
RETIRED FROM SERVICE BUT EXPIRED BEFORE SIGNING HIS PENSION /
COMMUTATION CLAIMS**

The undersigned is directed to refer to Finance Division's O.M. No. 10 (3)-Reg.6/86(II) dated 01.07.1986, and to state that commutation upto 50% of gross pension was admissible to a civil pensioner at his option. Under the existing procedure, as contained in Finance Division's O.M. 1(5)-Imp/2001, dated 4.9.2001 the entitlement of commuted value upto 40% of gross pension becomes valid as and when a civil servant, while in service or on retirement, exercises his option for commuted value of pension on prescribed Form (CSR-25 Revised). Few references have been received in this division wherein civil servant, while having retired compulsorily, could not sign their pension paper due to their death. Consequently the bereaved families of deceased pensioners were not given benefit of the commuted value of pension under the existing rules and orders.

2. The case has been considered and it has been decided that the family of a deceased civil servant, who after having compulsorily retired could not sign his pension paper due to death, will also be entitled for the commuted value of pension henceforth.

[Finance Division O.M. No.F.13 (1)–Reg.6/94-III, dated 4th March, 2002]

S.No. 40.—**REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES
(BPS 1- 22) OF THE FEDERAL GOVERNMENT**

The undersigned is directed to refer to para 18 of Finance Division O.M. No. F. 1(5)-Imp/2001 dated 4.9.2001 on the subject noted above and to state that the government has considered the case of family pension of those civil servants who expired between 1-7-2001 to 30-11-2001 and has decided that the Govt. servants who expired during the above period while in service, may be allowed the benefit of fixation of pay for the purpose of calculation of family pension only so that their families could avail the benefit accrued vide para 18 of this Division's O.M. *ibid*.

[Finance Division O.M. No.F.4(2)-Reg.6/2001-III, dated 5th March, 2002]

S.No. 41.—**REVISION OF BASIC PAY SCALES FRINGE BENEFITS OF CIVIL EMPLOYEES
(BPS.1-22) OF FEDERAL GOVERNMENT, 2001**

The undersigned is directed to refer to para 16(g) (i) & (ii) of Finance Division's O.M. No. F.1(5) Imp/2001, dated 4.9.2001 on the above subject and to say that various Ministries/Division have sought clarification whether the pensioners retiring before the introduction of Revised Pay Scales, 1991 and 1994 but who availed the benefit of Revised Pay Scales, 1991 and 1994 would be entitled to increase in pension @ 15% and 10% respectively or 10% and 5% respectively.

2. It is clarified that the pensioners who retired before introduction of Revised Pay Scales, 1991 and 1994 and could not avail the benefit of Revised Pay Scales, 1991 and 1994 would be entitled to increase in pension @ 15% and 10% respectively. However, the pensioners who availed the benefit of Revised Pay Scales, 1991 and 1994 shall be entitled to increase in pension @ 10% and 5% respectively.

3. The above clarification will also apply mutatis mutandis to the Civil Armed Force Personnel and Defence Forces Personnel.

[Finance Division O.M. No.F.1(15) Imp /2001, dated 18th May, 2002]

S.No. 42.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL

The President has been pleased to sanction an increase @ 15% in pension with effect from 1stJuly, 2003 to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as Armed Forces Personnel.

2. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term "Pension" means "Pension being drawn".

3. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on Pension sanctioned under the ²²⁸Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

4. If the gross pension sanctioned by the Federal Government is shared with any other government in accordance with the rules laid down in part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other government concerned on proportionate basis.

5. This increase in pension is a special relief and shall not be reckonable for purposes of calculation of commutation/gratuity.

6. In 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.

7. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those civil pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 and are not entitled to, or are not in receipt of pension increase under the British Government's Pension (Increases) Acts. The payment will be made at the applicable rate of exchange.

[Finance Division O.M No.4(2) Reg.6/2003, dated 30-06-2003]

²²⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

S.No. 43.—**GRANT IN EX-GRATIA PENSION OF PENSIONER/FAMILY PENSIONERS OF FORMER EAST PAKISTAN (NOW BANGLADESH)**

I am directed to refer to Finance Division's letter No. F.9(10-Reg.7/87 (pt.IV)-D.1031.92 dated 10.08.1992 and No. F.9(13)-Reg.7/(Pt.II)/85 dated 17.07.1993 on the subject noted above and to state that with the approval of the Prime Minister of Pakistan it has been decided that the minimum ex-gratia pension of the former East Pakistan pensioners (now citizens of Pakistan) may be raised from Rs. 300/-p.m. to Rs. 500/-p.m. and family pension from Rs. 150/-p.m. to Rs. 250/-p.m. without accepting the final responsibility/liability, with immediate effect.

2. The expenditure on account of these pensions should continue to be booked to the Suspense Account of the Government of Pakistan pending final adjustment with the Government of Bangladesh as is being already done.

3. It is requested that necessary instructions in the matter may be issued to all Accountants General and Chief Accounts Officer, Pakistan Railways etc., under intimation to this division.

[Finance Division O.M. No.F.11(1)-R.7/96(pt)- 537/03, dated 23rd July, 2003]

S.No. 44.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL**

The undersigned is directed to refer to Finance Division's Office Memorandum No. 4(2)-Reg.6/2003 dated 30.6.2003 on the subject noted above and to say that queries have been received in this Division, as to whether 15% increase in pension is also admissible to those civil servants who would retire on or after 01.01.2003.

2. It is clarified that the said increase in pension is admissible until further orders to those civil servants as well as who retired/may retire on or after 01.07.2003.

[Finance Division O.M. No.F.4(2)-Reg.6/2003, dated 15thSeptember, 2003]

S.No. 45.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL**

The President has been pleased to sanction an increase in pension with effect from 1st July, 2004 to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces personnel at the following rates:

- | | |
|-------------------------------------------------------------------------------|-----|
| (i) Pensioners who retired prior to Revised Pay Scales of 1994 | 16% |
| (ii) Pensioners who retired/retire in Revised Pay Scales of 1994 and onwards. | 08% |

2. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term 'Pension' means 'Pension being drawn'.

3. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on Pension sanctioned under the ²²⁹Federal Civil Services (Extra Ordinary Pension) Rules as well as on the compassionate allowance under CSR-353.

4. If the gross pension sanctioned by the Federal Government is shared with any other government in accordance with the rules laid down in part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other government concerned on proportionate basis.

5. This increase in pension is an Adhoc Relief and shall not be reckonable for purposes of calculation of commutation/gratuity.

6. In 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.

7. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those civil pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 and are not entitled to, or are not in receipt of pension increase under the British Government's Pension (increases) Acts. The payment will be made at the applicable rate of exchange.

[Finance Division O.M. No.F.4(1) Reg-6/2004, dated 2nd July, 2004]

S.No. 46.—

Please see Schedule II in Section III.

[Authority: Finance Division Notification No. F. 11(1)R-14/2004-796, dated 26-08-2004.]

S.No. 47.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL

The President has been pleased to sanction an increase in pension with effect from 1st July 2006 to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel at the following rates.

(i) Pensioners who retired prior to 01-05-1977. 20%

²²⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

(ii) Pensioners who retired on or after 01-05-1977 15%

2. This increase in pension will also be admissible to those civil servant who would retire after 30-06-2006.

3. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term 'Pension' means 'Pension being drawn'.

4. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²³⁰Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

5. If the gross pension sanctioned by the Federal Government is shared with any Government in accordance with the rules laid down in part-IV of Appendix III to the Accounts Code, Vol-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

6. In 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.

7. The benefit of increase in pension sanctioned in this O. M. will also be admissible to those civil pensioners of the Federal 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 (Increases) Acts. The payment will be made at the applicable rate of exchange.

[Finance Division O. M. No.F.4 (3)-Reg.6/2006, dated 30th June, 2006.]

S.No. 48.—

GRANT OF COMMUTATION TO THE WIDOW OF CIVIL SERVANT VOLUNTARY/PRE-MATURE RETIREMENT FROM SERVICE BUT EXPIRED BEFORE SIGNING HIS PENSION/ COMMUTATION CLAIMS

With reference to Finance Division's O.M. No. F.10(3)-Reg.6/86 (II) dated 01.07.1986, and to state that commutation upto 50% of gross pension was admissible to a civil pensioner at his option. Under the existing procedure, as contained in Finance Division's O.M. No.1(1)-Imp/2005 dated 01.07.2005 the entitlement of commuted value upto 35% of gross pension becomes valid as and when a civil servant, while in service or on retirement, exercises his option for commuted value of pension on prescribed forms (Form-25 Revised). Few references have been received in this Division wherein civil servant, while having retired voluntary/ pre-mature retirement, could not sign their pension papers due to their death. Consequently the bereaved families of deceased pensioners are not given benefit of the commuted value of pension under the existing rules and orders.

²³⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

2. The case has been considered and it has been decided that the family of a deceased civil servant, who after having voluntary/pre-mature retirement, could not sign his pension papers due to death, will also be entitled for the commuted value of pension.

[Finance Division's O.M. No.13(1)-Reg.6/94-VI, dated 6th June, 2007.]

S.No. 49.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL

The President has been pleased to sanction an increase in pension with effect from 1st July, 2007 to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel at the following rates:

- | | |
|---------------------------------------------------------------|-----|
| (i) Pensioners who retired prior to 01-07-1997. | 20% |
| (ii) Pensioners who retired between 01-07-1997 to 30-06-2007. | 15% |

2. For the purpose of admissibility of increase in pension sanctioned in this O. M. the term 'Pension' means 'Pension being drawn'.

3. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²³¹Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

4. If the gross pension sanctioned by the Federal Government is shared with any Government in accordance with the rules laid down in part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other government concerned on proportionate basis.

5. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

6. In 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 reemployment.

7. The benefit of increase in pension sanctioned in this O. M. will also be admissible to those civil pensioners of the Federal 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 (increases) Acts. The payment will be made at the applicable rate of exchange.

[Finance Division O. M. No.F.4 (2)-Reg.6/2007, dated 13th July, 2007]

S.No. 50.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL

The President has been pleased to sanction an increase in pension @ 20% with effect from 1st July, 2008 to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces personnel.

²³¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

2. For the purpose of admissibility of increase in pension sanctioned in this O. M. the term 'Pension' means 'Pension being drawn'.

3. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²³²Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

4. If the gross pension sanctioned by the Federal Government is shared with any Government in accordance with the rules laid down in part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other government concerned on proportionate basis.

5. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

6. In 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 reemployment.

7. The benefit of increase in pension sanctioned in this O. M. will also be admissible to those civil pensioners of the Federal 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 (increases) Acts. The payment will be made at the applicable rate of exchange.

[Finance Division O. M. No. 4(1) R 6/2008-808, Dated: 30.6.2008]

S.No.51.—

ADMISSIBILITY OF INCREASES IN PENSION TO RE-EMPLOYED PENSIONERS

The undersigned is directed to state that under the existing policy, increase in pension allowed by the government from time to time is not admissible to the re-employed pensioners during the period of their re-employment. The matter whether such increases allowed by the government from time to time to the pensioners before their re-employment should continue to be inadmissible during the period of their re-employment or otherwise has been considered in the Finance Division. It has been decided that increases in pension admissible to the pensioners of the Federal Government before their re-employment on contract basis will continue to be admissible to them provided that they are not in receipt of any increase allowed as an allowance with their pay in lieu of increase in pension. However, increases in pension allowed by the government during their re-employment shall not be admissible during the period of their re-employment, but the same will be allowed after the termination of the re-employment contract.

[Finance Division O. M. No. F-4(1)-Reg.6/99-VIII, dated the 26th March, 2009]

²³²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

S.No. 52.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL**

The President has been pleased to sanction an increase in pension with effect from 1st July, 2009 until further orders to all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces personnel at the following rates:

- | | | |
|------|------------------------------------------------------|-----|
| (i) | Those pensioners who retired on or before 30.6.1999 | 20% |
| (ii) | Those pensioners who retired after 30.6.1999 onwards | 15% |

2. The 15% increase in pension as mentioned at para 1(ii) above will also be admissible to the pensioners who would retire on or after 01.07.2009.

3. The Government servants who would retire on or after 01.07.2009 will also be entitled for increase in pension @ 10% and 15% which have been allowed vide Finance Division's O.Ms. No. 1(1)-Imp/2005, dated 01.07.2005 and No.4(3)-Reg.6/2006, dated 30.06.2006.

4. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term "Net Pension" means "Pension being drawn".

5. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²³³Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

6. If the gross pension sanctioned by the Federal Government is shared with any Government in accordance with the rules laid down in part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other government concerned on proportionate basis.

7. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

8. The increase in pension allowed by the Government during their re-employment shall not be admissible during the period of their re-employment, but the same will be allowed after the termination of the re-employment contract. However, the increase in pension admissible to the pensioners of the Federal Government before their re-employment on contract basis will continue to be admissible to them provided that they are not in receipt of any increases allowed as Allowances with their pay in lieu of increases in pension.

9. The benefit of increase in pension sanctioned in this O. M. will also be admissible to those civil pensioners of the Federal Government who are residing abroad

²³³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

(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 (increases) Acts. The payment will be made at the applicable rate of exchange.

[Finance Division O. M. No. F.4(1)-Reg.6/2009, dated 13th July, 2009.]

S. No. 53.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL

The President has been pleased to sanction an increase in pension with effect from 1st July, 2010 until further order to all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel at the following rates: —

- | | |
|----------------------------------------------------------|-----|
| (i) Those pensioners who retired before 01-12-2001 | 20% |
| (ii) Those pensioners who retired on or after 01-12-2001 | 15% |

2. The 15% increase in pension as mentioned as para 1(ii) above will also be admissible to the pensioners who would retire on or after 01-07-2010.

3. The Government servants who would retire on or after 01-07-2010 will also be entitled for increase in pension @ 10%, 15% and 15% which have been allowed vide Finance Division's O.Ms. No.1(1)-Imp/2005, dated 01-07-2005 and No.4(3)-Reg.6/2006 dated 30-06-2006 and No.4(1)-Reg.6/2009, dated 13-07-2009.

4. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term "Net Pension" means "Pension being drawn".

5. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²³⁴Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

6. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

7. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

8. The increase in pension allowed by the Government during their re-employment shall not be admissible during the period of their re-employment, but the same will be allowed after the termination of the re-employment contract. However, the

²³⁴ Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

increases in pension admissible to the pensioners of the Federal Government before their re-employment on contract basis will continue to be admissible to them provided that they are not in receipt of any increases allowed as Allowances with their pay in lieu of increases in pension.

9. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal 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 (Increases) Acts. The payment will be made at the applicable rate of exchange.

[Finance Division O.M. No.F.4(1)-Reg.6/2010/721, dated 5th July, 2010]

S. No. 54.—

MINIMUM PENSION.

The undersigned is directed to refer to Finance Division's O.M. No.15(1)-Reg.6/2008, dated 02-07-2008 on the subject cited above and to state that the President has been pleased to sanction with effect from 1st July, 2010 the increase in minimum pension from Rs.2000/- p.m. to Rs.3000/- p.m. to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel.

2. Similarly, family pension allowed to the family of a retired government employee including those paid from Defence Services Estimates under the Pension-cum-Gratuity Scheme, 1954, and Liberalized Pension Rules, 1977 has also been increased from current rate of 50% to 75% i.e. Rs.1000/- p.m. to Rs.2250/- p.m.

3. Commutation of any part of the increase allowed vide this O.M. will not be admissible.

[Finance Division O.M. No.F.15(1)-Reg.6/2010/777, dated 5th July, 2010]

S. No. 55.—

REVISION OF BASIC PAY SCALES, ALLOWANCES AND PENSION OF CIVIL SERVANTS OF THE FEDERAL GOVERNMENT

The President has been pleased to sanction the revision of Basic Pay Scales, Allowances and Pension with effect from 1st July, 2011 for the Civil Servants of the Federal Government, paid out of Civil Estimates and out of Defence Estimates as detailed in the succeeding paragraphs:

xxx

xxx

xxx

12. Revision of Pension:

All the existing Civil Pensioners of the Federal Government including Civilians paid out of Defence Estimates have been allowed an increase in their pension at the following rates with effect from 1st July, 2011 until further order:—

- (i) Pensioners who retired on or after 01-07-2002 @ 15% of the net pension.
- (ii) Pensioners who retired on or before 30-06-2002 @ 20% of the net pension.

13. On introduction of the Basic Pay Scales-2011, the increases in pension allowed vide para-3 of the Finance Division Office Memorandum No. F.4(1) Reg.6/2010/721, dated 05-07-2010 shall be discontinued to the new pensioners who would retire on or after 01-07-2011 who opt to draw pension under the Scheme of Basic Pay Scales-2011.

14. However, 15% increases in pension allowed vide para-2 of the Finance Division Office Memorandum No. F.4(1)Reg.6/2010/721, dated 05-07-2010 shall continue to be admissible to the new pensioners who would retire on or after 01-07-2011 who opt to draw pension under the Scheme of Basic Pay Scales-2011.

15. The 15% increase in pension as mentioned at paras-12(i) above shall also be admissible to the pensioners who would retire on or after 01-07-2011.

16. For the purpose of admissibility of increase in pension for the Civil Pensioners sanctioned in this Office Memorandum the term "Net Pension" means "Pension being drawn" minus "Medical Allowance", which shall be continued to be admissible at the level of its admissibility as on 30-06-2011.

17. The increase shall also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²³⁵Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

18. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the. Federal Government and the other Government concerned on proportionate basis.

19. The increase in pension sanctioned in this O.M. shall not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

20. The increase in pension shall not be admissible during the period of their re-employment, but the same shall be allowed after the termination of the re-employment contract. However, the increase in pension admissible to the pensioners of the Federal Government before their re-employment on contract basis shall continue to be admissible to them provided that they are not in receipt of any increases allowed as allowances with their pay in lieu of increases in pension.

21. The benefit of increase in pension sanctioned in this Office Memorandum shall also be admissible to those Civil Pensioners of the Federal 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 (Increases) Acts. The payment shall be made at the applicable rate of exchange.

[Finance Division O. M. No. F. 1(5)-Imp/2011-419, dated 4th July, 2011]

²³⁵ Substituted by Ministry of Law Notification No. F. 24(2)/75-Pub., dated 01-8-1975, Gaz of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No. 56.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL**

The President has been pleased to sanction an increase @ 20% of net pension with effect from 1st July, 2012 until further order, to all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel and Civil Armed Forces Personnel.

2. However, 15% increase in pension allowed vide para-2 of the Finance Division's O.M. No.F.4(1)-Reg.6/2010-721 dated 05-07-2010 and the 15% increase in pension as allowed vide pars-15 of Finance Division's O.M. No.F.1(5)-Imp/2011-419, dated 4th July, 2011 shall be admissible to the new pensioners who would retire on or after 01-07-2012.

3. The 20% increase in pension as mentioned at para-1 above will also be admissible to the pensioners who would retire on or after 01-07-2012.

4. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term "Net Pension" means "Pension being drawn" minus "Medical Allowance", which shall be continued to be admissible at the level of its admissibility as on 30-06-2011.

5. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²³⁶Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

6. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

7. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

8. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 and are not entitled to, or are not in receipt of pension increase under the British Government's Pension (Increases) Acts. The payment will be made at the applicable rate of exchange.

[Finance Division O.M. No.F.4(1)-Reg.6/2012-1144, dated 2nd July, 2012]

²³⁶ Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No. 57.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL**

The undersigned is directed to say that, with the approval of the Prime Minister, it has been decided to amend para-1 of Finance Division's O.M. No. F.4(1)-Reg.6/2009, dated 13th July, 2009 on the above subject as under:

For

- | | |
|-----------------------------------------------------------|-----|
| (i) Those pensioners who retired on or before 30-06-1999 | 20% |
| (ii) Those pensioners who retire after 30-06-1999 onwards | 15% |

Read

- | | |
|----------------------------------------------------------|-----|
| (i) Those pensioners who retired on or before 30-11-2001 | 20% |
| (ii) Those pensioners who retired on or after 01-12-2001 | 15% |

[Finance Division O.M. No.F.13(11)-Reg.6/2011, dated 17th October, 2012]

S. No. 58.—**INCLUSION OF COST OF LIVING ALLOWANCE @ 7% IN THE PENSIONABLE EMOLUMENTS**

Reference IF-II Section of Finance Division's U.O. No.4(1)-1F-11/2011-59 dated 29th May, 2013 on the above subject.

2. Finance Division's instructions contained in O.M. No.F.13(10)-Reg.6/2008-413 dated 16-05-2011 (copy enclosed) are applicable to the retired Civil Servants and retired Armed Forces Personnel only. As regard the case of retired employees of autonomous/semi-autonomous bodies/corporation like House Building Finance Corporation Limited (HBFCL), they may follow the relevant rules of the Organization as per previous practice keeping in view the financial position of the Organization.

[Finance Division's U.O. No. F.13(10)-Reg.6/2008-1234, dated 07-06-2013 addressed to Section Officer (IF-II), Finance Division, Islamabad]

S. No. 59.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL**

The President has been pleased to sanction an increase @ 10% of net pension with effect from 1st July, 2013 until further order to all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel and Civil Armed Forces Personnel.

2. However, 15% increase in pension allowed vide para-2 of the Finance Division's O.M. No.F.4(1)-Reg.6/2010-721 dated 05-07-2010, 15% increase in pension as allowed vide para-15 of Finance Division's O.M. No.F.1 (5)-Imp/2011-419, dated 04-07-2011 and 20% increase in pension as allowed vide para-1 of Finance Division's O.M. No. F.4(1)-Reg.6/2012-1144, dated 02-07-2012 shall be admissible to the new pensioners who would retire on or after 01-07-2013.

3. The 10% increase in pension as mentioned at para-1 above will also be admissible to the pensioners who would retire on or after 01-07-2013.

4. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term "Net Pension" means "Pension being drawn" minus "Medical Allowance", which shall be continued to be admissible at the level of its admissibility as on 30-06-2011.

5. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²³⁷Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

6. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

7. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

8. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 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.

[Finance Division O.M. No.F.4(1)-Reg.6/2013-1375, dated 16th July, 2013]

S. No. 60.—

MINIMUM PENSION

The undersigned is directed to refer to Finance Division's O.M. No.15(1)-Reg.6/2010 dated 05-07-2010 on the subject cited above and to state that the President has been pleased to sanction with effect from 1st July, 2013 the increase in minimum pension from Rs.3000/- p.m. to Rs.5000/- p.m. to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as Armed Forces Personnel.

²³⁷ Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

2. Similarly, family pension allowed to the family of a retired government employee including those paid from Defence Estimates as well as Armed Forces Personnel under the Pension-cum-Gratuity Scheme, 1954, and Liberalized Pension Rules, 1977 has also been increased from current rate of Rs.2250/- p.m. to Rs.3750/- p.m.

3. Commutation of any part of the increase allowed vide this O.M. will not be admissible.

[Finance Division O.M. No.F.15(1)-Reg.6/2010-1375, dated 16th July, 2013]

S. No. 61.—

MINIMUM PENSION

The undersigned is directed to refer to Finance Division's O.M. No.15(1)-Reg.6/2013-1375 dated 16-07-2013 on the subject cited above and to state that the President has been pleased to sanction with effect from 1st July, 2014 the increase in minimum pension from Rs.5000/- p.m. to Rs.6000/- p.m. to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as Armed Forces Personnel.

2. Similarly, family pension allowed to the family of a retired government employee including those paid from Defence Estimates as well as Armed Forces Personnel under the Pension-cum-Gratuity Scheme, 1954, and Liberalized Pension Rules, 1977 has also been increased from current rate of Rs.3750/- p.m. to Rs.4500/-p.m.

3. Commutation of any part of the increase allowed vide this O.M. will not be admissible.

[Authority: Finance Division O.M. No.F.15(1)-Reg.6/2014, dated 7th July, 2014]

S. No. 62.—

**INCLUSION OF COST OF LIVING ALLOWANCE @ 7% IN
THE PENSIONABLE EMOLUMENTS.**

Please refer to Office of the Chief Accounts Officer, Ministry of Foreign Affairs letter No.PN/Misc/2012-13/3746 dated 09-05-2014 and their earlier clarification vide letter No.PN/Misc/2012-13/2899 dated 04-03-2013 on the above subject.

2. The case to allow 7% cost of living allowance as emolument reckonable towards calculation of pension on notional basis to all those pensioners who were actually not in receipt of the said allowance due to their posting abroad, has been examined in Finance Division and it is stated that pension is calculated on the basis of emoluments drawn at the time of retirement in terms of Article 486 of CSR, and the employees retired from the mission abroad were not actually in receipt of cost of living allowance @ 7%, therefore, they are not entitled for the above benefit under the existing rules/policy.

[Finance Division's letter No. F.13 (10)-Reg.6/2008-476, dated 20th May, 2014 addressed to Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad]

S. No. 63.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

The undersigned is directed to refer to Finance Division O.M. No.F.4(1)-Reg.6/2009 dated 13-07-2009 and O.M. No.F.13(11)-Reg.6/2011 dated 17th October, 2012 (copies enclosed) and to state that the Pensioners who retired from 01-07-2001 to 30-11-2001, and opted Pay Scales-2001 (applicable w.e.f. 01-12-2001), are entitled to draw 15% increase in pension w.e.f. 01-07-2009, as they had enjoyed the benefit of new pay scales of 2001, which was more beneficial to them at the time of their retirement.

[Finance Division O.M. No.F.13(11)-Reg.6/2011-280, dated 9th June, 2014]

S.No.64.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

The President has been pleased to sanction an increase @ 10% of net pension with effect from 1st July, 2014 until further order to all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel and Civil Armed Forces Personnel.

2. However, 15% increase in pension allowed vide para-2 of the Finance Division's O.M. No.F.4(1)-Reg.6/2010-721 dated 05-07-2010, 15% increase in pension as allowed vide para-15 of Finance Division's O.M. No.F.1(5)-Imp/2011-419, dated 04-07-2011, 20% increase in pension as allowed vide para-1 of Finance Division's O.M. No. F.4(1)-Reg.6/2012-1144, dated 02-07-2012 and 10% increase in pension as allowed vide para-1 of Finance Division's O.M. No. F.4(1)-Reg.6/2013-1375, dated 16-07-2013 shall be admissible to the new pensioners who would retire on or after 01-07-2014.

3. The 10% increase in pension as mentioned at para-1 above will also be admissible to the pensioners who would retire on or after 01-07-2014.

4. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term "Net Pension" means "Pension being drawn" minus "Medical Allowance", which shall be continued to be admissible at the level of its admissibility as on 30-06-2011.

5. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²³⁸Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

6. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

²³⁸ Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

7. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

8. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 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.

[Finance Division O.M. No.F.4(1)-Reg.6/2014, dated 7th July, 2014]

S. No. 65.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.

The President has been pleased to sanction an increase @ 7.5% of net pension with effect from 1st July, 2015 until further order to all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel and Civil Armed Forces Personnel.

2. The 20% increase in pension as allowed vide para-1 of Finance Division's O.M. No. F.4(1)-Reg.6/2012-1144, dated 02-07-2012 shall be discontinued for those who would retire on or after 01-07-2015.

3. However, 15% increase in pension allowed vide para-1 (ii) of the Finance Division's O.M. No.F.4(1)-Reg.6/2010-721 dated 05-07-2010, 15% increase in pension as allowed vide para-12(i) of Finance Division's O.M. No.F.1(5)-Imp/ 2011-419, dated 04-07-2011, 10% increase in pension as allowed vide para-1 of Finance Division's O.M. No. F.4 (1)-Reg.6/2013-1375, dated 16-07-2013 and 10% increase in pension as allowed vide para-1 of Finance Division's O.M. No. F.4 (1)-Reg.6/2014, dated 07-07-2014 shall be admissible to the new pensioners who would retire on or after 01-07-2015.

4. The 7.5% increase in pension as mentioned at para-1 above will also be admissible to the future retirees who would retire on or after 01-07-2015.

5. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term "Net Pension" means "Pension being drawn" minus "Medical Allowance".

6. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²³⁹Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

7. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

²³⁹ Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

8. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance and monetized value of a driver or an orderly.

9. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 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.

[Authority: Finance Division O.M. No.F.4(1)-Reg.6/2015-697, dated 7th July, 2015]

S. No. 66.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT

The President has been pleased to sanction an increase @ 10% of net pension with effect from 1st July, 2016 until further order to all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel and Civil Armed Forces Personnel.

2. However, all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel and Civil Armed Forces Personnel, who are 85 years old or more, shall be allowed 25%, instead of 10%, increase in their net pension w.e.f. 01-07-2016.

3. The 10% increase in pension as allowed vide Finance Division's O.M. No. F.4 (1)-Reg.6/2013, dated 16-07-2013 and 10% increase in pension as allowed by Finance Division's O.M. No. F.4 (1)-Reg.6/2014, dated 07-07-2014 shall be discontinued for those who would retire on or after 01-07-2016.

4. However, 15% increase in pension allowed vide para-1(ii) of the Finance Division's O.M. No.F.4(1)-Reg.6/2010-721 dated 05-07-2010, 15% increase in pension as allowed vide para-12 (i) of Finance Division's O.M. No.F.1(5)-Imp/ 2011-419, dated 04-07-2011 and 7.5% increase in pension as allowed vide para-1 of Finance Division's O.M. No. F.4 (1)-Reg.6/2015-697, dated 07-07-2015 shall be admissible to the new pensioners who would retire on or after 01-07-2016.

5. The 10% increase in pension as mentioned at para-1 above will also be admissible to the pensioners who would retire on or after 01-07-2016.

6. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term "Net Pension" means "Pension being drawn" minus "Medical Allowance".

7. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme-1954, Liberalized Pension Rules-1977, on pension sanctioned under the ²⁴⁰Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

²⁴⁰ Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

8. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

9. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance and monetized value of a driver or an orderly.

10. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 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.

[Authority: Finance Division O.M. No.F.4(1)-Reg.6/2016-870, dated 1st July, 2016]

Sr. No. 67.—

**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF
THE FEDERAL GOVERNMENT.**

The President has been pleased to sanction an increase @ 10% of net pension with effect from 1st July, 2017 until further order to all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces Personnel and Civil Armed Forces Personnel.

2. The 15% increase in pension as allowed vide para-1(ii) of Finance Division's O.M. No. F.4 (1)-Reg.6/2010-721, dated 05-07-2010 shall be discontinued for those who would retire on or after 01-07-2017.

3. However, 15% increase in pension allowed vide para-12(i) of the Finance Division's O.M. No.F.1(5)-Imp/ 2011-419, dated 04-07-2011, 7.5% increase in pension as allowed vide para-1 of Finance Division's O.M. No. F.4 (1)-Reg.6/2015-697, dated 07-07-2015 and 10% increase in pension as allowed vide para-1 of Finance Division's O.M.No.4(1)-Reg.6/2016-870, dated 1st July, 2016 shall be admissible to the new pensioners who would retire on or after 01-07-2017.

4. The 10% increase in pension as mentioned at para-1 above will also be admissible to the pensioners who would retire on or after 01-07-2017.

5. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term "Net Pension" means "Pension being drawn" minus "Medical Allowance".

6. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme-1954, Liberalized Pension Rules-1977, on pension sanctioned under the 'Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

7. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

8. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance and monetized value of a driver or an orderly.

9. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 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.

[Authority: Finance Division O.M. No.F.4(1)-Reg.6/2017-831, dated 3rd July, 2017]

Sr. No. 68.—

MINIMUM PENSION.

The undersigned is directed to refer to Finance division's O.M. No. 15(1)-Reg.6/2014, dated 07.07.2014 on the subject cited above and to state that the President has been pleased to sanction with effect from 1st July, 2018 the increase in minimum pension from Rs.6,000/- p.m. to Rs.10,000/- p.m. to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as Armed Forces Personnel and Civil Armed Forces .

2. Similarly, family pension allowed to the family of a retired government employee including those paid from Defence Estimates as well as Armed Forces Personnel and Civil Armed Forces under the Pension-cum-Gratuity Scheme 1954, and Liberalized Pension Rules, 1977 has also been increased from current rate of Rs. Rs. 4,500/- p.m to Rs, 7,500/- p.m.

3. It has also been decided that rate of minimum pension would be Rs. 15,000/- p.m. for the civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as Armed Forces Personnel and Civil Armed Forces who are 75 years age or more on 01.07.2018 or who would attain the age of 75 years subsequently.

4. Similarly rate of minimum family pension would be Rs. 11250/- p.m. for the family of civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as Armed Forces Personnel and Civil Armed Forces under the Pension-cum-Gratuity Scheme 1954, and Liberalized Pension Rules, 1977 who are 75 years age or more on 01.07.2018 who would attain the age of 75 years subsequently.

5. Commutation of any part of the increase allowed vide this O.M. will not be admissible.

[Authority: Finance Division O.M. No. F. 15(I)-Reg. 6/2018-644, dt: 3-7-2018]

Sr. No. 69.—**SUBJECT:— GRANT OF INCREASE IN PENSION TO PENSIONERS OF THE FEDERAL GOVERNMENT.**

The President has been pleased to sanction an increase @ 10% of net pension with effect from 1st July 2018 until further order to all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired Armed Forces personnel and Civil Armed Forces Personnel.

2. The 15% increase in pension as allowed vide paras-12(i) of Finance Division's O.M. NO. F. 1(5)-Imp/2011-419, dated 04.07.2011, 7.5% increase in pension as allowed vide para-1 of Finance Division's OM. No 4(1)-Reg.6/2015-697, dated 07.07.2015 and 10% increase in pension as allowed vide para 1 of Finance Division's O.M. No. 4(1)- Reg.6/2016-870 dated 1st July, 2016 shall be admissible to the new pensioners who would retire on or after 01.07.2018.

3. The 10% increase in pension as mentioned at para 1 above will also be admissible to the pensioners who would retire on or after 01.07.2018.

4. For the purpose of admissibility of increase in pension sanctioned in this O. M. the term "Net Pension" means "Pension being drawn" minus "Medical Allowance".

5. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the Central Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

6. If the gross pension sanctioned by the Federal Government is shared with any Government in accordance with the rules laid down in part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

7. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement orderly allowance and monetized value of a driver or an orderly.

6. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal 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.

[Authority: Finance Division O.M. No. F. 4(1)-Reg. 6/2018-663, dt: 3-7-2018]

Sr. No. 70.—

SUBJECT:— GRANT OF INCREASE IN PENSION TO PENSIONERS OF THE FEDERAL GOVERNMENT.

The undersigned is directed to state that in continuation of Finance Division's O.M. No. 4(1)-Reg.6/2018-663, dated 3rd July, 2018 on the above subject it is clarified that since increase in pension @ 10% as allowed w.e.f. 01.7.2017 vide pare No. 4 of Finance Division's O.M. No. F. 4(1)-Reg.6/2017-831 dated 3rd July, 2017, has not been discontinued by the Government, therefore, the said increase in pension @ 10% will continue to be admissible to those pensioners who would retire on or after 01.07.2018.

[Authority: Finance Division O.M. No. F. 4(l)-Reg. 6/2018-727, dt: 16-7-2018]

CHAPTER V.—EMOLUMENTS RECKONING FOR PENSION

Average emoluments in the case of officers whose pay on promotion was restricted to 30% increase.

S. No. 1. —

Reference is invited to the orders issued in this Ministry's Memorandum No. 3885-EG/II/48, dated the 12th July, 1948. The question to on what pay, i.e. the pay as drawn under those orders or the pay, that would have been drawn but for the application of those orders, the pension of Government servant should be calculated, has been considered and it has been decided that as these orders were intended to be a temporary expedient, the average emoluments, with reference to Articles 486 & 487, Civil Service Regulations of the Government servants whose pay has been restricted under those orders should be calculated whenever they retire on the basis of the pay to which they would have been entitled, if these orders had not been in force.

[M. F., O.M. No.F.13(8)-RI/51, dated the 21st November, 1951]

S. No. 2.—

In continuation of this Ministry's Office Memorandum of even No., dated the 21st November, 1951, on the above subject, the undersigned is directed to say that it has been decided that the pensions calculated in accordance with those orders, will have effect from the dates of commencement of the pensions.

[M.F.O.M. No. 13(8)-RI/51, dated on 6th June, 1952.]

Average emoluments in cases where pay has been fixed from a back date but arrears have not been paid

S. No. 3.—

The question has been under consideration whether in the case of Government servants whose pay has been re-fixed from a back date as a result of amendments made to the ²⁴¹Federal Services (Revision of Pay) Rules but arrears have not been allowed nor recoveries made in respect of the past period, the pension should be calculated on the basis of the emoluments actually drawn or the emoluments which would have been drawn but for the orders disallowing arrears or waiving recoveries. It has been decided that the average emoluments with reference to Articles 486 and 487 of the C.S.R. in such cases should be calculated on the basis of the emoluments which would have been drawn if the arrears had not been disallowed or if the recoveries had been made.

[M. F., O. M. No. F. 11(2)-RI/54, dated the 2nd March, 1954.]

S. No. 4.—

In accordance with the orders issued in the Ministry of Finance O. M. No. Py.Gz.1(7)Imp/63, dated 22nd April, 1964 the pay of gazetted Government servants is to be fixed in the New Scales of pay with effect from 1st December, 1962, but arrears of pay are to be admitted to them only with effect from 1st July, 1963. A question has,

²⁴¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

therefore, been raised as to whether the pay of a gazetted Government servant as fixed on 1st December, 1962 in the New Scale can be taken into calculation of pension during the period from 1st December, 1962 to 30th June, 1963 or the pay actually drawn during that period should be taken into consideration under Article 487 of the C.S.R. The Government have decided, on the analogy of the orders contained in this Ministry's O.M. No. F. 11 (2)-RI/54 dated the 2nd March, 1954, that the pay that would have been drawn in the Revised Prescribed Scale for any period from 1st December 1962 to 30th June, 1963, but for the restrictions on the payment of arrears, should be taken into account in calculation of average emoluments with reference to Article 487 of the C.S.R. In case where pension has been fixed on the basis of the pay actually drawn, will be reopened and pension recalculated on the basis of the orders.

These orders issued in consultation with the Comptroller and Auditor General of Pakistan.

[M. F., O. M. No. D. 1348-RI/64, dated the 5th August, 1964.]

Average Emoluments in the case of temporary officiating Government servants.

S. No. 5.—

Under the Civil Services Rules as they existed up to the end of the year 1948, service rendered by a Government servant against a permanent post held substantively only qualified for pension or gratuity. The grant of pension or gratuity in such cases was basically related to the substantive pay drawn before retirement vide Article 486 (a) read with Article 38 of the C.S.R. On the basis of the recommendations made by the Pakistan Pay Commission, it was decided that Government servants borne on temporary establishment who have rendered more than 5 years continuous temporary service, shall count such temporary service for the purposes of pension or gratuity vide Article 371-A. C.S.R. promulgated with this Ministry's Notification No. F. 11 (4)-RI/52, dated the 23rd January 1953. The President is pleased to decide that in the case of Government servants who have held temporary posts throughout their service or have been confirmed in permanent posts within three years of the date of retirement and who are entitled to the pensionary benefits in accordance with the above decision, the amounts of gratuity and pension should be calculated on the basis of the "emoluments" and "average emoluments" as defined in the existing rule with the modification that the term pay used in Article 486 (a), C.S.R. shall be taken to be the pay which the Government servant was drawing immediately before retirement in the post or posts held in substantive, temporary or officiating capacity. It has also been decided that the above definition of the term 'pay' shall also be applied in the case of permanent Government servants who before retirement have held higher appointments in an officiating capacity.

2. The above decision shall have effect from 1st January, 1949. The amount of gratuity or pension admissible to temporary Government servants who have retired after that date should be calculated accordingly and the pension should commence from the date of retirement. The pensions of the permanent Government servants who have retired since 1st January, 1949, should also be revised in accordance with the above decision but the increased pension should be given effect only from the date of issue of these orders.

[M. F. O. M. No. F. 11 (2)-RI/56, dated the 6th September, 1956, as amended by Corrigendum of even number, dated the 10th December, 1956].

S. No. 6.—

With reference to this Ministry's Office Memorandum No.F.11(2)-RI/56, dated 6th September, 1956, as modified by this Ministry's Office Memorandum No.F.11(2)RI-/56, dated the 10th December, 1956, the accounting authorities have raised certain points, the position in respect of which is clarified below for general information:—

- (a) The orders issued in the Office Memo., dated the 6th September 1956, make no distinction between temporary and permanent Government servants who are holding officiating appointment and drawing officiating pay. The officiating pay drawn by temporary Government Servants shall therefore be treated in the same way as the substantive pay for the purpose of calculating the emoluments for pension.
- (b) If a Government servant who was officiating in a higher post reverts to his substantive appointment within three years of the date of retirement, the pay actually drawn by him while on duty during the last three years of service shall be taken into account for the purpose of emoluments reckoning for pension. In case, however, the Government servant who was officiating in a higher post proceeded on leave during the last three years of service the pay to be taken into account for the purpose of pension shall be the pay which he would have drawn had he not proceeded on leave; provided it is certified that he would if he had not proceeded on leave, have continued to officiate in the post concerned. The restrictions imposed under rule I below Art. past CSR regarding increase in pension on account of increase in pay not actually drawn, shall also apply mutatis mutandis in such cases.
- (c) In the case of permanent Government servant who was officiating in higher post during the last three years of service and had retired before issue of the Office Memorandum dated the 6th September, 1956, the amount of gratuity admissible under the New Pension Rules promulgated with the Ministry's Office Memorandum No. (4) F.12(2)-RI/53, dated the 24th March, 1954, shall also be recalculated on the basis of the surrendered value of 1/4th of increased pension so calculated and paid to the Government servant concerned accordingly.

[M. F. O. M. No. F. 1(2)-RI/56, dated the 26th February, 1957.]

**Treatment of 5 % of dearness allowance as "Dearness Pay"
for the purpose of average emoluments.**

S. No.7.—

Attention is invited to this Ministry's Office Memorandum No. F.I(7)-RII(II)/57, dated 15th July, 1957 and dated 23rd October, 1957. A question has been raised whether 5% of Dearness Allowance which has been treated as "Dearness Pay" under these orders should be taken into account for calculating emoluments under Article 486-CSR. The President has been pleased to decide that "Dearness Pay" mentioned above, shall count as emoluments and average emoluments for purposes of Article 486 and 487 of CSR with effect from 1st April, 1957 until further orders. In the case of eligible Government servants who have already retired on or after 1st April, 1957, or who may retire within 3 years

thereafter the ultimate average emoluments admissible under the existing rules the "Dearness Pay" in the following manner:—

- (a) In the case of Government servants retiring on or after 1st April, 1957, but before 1st April, 1958, one half of the "Dearness Pay" appropriate to the pay equal to average emoluments, and
- (b) In the case of persons retiring on or after 1st April, 1958, but before 1st April, 1960, the full "Dearness Pay" appropriate to the pay equal to average emoluments.

[M. F. O. M. No F. 11(5)-R-1(l)/75, dated the 29th March, 1958.]

S. No.8.—

With reference to this Ministry's Office Memorandum No. F. 11(5)-RI (l)/5/ dated the 29th March, 1958, a question has been raised as to how the element of Dearness Pay should be included in calculating the average emoluments in the case of Government servants who have rendered both gazetted and non-gazetted service during the last 3 years' service and retire within 3 years from 1st April, 1957. It has been decided, in consultation with the Comptroller and Auditor-General that the average emoluments in such cases may be calculated in the following manner:—

- (a) Average emoluments for 3 years covering both the gazetted and non-gazetted service should be calculated according to the ordinary rules.
- (b) Average emoluments for the period of non-gazetted service falling within 3 years period should be calculated separately according to the ordinary rules:
- (c) On (b) above, Dearness Pay should be calculated at half or full rate as the case may be, in accordance with the method given in this Ministry's Office Memorandum, dated the 29th March, 1958, referred to above and added the (a) above. The amount thus arrived at would be the average emoluments for the purpose of pension.

S. No.9.—

A reference is invited to this Ministry's Office Memorandum of even number dated December 30, 1958 read with this Ministry's Office Memo. of even number, dated 29th March, 1958. A doubt has been raised as regards the method for the calculation of the dearness pay which is to be taken as part of emolument, under clause (b) and (c) in the Office Memorandum, dated 30th December, 1958, in the case of a Government servant who has rendered both gazetted and non-gazetted service during the last 3 years preceding the case of this retirement. The intention is to give the Government servant the benefit of dearness pay for the purpose of pension proportionate to the length of his non-gazetted service. In keeping with this intention, the average emoluments for the period of non-gazetted service may be determined by dividing the emoluments drawn during completed months of non-gazetted service rendered in the last 3 years by the same number of months and dearness pay may then be calculated thereon. The dearness pay thus calculated will, not, however, be taken in full but in such proportion as the completed months of non-gazetted service may have to 36 months. The proportionate amount thus obtained will be added as provided in clause (c) of the Office Memorandum, dated the 30th December, 1958.

2. The following examples illustrate the calculation and addition of dearness paid to the emoluments for pension under this Ministry's Office Memorandum of even number, dated the 29th March, 1958, read with Office Memorandum of even number, dated the 30th December, 1958:—

Example I.—When the entire service is non-gazetted.

	Rs.
Average emoluments under Art. 487 CSR without dearness pay are, say	200.00
Dearness pay appropriate to this pay, that is 50% of dearness allowance (including ad-hoc increase in dearness allowance), admissible on the pay of Rs.200 will be	25.80
Average emoluments including dearness pay will be:	
(a) If the government servant retired on or after the 1st April, 1958, but before 1st April, 1958, Rs. 200 plus one half of dearness pay.	212 12 0
(b) If the Government servant died on or after the 1st April 1958, Rs. 200 plus Rs. 25-8-0	225 8 0

Example II.— When the service during the last 3 years is partly non-gazetted and partly gazetted, say non-gazetted for 12 months @ Rs.200 p.m. and gazetted @ Rs.250 p.m. for 12 months and Rs.270 for another 12 months.

Pay as non-gazetted officers for 12 months. Rs. 200	2,400 0 0
Pay as gazetted officer for 24 months	6,240 0 0
Total emoluments for 36 months	8,640 0 0
(a) Average emoluments Rs. 8,640÷36	240 0 0
(b) Average pay for non-gazetted period Rs. 2,400÷12	200 0 0
Dearness pay appropriate to the pay equal to average emoluments of Rs.200	25 8 0
Proportionate part thereof Rs. 25-1/2. 12/36	8 8 0
(c) If the retirement is between 1st April 1957 and 1st April, 1958, average emoluments for pension will be Rs. 240 plus Rs.4/4	244 4 0
If the retirement is after 1st April 1958 (the average emoluments for the pension will be Rs.240 plus Rs.8/8 that is	248 8 0

[M. F. O. M. No. F. 11(5)/58, dated the 18th November, 1959).

S. No.10.—

A question has been raised as to how the average emoluments for pension should be calculated under Article 486 and 487 CSR, when a non-gazetted Government servant has drawn, during 36 months prior to the date of his retirement, pay with Dearness Pay and Dearness Allowance upto the 30th November, 1962, and pay in the Revised Prescribed Scale from 01-12-62 onwards. It has been decided that the benefit of Dearness Pay drawn up to the 30th November, 1962 proportionate to the completed months of service in which the Dearness Pay was actually drawn by such a non-gazetted Government servant, may be allowed. as per illustration given below:—

(i) Date of retirement	24-4-1963
(ii) Pay drawn during last 3 years	24-4-1960 to 23-4-1963
Rate of Pay	Rs.
(a) From 24-4-60 to 31-3-62	115 p.m.
(b) From 1-4-62 to 30-11-62	130 p.m.
(c) From 1-12-62 to 23-4-63	200 p.m.
(iii) Average of pay drawn in last 3 years	129.58
(iv) Average of pay for completed months in which Dearness pay was drawn (from 24-4-1960 to 23-11-1962)	118.75
(v) Dearness pay appropriate to Average pay as in item (iv)	18
(vi) Proportionate part of Dearness Pay (31.18/36)	15.50
(vii) Add proportionate amount of Dearness Pay with average of pay of last 3 years i.e., item No. (iii) and (vi) (Rs. 129.58.15.50)	145.08

Thus the ultimate average of emoluments for the purpose of computing pension of the Government servant in question would be Rs.145/08.

2. Likewise, proportionate benefit of dearness pay may be allowed to a non-gazetted Government servant, who was on leave on 01-12-1962, say for 2 months, and who consequently drew dearness pay upto 28-02-63, because his pay under the rules was fixed on 01-03-1963, in the Revised Prescribed Scale.

[M.F. O.M. No. 8 (13)-RI/67, dated the 12-8-1967]

S. No.11.—

Please see also para 7 (5) of M.F.O. No. O.B. 2/12/63-Imp (1), dated the 18th August 1966 under "Revision of Pension Rules and Rates" in Chapter IX. The same is reproduced below:—

7. **Qualifying Service and Emoluments.**—For the purpose of grant of ordinary pension under these orders:—

- (1) to (4) xxx
- (5) the term "Emoluments" shall mean the emoluments which the Government servant was receiving immediately before his retirement and shall include—
 - (a) Pay as defined in F.R. 9 (a) (i);
 - (b) Special pay granted in terms of F.R. 9 (25);
 - (c) Technical Pay;

- (d) Personal Pay; and
- (e) Any other emolument which may specifically be declared as emoluments reckoning for pension.

S. No.12.—

The President has been pleased to decide that in the case of Government servants whose pay has been allowed to be re-fixed from 1-12-1962 as a result of revision of the scales of pay; Special Pay; and the amount of minimum benefit; but arrears have not been allowed for the period from 1-12-1962 to the date of effect of the orders; the average emoluments with reference to Articles 486 and 487 of the C.S.R. shall be calculated on the basis of the emoluments which would have been drawn if the arrears had not been disallowed.

[M.F. O.M. No.8 (13)-R.I/67 dated 12-8-67.]

S. No.13.—

Under the existing rules, pension is calculated on the basis of "average emoluments" of the last three years. The position has been reviewed and it has been decided that "average emoluments" shall be calculated for the purpose of pensionary benefits on the basis of the last 12 months of service.

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

[F.D. O.M. No. F. 6(9)-Reg. (6)/78, dated 15-2-1979.]

S. No.14.—

The undersigned is directed to refer on the above subject and the decision contained in this Division's Office Memo. of even number, dated 15th February, 1979, was intended to be applicable in cases where the average calculated on that basis was more favourable than under the rules previously in force. It has accordingly been decided that in cases where the pay of a government servant has been reduced, otherwise than as a penalty under the Government Servants (Efficiency & Discipline) Rules, the average for the purpose of pension may, at the option of the pensioner, be calculated on the basis of the emoluments drawn or which would have been drawn, during the last 3 years of service.

[F.D. O. M. No. F. 6(9)/78, dated 16-6-1979]

S. No.15.—

With regard to the provision in this Divisions' O.M. No. F. 6(l)-Rev.1/75,dated the 7th January 1977, to the effect that the term "emoluments", i.e. pensionable pay, would also include dearness allowances sanctioned from time to time, a doubt has been expressed in certain quarters as to whether the amount of dearness allowance is countable as part of reckonable emoluments for pension calculated under para 3(b) of the said O.M. The position is clarified below.

2. Under the Liberalized Pension Rules as contained in the above quoted O.M., the gross pension of a retired civil servant of the Federal Government would be the greater of

- (i) the amount of gross pension calculated in accordance with para 3(a) of this Division's above quoted O.M. of 7-1-1977, i.e. on the basis of 70 % of average emoluments as defined in that O.M. (inclusive of dearness allowance sanctioned by Government from time to time); and
- (ii) the amount of gross pension (inclusive of dearness increases) that would have been admissible under the existing rules i.e., the rule on the subject obtaining prior to 7-1-1977, plus Rs.45/- (on qualifying service of 40 years or more), vide para 3(b) of the said, O.M.

3. The term "existing rules", mentioned in para 2(ii) above, means the Revised Pension Rules, 1966 as contained in this Division's O.M. No. O.B. 2/12/63-Imp.I, dated the 18th August, 1966. As dearness allowance did not form part of reckonable emoluments for pension under the Revised Pension Rules, 1966, referred to above, it cannot be treated to form part of the reckonable emoluments for calculation of pension in accordance with para 3(b) of this Division's O.M., dated 7-1-1977 quoted above.

4. The provisions of para 3(c) of the said O.M. of 7-1-1977 apply only in regard to the calculation of pensions under the Liberalized Pension Rules, 1977 in terms of para 3 (a) of that O.M. Similarly, the provisions of para I(a) of this Division O.M. No. F. 6 (4)-Reg. (6)/78, dated 22-3-1981, relating to simplification of procedures regarding pensions, are also applicable only in respect of pensions calculated under para 3(a) of the said O.M. of 7-1-1977.

[F.D. O. M. No. F. 9(1)-Reg. (6)/81, dated 1-11-1981].

S. No.16.—

A doubt has been expressed in certain quarters as to whether the premature increment and dearness allowance sanctioned with effect from the 1st July 1981 vide this Division O.M. No. F. 2(18)-R. 3/81, dated the 27-6-1981 and No. F. 5 (4)-R.5/81, dated 27-6-81, will count as reckonable emoluments for pension in the case of those Government servants who were on leave preparatory to retirement on that date. It is clarified that the said premature increment and dearness allowance will count as reckonable emoluments for pension under para I(a) (i) (vii) of this Division's O.M. No. F. 6 (4)-Reg.(6)/79, dated the 22nd March. 1981, in the case of those Government servants who were on leave preparatory to retirement on 1-7-1981 irrespective of the fact that these benefits have not actually been drawn by them with their leave salary.

[F.D. O.M. No. F. 9 (3)-Reg. (6)/81, dated 12-11-1981]

S. No.17.—

The President has been pleased to declare under clause (b) of Article 486, Civil Service Regulations, that the Senior Post Allowance shall be reckoned as "emoluments" for the purpose of pension/gratuity. These orders shall apply to those officers who retire on or after the 1st May, 1977.

[F.D. O.M. No. F.6(2)-Reg.(6)/77, dated 10-05-1977].

S. No.18.—

Senior Post Allowance which a civil servant in Grade 20 or above would have drawn in Pakistan but for his posting abroad during three years (or part thereof) preceding his retirement shall be taken into account for purposes of calculation of pension/gratuity.

[F.D. O.M. No. F.6(2)-Reg.(6)/72, dated 30-07-1977].

S. No.19.—

It is clarified that the dearness allowance sanctioned in Finance Division O.M. No. F. 2(2)-Reg. (6)/82 dated 17-6-1982 will count as reckonable emoluments for pension under para I(2a) (vi) of this Division's Office Memorandum No. F. 5(4) Reg.(6)/79, dated the 22nd March, 1981, in the case of those Government servants who were on leave preparatory to retirement on 1-7-1982 irrespective of the fact that these benefits have not actually been drawn by them with their leave salary.

[G.P. F.D. O.M. No. F. 12(I).Reg. (6)/82, dated 18-11-1982.]

S. No.20.—

The term "emoluments" means the emoluments which the civil servant was receiving immediately before his retirement and shall include:—

- (a) Pay as defined in FR 9(21) (a) (i);
- (b) Senior Post Allowance;
- (c) Special Pay of all types and nature;
- (d) Personal Pay;
- (e) Technical Pay;
- (f) Indexed Pay;
- (g) Increments accrued during leave preparatory to retirement;
- (h) Any other emoluments which may be specifically classed as Pay.

Note.—The President has been pleased to declare with reference to clause (h) of this Article that the emoluments or pay drawn by an officer who is transferred on foreign service in an autonomous or semi-autonomous body, in a post appointment to which is, by law, required to be made, and the salary of which is required to be fixed, by the Federal Government or a Provincial Government, shall be treated as emoluments or pay drawn in a post in Government service.

[As per existing CSR-486.]

Calculation of Pension on Last Pay/Emoluments Drawn

S. No. 21.—

The President has been pleased to decide that w.e.f 01-07-1986, the pension of a civil servant who shall retire on or after this date shall be calculated at the existing rate on last pay/emoluments drawn provided the post has been held by him on a regular basis. Otherwise pension shall be calculated on average emoluments as admissible prior to the issue of this Office Memorandum.

The existing employees shall have the option to have their pension calculated either on the basis of last pay/emoluments drawn or on 12 months average emoluments whichever is more beneficial to them. No option will however, be available to persons entering service on or after 01-07-1986 and in their case, pension shall be calculated at the prescribed rate on last pay/emoluments drawn.

[Added vide F.D. O.M No. F.10(4)-Reg(6)/86, dated the 1st July, 1986.]

CHAPTER VI.—RE-EMPLOYMENT OF PENSIONERS

Fixation of Pay of re-employed Pensioners — General Principles

S. No. 1. —

A number of cases of retired Government servants who have been, reemployed under the Government of Pakistan have recently arisen which have led this Ministry to believe that the general principles to be observed in the fixation of pay of employed personnel are not fully understood by the authorities competent to fix the pay and allowances of such personnel. The Government of Pakistan have, therefore, decided to clarify the intention underlying the provisions of Article 514 and 521 of the Civil Service Regulations as follow.

2. A re-employed Government servant is to be treated as a new entrant and should be allowed the minimum of the time-scale prescribed for the post in which he is re-employed provided the initial pay so fixed plus the amount of pension; (before commutation, if any) does not exceed the substantive pay drawn by him immediately before retirement. In cases where the minimum pay of the post added to the amount of pension exceeds the substantive pay at the time of retirement, the pension may be held in abeyance partly or wholly, or a corresponding reduction may be made in the pay when pension counted for this purpose is drawn from sources other than the ²⁴²Federal Revenue (Civil) so as to make the two elements together equal to the substantive pay drawn immediately before retirement.

3. In exceptional cases a re-employed Government servant may, subject to the conditions of para. 2 above, be allowed in addition to his pension an initial pay higher than

²⁴²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

the minimum of the current scale with the prior concurrence of the Ministry of Finance, but it will in no case exceed the maximum of the scale prescribed.

4. It has also been decided that in the case of a Government servant who retired from a non-pensionable appointment with the benefits of a Contributory Provident Fund and other similar post-retirement benefits and has been re-employed the initial pay should also be fixed in the manner mentioned above. The amount received by him as Government contribution (bonus) plus interest thereon and special contribution (gratuity) if any, may be taken as the commuted value of pension and the amount on which that commuted value is due may be treated as pension for the purpose of fixing the initial pay on re-employment.

5. The pay of the re-employed Government servants which has already been fixed on their re-employment in certain appointment before the issue of these orders, on the basis otherwise than on the principles specified in the prescribing paragraphs, need not be revised for so long as they continue in those appointments.

[M.F. O.M. No. F. 9(17)-RI/51, dated the 10th October, 1951.]

S. No.2. —

With reference to this Ministry's Office Memorandum No. F. 9(17)- RI/51, dated the 10th October, 1961 a further clarification is issued as below:—

The term 'pension' means pension before commutation and/or surrender of 1/4th of pension. As in the case of officers whose pension is governed by the new pension rules, the gratuity in lieu of 1/4th of pension surrendered is payable on retirement under this Ministry's Office Memorandum No. (4) F.12(2)-RI/53, dated the 24th of March, 1954 and cannot be held in abeyance, a deduction equal to 1/4th of pension should be made in pay when pension on re-employment is held in abeyance as in effect only 3/4th to full pension can remain in abeyance.

[M.F. O.M. No. F.9(38)-RI(1)/59, dated the 6th November, 1959.]

S. No.3. —

A reference is invited to this Ministry's O.M. No. F.9(17)-RI/51, dated 10-10-61. In partial modification thereof it has been decided that the following principles be observed in fixing the pay of the retired Government servants reemployed under the Government of Pakistan:—

- (a) When the substantive pay drawn immediately before retirement was less than the minimum of the scale of the post in which the officer is reemployed his pay may be fixed at the minimum of the scale of the post in which he is re-employed minus pension without reference to the substantive pay drawn by him immediately before retirement. Once the pay is fixed he may be allowed to draw annual increments in the time scale in the normal manner, the pay being reduced by the amount of pension at each stage of the time scale.
- (b) Where the substantive pay drawn immediately before retirement was more than the minimum but less than the maximum of the scale of the post in

which the officer is re-employed, his pay may be fixed at the minimum of the scale of the post in which he is re-employed and he shall be allowed to draw pension in addition to his pay so fixed provided that the pay plus pension does not exceed the substantive pay drawn by him immediately before retirement. If the minimum of the time scale plus pension exceeds the substantive pay last drawn, the pay may be fixed at a stage in the scale of the post equal to such substantive pay minus pension. If there is no such stage in the scale of the post the pay shall be fixed at the stage next below minus pension. Once the pay is fixed in any one of the above manners, annual increments may be drawn in the scale of the post provided always that the total of pay plus pension shall at no time exceed the maximum of the time scale.

- (c) Where the substantive pay drawn immediately before retirement was more than the maximum of the scale of the posts in which the officer is re-employed, his pay may be fixed at the minimum of the scale of the post in which he is re-employed and he shall be allowed to draw his pension in addition to the pay so fixed subject to the condition that the initial pay fixed plus the amount of pension does not exceed the substantive pay drawn by him immediately before retirement. Once the pay is so fixed he shall be entitled to draw increments in the scale of the post provided that the amount of pay (including increments) plus pension does not, at any stage exceed the substantive pay drawn before retirement.

2. The pay of the retired military personnel re-employed in the Civil post may also be fixed under Article 526-CSR following the above principles.

3. These orders will have effect from the date of issue.

Note A.— (1) The word “pension” wherever used in these orders means pension before commutation and/or surrender.

(2) In a case where officiating pay higher than the substantive pay was drawn for a continuous period of 3 years or more immediately before retirement the officiating pay drawn before retirement may be treated as substantive pay for the purpose of these orders.

(3) In the case of the Military Officers substantive pay shall also include the following elements provided that they were drawn before retirement/release leave/ leave pending retirement for a continuous period of 3 years or more:—

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

[M. F. O. M. No. F. 9(8)-RI/63, dated the 12th August, 1963.]

S. No.4. —

It has been decided that the orders issued in the O.M. No. Py-Ng-I(3)/Imp./63, dated 1-2-1963, as amended from time to time from the Implementation Unit of the Ministry of Finance should w.e.f. 1-12-62 apply also to pensioners reemployed in non-gazetted civilian posts subject to the following conditions:—

- (a) Pay of the pensioners re-employed since before 1-12-1962 should be fixed in the revised prescribed scale concerned at the stage equal to or if there be no such stage at the stage next above, the net amount arrived at by deducting the monthly rate of pension actually being drawn on the 30-11-1962 from the aggregate, enhanced by 10% of the items enumerated at (i) to (iv) in para 2 of the O.M. dated 1-2-63.
- (b) The term “basic pay” occurring in para 2(i) of the above O.M. would in their case include the pension, if any, drawn in addition to pay, as a condition of re-employment.
- (c) The pension actually being drawn by them monthly on the 30-11-62 in addition to the pre-revision pay, will continue to be drawn with the pay in the revised prescribed scale as under (a) above subject to the pay plus pension being limited to the maximum of the revised prescribed scale or the last pre-retirement pay [inclusive of the items mentioned at (ii) to (iv) of para 2 of O.M., dated 01.02.63] whichever is more ;
- (d) In the case of pensioners re-employed on or after 1-12-62, pay should be fixed in the revised prescribed scale concerned in accordance with the relevant orders except that the last pre-retirement pay in their case would be taken as inclusive of the items mentioned at (ii) to (iv) of para 2 of O.M., dated 1-2-63.

2. When pay is fixed in the revised prescribed scale, dearness allowance under this Ministry’s O.M., No. F.1(12)-RII(II)/58, dated the 18th December, 1958 shall not be admissible.

[M.F. O.M. No. F.7(6)-RI (RWP)/63, dated the 3rd October. 1963.]

S. No.5. —

Reference para I(c) of this Ministry’s Office Memorandum No.F.9(8)-RI/63, dated the 12th August, 1963. The President has been pleased to decide that in the case of a re-employed Government servant appointed to a post* outside Pakistan, the pay plus pension should not, at any time, exceed the maximum pay of the post even if the pre-retirement substantive pay of the re-employed Government servant was more than the maximum pay of the post.

[M. F. O.M. No. F. 6(1)-RI/65, dated the 22nd July, 1965.]

2. These orders take effect from 1-7-1965. They shall not apply to Government servants who have been re-employed before that date.

[M.F. O.M. No. D. 1861-RI/64, dated the 7th October, 1964.]

* Note.—This decision has also been made applicable to re-employments within Pakistan with effect from 1st March, 1968 vide M.F, O.M. No. F.6(2)-R 6/68, dated the 18th March, 1968.

S. No.6. —

The question of formulating a uniform policy in regard to the fixation of pay of retired Government servants re-employed under the Government of Pakistan and in Autonomous Bodies had been under the consideration of this Ministry for some time past. The President has now been pleased to decide that in supersession of all previous orders on the above subject, the pay of a retired Government servant on reemployment shall be fixed in accordance with the following principles:—

- (i) Where the new post carries a fixed pay he should be allowed the pay of that post less pension,
- (ii) Where the new post carries a time-scale of pay:
 - (a) if the substantive pay, last drawn by the officer before retirement was less than the minimum of the scale of the new post, he should be allowed the minimum of the scale less pension.
 - (b) If the substantive pay last drawn was more than the minimum of the scale but less than the maximum of the scale of the new post, his pay should be fixed at the stage in the scale corresponding to the pay last drawn, or if there be no such stage at the next lower stage in the scale. From the pay so fixed the amount of pension should be deducted.
 - (c) Where the substantive pay last drawn was more than the maximum of the scale of the new post, the pay should be fixed at the maximum less pension.
- (iii) A re-employed Government servant should earn increments in all cases where pay has been fixed in a scale at a stage lower than the maximum.
- (iv) In case employed pensioner is promoted to a higher post, his pay should be fixed in such a manner as if he was a serving officer with the difference that from the pay so determined the pension would be deducted.
- (v) In a case where officiating pay higher than the substantive pay was drawn for a continuous period of 3 years or more immediately before retirement, the officiating pay drawn before retirement may be treated as substantive pay for the purpose of these orders.

2. The above principles should be made applicable to employment in Autonomous Bodies and Public Limited Companies in which Government holds controlling shares.

3. These principles should also be followed in case of appointment to statutory posts as those of Government, Speaker, Ministers etc. A retired official appointed to any statutory post should draw the pay of the post less the amount of pension drawn by him.

4. The pay of the retired military personal re-employed in civil posts may also be fixed in accordance with the above principles. In their case substantive pay shall also include the following elements; provided that they were drawn before retirement/release/leave/leave pending retirement for a continuous period of 3 years or more :—

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

5. The word “pension” wherever used in these orders means pension before commutation and/or surrender.

6. These orders will have effect from the date of issue of this office Memorandum.

[F.D. O.M. No. 4(7) Reg. 7/73, dated 1st January, 1973]

S. No. 7. —

Consequent on the introduction of the Scheme of National Scales of Pay, etc., w.e.f. 1-3-1972, it has been decided that the pay of pensioners who have been re-employed in non-gazetted civil posts (other than those of teaching personnel) since before 1-3-1972 should also be that date, in the manner indicated in sub-para (c) of part I of para 1 of this Ministry's Office Memorandum No. 1(2) NG-IMP/71 dated 8th March 1972. The term basic pay used therein would in their case also include the amount of gross pension i.e. pension before commutation and or surrender. The pay so re-fixed will then be reduced by the amount of the gross pension and the amount of the 'pension actually being drawn on 29-2-72 will continue to be drawn separately in addition to the pay so reduced.

[F.D. O.M. No. F. 4(11)-Reg. 7/72, dated 11-01-1973.]

S. No. 8. —

The President has been pleased to decide that in the case of retired government servants who have been re-employed, since before the 12th August, 1973, in civil posts which were formerly categorized as gazetted posts, and who opt to come on to the Scheme of National Scales of Pay, Allowances and other Fringe Benefits under this Division O.M. No. F. 1(35) Gaz. Imp. 1/71 dated the 18th August, 1973, pay in the relevant National Scale will be fixed, with effect from the date of their coming into the above Scheme, as follows:—

- (i) For purposes of fixation of initial pay in the relevant National Pay Scale in accordance with the relevant provisions of the above mentioned O.M. of the 18th August, 1973, their gross pension (i.e. pension before surrender and or

commutation) will be treated as part of their basic pay as on the eve of their coming on to the above Scheme;

- (ii) The pension will not be admissible in addition to pay in the National Scale fixed as per (i) above, in accordance with this Division's O.M. No F. 4 (7) Reg. 7/72, dated the 1st January, 1973.

[F.D.O.M. No. 4(11)-Reg. 7/73, dated 14-01-1974.]

S. No.9. —

Representations have been received from certain quarters that the method of fixation of pay prescribed in sub para (ii) (c) of para 1 of this Divisions O.M. No. F. 4(7) Reg.7/72 dated the 1st January 1973, is causing hardship in cases of re-employment in a post carrying pay scale lower than the pre-retirement pay scale of the pensioner concerned. The position has been reviewed by Government and the President has been pleased to decide that ordinarily a retired Govt. Servant should be re-employed against a post carrying the pay scale comparable to his last pre-retirement pay scale. However, in a case where it is not found feasible to do so and it is necessary, in view of the experience and/or requisite aptitude of a retired Govt. servant to re employ him in a post carrying pay scale substantially lower than his pre-retirement pay scale, his pay on re-employment shall be fixed in accordance with instructions contained in this Division's Office Memorandum No. F. 9(8) RI/63, dated the 12th August, 1963. In all other cases the existing orders of 1st January 1973 will continue to apply.

[F.D. O. M. No. F. 4(6)-Reg.7/73, dated 22-8-1974.]

S. No. 10. —

The restriction imposed in sub para (ii) (c) of para 1 of this Division's office Memorandum No. F. 4 (7) Reg. 7/72, dated the 1st January 1973 shall be deemed to have been withdrawn ab-initio from 1-1-1973. The pay of retired Government servant re-employed on or after 1-1-1973 should therefore, be re-fixed in accordance with this Division's Office Memorandum No. F. 9 (8) Reg. 1/63, dated the 12th August, 1963.

[F.D. O.M. No. F 4(6) Reg. 7/73, dated 16-12-1974].

S. No. 11. —

According to the orders issued in this Division's O.M. No. F. 9 (38) RI(1)/59, dated the 6th November, 1959 the pay of re-employed pensioner whose terms of re-employment provide for holding the entire amount of his pension in abeyance, is required to be reduced by 1/4th of his gross pension during the period of re-employment. It is clarified that in such a case if the gratuity admissible in lieu of 1/4th of pension has not been drawn by the re-employed Government servant after or as long as it is not drawn during the period of re-employment, he will draw full pay of the post without making any deduction on account of 1/4th of his pension.

[F.D. O.M. No. F. 4(14)-Reg. 7/75, dated 13-12-1975.]

S. No. 12. —

Under the existing orders the pay of a retired Government servant who has been re-employed under the Federal Government or in an autonomous body or Public Limited Company in which Government holds controlling shares and who has not attained the age of 60 years, if required to be fixed after taking into account the amount of gross pension, i.e. pension before commutation and/or surrender. Consequent on the liberalisation of pension rules for civil servants vide this Division O.M. No. F. 6 (1) Rev.1/73 dated 7-1-1977, the amount of gross pension in the case of existing pensioners is also required to be enhanced with effect from 1-2-1977 in accordance with the provisions of paras 3 and 8 of the above-mentioned O. M. with resultant adjustment in the pay.

2. It has been decided that consequent on the introduction of Revised National Scales of Pay with effect from 1-5-1977, the pay of retired Government servants who have been re-employed since before 1-5-1977 shall be fixed in the National Scales of Pay of the posts held by them on that date, in the manner indicated below:—

- (i) In the case of a re-employed Government servant who has not attained the age of 60 years on 1-5-1977, the initial pay in the relevant Revised National Scale of Pay shall be fixed at the stage equal to, or if there is no such stage, at the stage next above, the amount arrived at by stage next above, the amount arrived at by allowing an increase of 10% over the aggregate of the basic pay, which for this purpose shall be taken as inclusive of gross pension, i.e. pension before commutation and/or surrender, and the dearness allowance that would have been admissible thereon, but for these orders, on the 1st May, 1977. The pay so re-fixed shall then be reduced by the amount of gross pension and the amount of pension will continue to be drawn separately in addition to the pay so determined, subject to the condition that pay plus pension shall be limited to the maximum of the Revised National Scale of Pay or the last pre-retirement substantive pay inclusive of dearness allowances, whichever is more.
- (ii) In the case of re-employed Government Servant who has already crossed the age of 60 year before 1-5-1977 and is thereby entitled to draw pension in addition to pay of the post vide this Division O.M. No. F. 4(3)-R/7/76 dated 17-2-1976, the initial pay in the relevant Revised National Scale of Pay will be fixed as in (i) above on the basis of the pay he is entitled to draw in accordance with the above mentioned O.M. together with the dearness allowances subject to the pay so fixed not exceeding the maximum of the Revised National Scale of Pay the amount of pension shall not figure in the calculation anywhere and that in his case continue to be drawn separately in addition to the pay so fixed.

3. When the pay of an existing re-employed Government servant is fixed in the revised National Scale of Pay, the amount of Dearness Allowance, Special Dearness Allowance and Additional Dearness Allowance shall cease to admissible with effect from 1st May, 1977.

4. In the case of a retired Government servant re-employed on or after 01.05.1977, the initial pay shall be fixed in the revised National Scale of Pay in accordance with the relevant orders for the time being in force, provided that the

preretirement pay in his case would be taken inclusive of the amount of Dearness allowance, Special Dearness Allowance and Additional Dearness Allowance actually drawn or which would have been drawn, on the date of retirement.

5. For the purpose of grant of allowance, the pay or basic pay on which the allowances are to be calculated would, in addition to actual pay drawn, also include the amount of gross pension which had been taken into account for the purpose of determination of pay during the period of re-employment.

[F.D.O.M. No.1(4) Imp. I/77, dated 14-5-77]

S. No. 13. —

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 sometime 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 officer of Armed Forces of Pakistan upto 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 of retired officers of their rank of Lieutenant Colonel and above and equivalent shall be made in accordance with Part IV.

PART II

5. Young officers of the Armed Forces upto 5 years of commissioned service will be eligible for induction in grade 17 on regular basis upto 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 FPSC 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 the 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 9 officers may be recommended. The recommendation will be scrutinized by the Ministry of Defence before they are placed before the Board.

7. Officers inducted in various grades 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 is given to the probationers appointed on the results of the competitive examination held by the FPSC and will be required to pass completely the prescribed examinations during or on conclusion of the training. Their promotion to the higher grade will be governed by normal rules.

10. The inducted officers will count their seniority from the year in which they are inducted, recruits of the same year retaining their seniority. They will be placed above the competitors of the year with whom they received 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 pensions.

PART III

12. The officers of the rank of 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 upto 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 Power Selection Board in accordance with the procedure laid down in para 6 & 7.

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 officer will continue to draw their military pension but it shall be deducted from the civil pay. In addition to the military pension that 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 upto the age of 60 upto maximum of 10% of annual vacancies in various groups and cadre as may be specified, on the terms and conditions mentioned hereinafter.

19. Re-employment will be made in grades 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 subject, content 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 reemployment is to be made. The procedure for selection will be the same as prescribed in para 6.

21. In selecting 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 the grades in accordance with rule 6 of the Civil Servants (Appointment Promotion & Transfer) Rules, 1973.

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

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

25. Omitted.

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 and further provided that where such as 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 of 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 officer 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 such 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. F. 1(2)-Rev. 1/78, dated the 21st September, 1978. However, provisions contained in para 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 with any interruption. However, all leave at the credit of an officer shall lapse on the date of final expiry of termination of the service.

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 made otherwise prescribed, within thirty days or the date of such order.

34A. 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 to him such appeal/application shall except as may be otherwise prescribed be made within thirty days or 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 in 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 and 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 conditions 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 the terms; and conditions laid down in this part with effect from 23-12-1979 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 elected 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 Secretary General/Defence Secretary, 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.

[Estt. Div. O. M. No. 14/5/78-D-III, dated 10-2-1980 as amended
vide O. M. No. 11/5-75 D-III, dated 5-5-1980.]

S. No.14. —

The question of institutionalizing the induction and re-employment of officers of Armed Forces in civil posts had been under consideration for sometime past. The President has 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.111, dated 10-2-1980, a copy of which is enclosed. The President has also been pleased to decide that these instructions will also apply, mutatis mutandis, to 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.

[Establishment Division O. M. No. 14/ 5/78, dated 11-02-80].

S. No.15. —

The question of fixation of pay of retired government servants civil and military, on re-employment in civil posts under Federal Government and in autonomous bodied has been reviewed by government and the President has been pleased to decide that re-employment and re-employment pay of retired government servants shall henceforth be regulated in accordance with the following principles:—

- (I) Post on which re-employment shall be made:
 - (i) Re-employment of retired civil servants shall be made in grades equivalent substantive grade or temporary grade if held for one year by the government servant before retirement.
 - (ii) In the case of Officers of Armed Forces, re-employment shall be made on contract in accordance with the instructions contained in the Establishment Division O.M. No. 14/5/78-D.III dated 10-2-1980 in the case of civil posts and in the light of orders issued in pursuance of the Establishment Division No.14/5/78-D. III dated 11-2-1980 in the case of autonomous bodies. The equivalent grade in the civil post shall be determined according to the equivalence formula approved by the President (copy attached).
- (II) Pay on re-employment under clause (1) above;
 - (i) (a) When a retired civil servant is re-employed under Federal Government after superannuation or after completion of 30 years

pensionable service, his initial pay shall be fixed at the minimum of the pay scale of the post in which he is re-employed.

- (b) When a retired civil servant is re-employed under the Government owned/controlled autonomous/semi-autonomous bodies and corporations after superannuation or after completion of 30 years pensionable service, the initial pay of such a government servant shall be fixed at the minimum of the scale of pay of the post in which he is re-employed.
 - (c) A re-employed government servant would earn increments under normal rules.
 - (d) In addition to pay, as indicated in clause (a) and (b), full pension shall be admissible to the re-employed civil servant.
- (ii) (a) When a retired military officers of the rank of Major/equivalent and above is re-employed under Federal Government or under an autonomous body in accordance with clause I (ii), his pay may be fixed at the minimum of the equivalent grade in which re-employment is made and, in addition, full service pension as admissible under the rules shall be paid. The pay scale of the post shall for this purpose be determined with reference to the equivalence formula mentioned in Clause I (ii).
 - (iii) The pay of retired Government Servants other than those covered by I and II shall be fixed in accordance with the Ministry of Finance O. M. No. F. 4(7) Reg. 7/72 dated 1-1-1973 referred to above, as amended from time to time.

2. Existing re-employed retired civil servants may opt to be governed by the existing rules/orders or by the revised orders in this office memorandum. Where such a government servant opts to be governed by the revised orders, his initial pay should be re-fixed at the minimum of the scale of the post held by him with effect from the 1st of the month in which option is given and pension may be allowed in addition as provided in part (II) (i), above.

3. Existing retired officers of the Armed Forces of the rank of Major/equivalent and above who were re-employed in civil posts for a specified period may opt either to be governed by their existing terms and conditions or by the revised orders in this Office Memorandum. Where such re-employed officers opt to be governed by the revised orders, they will be brought on the revised terms and conditions with effect from the 23rd December, 1979 on which date the President was pleased to approve the scheme published vide Establishment Division O.M. No. 14/5/73-D. III, dated 10-2-1980 from that date. Their re-employment would be converted into re-employment on contract on the terms and conditions laid down in the O.M. of 10-2-1980 for the remaining term of their re-employment or for a period of 3 years, whichever is less. Their pay will be re-fixed at the minimum of the scale of the post held by them w.e.f. 23-12-1979, and if the pay so fixed plus pension is less than the pay received by them immediately before 23-12-1979, the difference shall be allowed as personal pay to be absorbed in future increase of pay.

4. The option will be submitted to the Audit officer concerned under advice to the Ministries/Divisions, Departments or offices administratively concerned.

[F.D., O.M. No. 4 (4) Reg.7/78, dated 20-3-80]

S. No.16. —

With reference sub-clauses (i) (b) and (ii) (a) of Clause II of para 1 of this Division's O.M. No. F. 4(4) Reg.7/78, dated 20-3-1980, laying down the method of fixation of pay of retired civil and military officers on appointment to posts in Government owned/controlled autonomous and semi-autonomous bodies, the position has been further reviewed with particular reference to re-employment against a post in an autonomous/semi-autonomous body or corporation included in Management Grades vide this Division O.M. No. F.6(27) Imp.1/79 dated 30-4-1980, and appointment to which, by law, required to be made and the salary of which is required to be fixed, by the Federal Government. It is clarified that in the case of such re-employment, the re-employed officer, civil or military, shall be entitled to draw minimum of the rank/grade from which he has retired. In addition, he will be entitled to pension and perquisites attached to the Management post concerned.

[F.D. O.M. No. F. 4(4)Reg.7/78.1520, dated 30-11-1980.]

S. No.17. —

In partial modification of Part III of this Division's O.M. No.14/5/78-D.III, dated 10-2-1980 on the above subject, it has been decided that:-

- (a) the officers of the rank of Major and equivalent, who may retire or may have retired on completion of the prescribed age or service limits will be eligible only for induction in grade on regular basis in civil posts under the Federal Government and Provincial Governments upto 10% of the annual vacancies in the various groups/cadres, as may be specified.
- (b) the officers of the rank of Major and equivalent who may retire, or may have retired on completion of the prescribed age or service limit will be eligible also for induction on regular basis as well as re-employment on contract in grade-18 or equivalent posts in corporations and autonomous/semi autonomous bodies under the Federal and Provincial Governments upto 10% of the annual vacancies. Both the regular induction and re-employment on contract will be made on recommendations of the High Powered Selection Board.
- (c) if selected for appointment to posts in corporations or autonomous/semi-autonomous bodies, the officers will be asked to exercise an option whether they want to be re-employed on contract or permanently inducted on regular basis upto the age of superannuation. Option once exercised shall be final.
- (d) such officers as are re-employed on contract will be governed by the terms and conditions mentioned in Part IV of the Establishment Division O. M. referred to above.

[Establishment Division No.1/19/80 Icl, dated 04-12-1980.]

S. No.18. —

The question regarding the fixation of pay of retired military personnel not covered by this Division O.M. No.F.4(4)-Reg.7/78 dated 20-3-1980 has been under consideration of the Government for some time past. It has now been decided that Junior Commissioned Officers, Non-Commissioned Officers and other Ranks, on appointment to civil posts/autonomous bodies should be given the following treatment:—

- (a) Such personnel on appointment to civil posts should be asked to exercise an option whether they would like to be re-employed on contract or on permanent basis. Option once exercised shall be final.
- (b) If re-employed on contract, pay of such personnel will be fixed at the minimum of the grade of civil post. In addition they will be entitled to draw service pension. Service rendered on the civil side/in the Corporation shall not, however, qualify for a second pension.
- (c) Existing rules regarding fixation of pay as laid down in Part. III of Establishment Division's O.M. No.14/5/78-D.III, dated the 10th and 11th February, 1980 will continue to apply to those who are inducted permanently in the civil or in the Corporation.
- (d) Those inducted permanently into civil will be entitled to a civil pension/gratuity, if permissible under the rules of the employing agency, in terms of Part. III, para 17 of the Establishment Division's O.M. No.14/5/78-D III, dated the 10th February, 1980.

2. This supersedes this Division's O.M. No. F. 4(4)-Reg. 7/78, dated the 21st December, 1980.

[F.D. O.M. No.4(4). Reg. 7/78, dated 29.08.1981].

**Permission for acceptance of employment under Govt. of Pakistan
by pensioners of ²⁴³Federal /Provincial Governments in India**

S. No.19. —

Under the rules as they stood at the time of Independence it was not obligatory for a retired Government servant seeking re employment under any commercial concern or Government outside India to take prior sanction of the Government from which he was drawing his pension. The Government of India have, however, since Partition introduced two new rules whereby a pensioner who immediately before retirement was a member of All India Service or of a ²⁴⁴Federal Service Class I is required to obtain their previous sanction to the acceptance of any commercial employment before the expiry of two years from the date of his retirement, or employment under a Government outside India. Similar rules have been framed by the Provincial Government of U.P., C.P. and Bombay. The Accountants General of the Indian Provincial Government have accordingly required the Accountant General Pakistan Revenues, to obtain from the pensioners concerned

²⁴³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁴⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

drawing their pensions in Pakistan, declarations in the prescribed form. It is therefore, requested that requisite declarations may be obtained from the pensioners concerned and furnished to the Accounts Officer concerned in India.

2. The pensioners of the Government of India and of the Government of C.P., U.P. and Bombay who are affected by the new rules should be instructed to apply immediately for permission for re-employment from the Government that sanctioned their pensions. Pending the requisite permission from the Government concerned in India it has been decided that the payment of their pensions may continue on provisional basis.

[M.F. letter No. F.9(14)-RI/51, dated the 8th December, 1952].

S. No.20. —

A reference is invited to this Ministry's letter No. F. 9(14)-R1/51, dated the 8th December, 1952. It has been decided that in the case of Indian Pensioners who have not yet obtained permission for re-employment from their previous Government in India, provisional payment of their pensions as authorised in paragraph 2 of the above letter should be stopped and no further of Pension payment should be made to them.

[M.F. letter No. F. 9(50)-RI(13)/57, dated the 2nd May, 1958, addressed to all Accountants General (Civil and P.T.)].

S. No.21. —

Reference this Ministry's letter No. F. 9(50)-RI/57, dated 2nd May, 1958, in which it was stated that in the case of Indian pensioners who have not yet obtained permission from their previous Government in India for re-employment under Government in Pakistan, provisional payment of their pension in Pakistan as authorised in paragraph 2 of this Ministry's letter No. F. 9(14)-RI/51, dated 8th December, 1952 should be stopped. It has been represented to the Government that certain difficulties are experienced by Indian pensioners in getting the permissions from their parent Government in India. In order, therefore, to relieve such re-employed pensioners from immediate hardships the President has been pleased to decide that the provisional payment of pensions in such cases should be allowed up to the end of October, 1959 and the pensioners should be finally warned to get the necessary permission from the Government concerned in India by that time.

[M. F. letter No. F. 9(23)-RI(3)/58, dated the 13th January, 1959].

Refused leave not permissible after termination of re-employment

S. No.22. —

Cases have been received in this Ministry from the various Ministries/Divisions, etc., wherein they had proposed that the Government servants who had been retired from service and were re-employed afterwards should be allowed to avail of the leave refused to them under F.R. 86 after they finally quit service. The grant of the refused leave after the termination of the period of re-employing is not permissible under the rules.

The undersigned is directed to state that the Ministries/Divisions etc., while employing retired Government servants in continuation of their superannuation should

make it clear to them that they will not be allowed to avail of the refused leave if any, after the termination of the period of their re-employment.

[M.F.O. No. F. 3(18)-RII/52, dated the 27th May 1952].

Entitlement to pension/gratuity for qualifying service rendered on re-employment.

S. No. 23. —

A point has been raised whether a pensioner whose Compensation or Invalid pension is payable by Government of India and who is re-employed by Government of Pakistan, will be entitled on retirement after qualifying service rendered in Pakistan to any pension under the rules. Articles 529 and 530, C.S.R. are relevant.

But as the application of those Articles in cases of the type mentioned above is not practicable, the President has been pleased to decide that in such cases the Government servant concerned should be allowed pension or gratuity for qualifying service rendered on re-employment in Pakistan if such pension or gratuity is otherwise admissible under the rules and the service prior to re-employment in Pakistan and the pension payable by the Government of India should be ignored.

[M.F.O.M. No. F.12(21)-RI/59, dated the 22nd April, 1960]

Re-employment of Govt. Pensioners in autonomous public bodies constituted by Law

S. No. 24. —

The Ministry of Finance has had under consideration the question whether the revenue administered by such statutory public bodies as the Pakistan Industrial Development Corporation, the Karachi Development Authority, etc., constitute "local funds" as defined in Article 33 of the Civil Service Regulations. The matter has been considered in consultation with the President's Secretariat (Establishment Division) and the Ministry of Law and it has been held that statutory public bodies such as those mentioned above are "local authorities" and administer "local funds" according to the definition in clause (28) of section 3 of the General Clauses Act, 1897. Moreover, since such bodies come under the control of the Government either in regard to proceedings generally or to specific matters, the revenue administered by them constitutes "local funds" as defined in Article 33 of the Civil Service Regulations. Accordingly, the rules in the Civil Service Regulations relating to the re-employment of Government pensioners in the service of "local funds" are applicable to the pensioners re-employed in all autonomous public bodies constituted by law.

[M. F. O. M. No. F. 7(3)-RI(RWP) 61, dated the 10th May, 1961].

S. No.25. —

Reference Ministry of Finance Office Memorandum No. F. 7(3)- RI/(RWP)/61, dated 10-5-1961 wherein it was clarified that the statutory public bodies and semi-Government Organisations were local authorities and administered, local funds for the purpose of Article 33, C.S.R. Accordingly the rules in the C.S.R. relating to the fixation of pay on re-employment of the Government pensioners were held to be applicable to the pensioners re-employed in all autonomous bodies constituted by law.

2. It has been brought to the notice of this Ministry that a High Court in a case has held that the National Bank of Pakistan, (which came under the definition of the statutory public bodies) could not be treated as a local authority' and that, in fact it bears no resemblance to the recognised conception of local authority.

3. In view of this decision of the High Court the position has been reviewed in consultation with the Law Division. The Law Division have pointed out that while in the General Clauses Act. 1897 the expression 'local authority' has been defined, there is no definition of the term 'local fund' in that Act, on the other hand in Article 33 of C.S.R., 'local fund' has been defined but without any reference to an expression like 'local authority'. It is thus clear that local fund need not necessarily be related to local authority and that it can be administered by any type of bodies irrespective of whether such bodies are local authorities or not. In view of this clarification, the decision of the High Court of East Pakistan has not materially changed the position of Government pensioners who have been re-employed in autonomous public bodies constituted by law, which administer 'local fund'. This is because the only requirement for the fixation of pay of the pensioners who are employed in statutory or semi-Government Organisations, in accordance with the provisions in the C.S.R. is, to ensure that the organisation administers local fund as defined in Article 33 C.S.R. The instructions issued in this Ministry Office Memorandum referred to above, may, therefore, be construed to have been modified to the extent that a reference to the term 'local authority' used therein may be deemed to be a reference to any organisation or body administering a local fund.

[F.D. O.M. No. F. 6(3)-R. 6/68, dated 06-01-1972.]

S. No. 26. —

It may be that some of the persons who had been dismissed or removed or prematurely retired from service under MLR No. 58 or MLR No. 114 have been illegally employed either under the Federal or a Provincial Government or under any organization, institution, industrial/commercial unit etc. which is directly or indirectly, and wholly or partially, under the control of the Federal or a Provincial Government. The President has been pleased to order that payment of salary to such persons shall be stopped and their present employment terminated, forthwith under intimation to Finance Division.

[F.D.O.M.No.F.4(5)-Reg.7/74, dated 7th August, 1974]

Effect of devaluation of pound sterling and Indian rupee on the pay of re-employed Pensioners

S. No. 27. —

As a result of devaluation of Sterling and some other foreign currencies, certain problems regarding pay and allowances have arisen. These problems have been considered in the Ministry of Finance and the following decisions have been arrived at which may be communicated to the Ministry of Defence, etc. for information and necessary action:—

x x x x x x x x x

x x x x x x x x x

4. Re-employed officers drawing pension payable in Sterling or other devalued currencies. Under the terms of the contract given to certain officers of non-Asiatic domicile (including Ex Indian Army Officers employed with the Armed Forces of Pakistan) who have been re-employed, one-half of their pension is to be deducted from their pay. The deduction of pension in their case should be limited to half of the actual pension receivable by the officer converted at the current rate of exchange. All future contracts with officers belonging to and receiving pensions from a specific amount should be deducted in respect of pension.

[M.F. O.M. No. F. 44(1)-RI/49, dated the 8th December, 1949]

S. No. 28. —

The pensions of the following classes of pensioners which are payable in Indian rupees and are paid in Pakistan on behalf of the ²⁴⁵Federal or Provincial Governments in India have to be calculated and reduced in terms of Pakistan currency at the rate of Pakistan Rs.100 equal to Indian Rs.143-15/16 before payment:—

- (i) Pensions of the employees of the old "undivided" Government of India fully earned by or sanctioned up to 14th August, 1947 which are being paid in Pakistan on behalf of the Indian Government and are concurrently recoverable from them. This includes pension the payment of which in Pakistan was authorised after 31 December, 1947.
- (ii) Payments in Pakistan by Provincial Governments or ²⁴⁶Federally Administered Areas of pensions of the Provincial Governments of India. If any such pensioner or a pensioner whose pension is paid direct by India in Indian rupees has been re-employed by the Government of Pakistan on terms which provide for the deduction of the full or half of the pension of the pensioner from his pay, the conversion of the amount of the pension for the purpose of calculating the deduction to be made in Pakistan rupees from his pay will be made at the rate of Pakistan Rs.100 equal to Indian Rs.143-15/16. All future terms for re-employment of such officers should provide that a specific amount should be deducted in respect of pension.

These orders will be applicable to payments made on or after the 19th September, 1949.

[M.F. O.M. No. F. 44(1)-RI/49, dated the 11th January, 1950 as amended by Corrigendum of even number, dated the 11th July, 1950].

S. No. 29. —

As a result of the devaluation of the pound sterling and Indian rupee in 1949 instructions were issued in this Ministry's Office Memorandum No. F. 44 (1) R(1) RI/49 dated the 8th December, 1949 and 11th January, 1950 to the effect that in the case pensioners whose pension was either fixed in Sterling or was payable in Indian rupees and who had been re-employed by the Pakistan Government on that terms which

²⁴⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁴⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

provided for the deduction of the full or half of the pension from the pay, the amount of the pension should, for the purpose of calculating the deduction to be made in Pakistan rupees from the pay, be made at the rate of Rs.11-29/32d, to a rupee and Pakistan Rs.100 equal to Indian Rs. 143/15 respectively. Consequent on the devaluation of Pakistan rupee with effect from the 1st August, 1955, it has been decided that the amount to pension in such cases should be calculated at the new rates of exchange, viz., is 6d. to a rupee and Pakistan Rs.100 equal to Indian Rs.100 and the deduction be made accordingly. This decision will apply to all payments made on or after 1st August, 1955. The Ministries and Divisions, etc., are requested to review the cases of the pensioners re-employed under them and their pay for August, 1955 onwards may be re-fixed on the basis of the above decision.

2. If re-fixation of pay as above is found inconsistent with the wordings of agreement in any case, they may be referred to this Ministry for consideration.

[M.F.O.M. No. F. 9 (1)-RI/55, dated the 30th August, 1955].

S. No. 30.—

Appointment On Contract Basis

The undersigned is directed to state that the standard terms and conditions of appointment on contract were last circulated vide Establishment Division's O.M. No. F.10/55/82-R.2, dated 15th January, 1985. These have since been reviewed in consultation with Finance Division and Law Division.

2. The revised format for contract appointment is enclosed. All Ministries/ Divisions are requested that, henceforth, the revised format may be used in case of contract appointment in the Ministries, Divisions and their attached departments and other organizations under them.

[Establishment Division O.M. No.F.10/52/95-R.2, dated 18-07-1996].

Appointment On Contract Basis

I am directed to say that you have been selected for appointment on contract as _____ under the Federal Government on the following terms and conditions:—

- | | | |
|---|--------------------|-------------------------------------------------------------------------------------------------------|
| 1 | Post | _____ |
| 2 | Place of Posting | _____ or anywhere within or outside Pakistan as the competent Authority may decide. |
| 3 | Period of contract | _____ (not exceeding two years) from the date of assumption of charge. |
| 4 | Pay | Minimum of the relevant scale of pay. Annual increment shall be admissible as under the normal rules. |

- | | | |
|----|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | Allowances | As admissible to corresponding civil servants. However, qualifications pay/allowance, senior post allowance and orderly allowance shall not be admissible in case these allowances were taken into account while calculating pension after retirement from previous service. |
| 6 | Travelling Allowance | As admissible to civil servant of corresponding pay scale under the rules. |
| 7 | Seniority | This contract appointment does not confer any right for being placed in the gradation/seniority list of the cadre/group to which the subject post belongs. |
| 8 | Leave Rules | As admissible under the Revised Leave Rules , 1980. However, provisions contained in rules 5(c), 8, 11, 14, 16, 17, 18, 18-A, 19, 27, 33, 34, 35, 36 and 39 of rules ibid shall not apply. All leave at your credit will lapse on the termination of this contract. |
| 9 | Medical Facilities | As admissible to officers of the Federal Government under the rules. |
| 10 | Pension | Service rendered under the contract shall not qualify for pension or gratuity. Pension in respect of previous service, if any, shall continue to be drawn in addition to pay. |
| 11 | General Provident Fund | No contribution towards G.P. Fund shall be required. |
| 12 | Conduct and Discipline | Rules made and instructions issued by the government or a prescribed authority as for civil servants under section 15 and 16 of the Civil Servants Act, 1973 as amended from time to time shall apply. |
| 13 | Appeal | Civil Servants (Appeal) Rules, 1977 with amendments if any shall apply. |
| 14 | Termination of Contract | The appointment during the period of contract shall be liable to termination on thirty days notice on either side or payment of basic pay in lieu thereof, without assigning any reason. |
| 15 | Whole time employment posting and transfer | Whole time of the contract appointee would be at the disposal of the Government. He may be employed in any manner required by appropriate authority without claim for additional remuneration. He shall at all time obey the rules prescribed for the time being for the regulation of the service or cadre to which the post in which he has been employed belongs. |
| 16 | Other matters | In respect of other matters not specified in this contract, the rules/regulations as applicable to federal civil servants shall apply. |

2. If the above terms and conditions of appointment are acceptable to you, please send your written confirmation by registered post or personally so as to reach the undersigned within 1 month of the date of this letter.

3. This offer of appointment will be treated as cancelled if you do not convey acceptance thereof or resume duty within the time specified in para 2 above.

S. No.31.—

STANDARD TERMS AND CONDITIONS OF CONTRACT APPOINTMENTS — IN CASE OF RETIRED CIVIL SERVANTS, RETIRED OFFICERS OF THE ARMED FORCES, RETIRED JUDGES OF SUPERIOR COURTS

The undersigned is directed to refer to the standard Terms and Conditions of Contract Employment, issued vide Establishment Division's O.M. No. 10/52/95-R.2, dated 18-07-1996, amended from time to time, and to say that the matter has been reviewed in consultation with the Finance Division, and it has been decided with approval of the competent authority that the terms of re-employment of retired civil servant, retired officers of the Armed Forces and retired Judges of Superior Courts shall henceforth be as under:—

I. Re-employment on a civil post relating to the affairs of the Federation:

- (a) A retired civil servant and a retired officer of the Armed Forces, re-employed on a civil post equivalent to the post from which he retired, may be allowed the pay, allowances and perquisites sanctioned for the post. His pay may be fixed at the stage of the time scale of the post at which he was drawing his pay before retirement.
- (b) A retired judge of the superior courts 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.
- (c) Retired civil servants or retired officers of the Armed Forces, re-employed against a higher post, may be allowed the last pay drawn plus allowances and perquisites sanctioned for the post.

II. Re-employment in Autonomous Bodies:

- (a) A retired civil servant and a retired officer of the Armed Forces and a retired Judge of the superior courts, on re-employment in an autonomous body administered or controlled by the Federal Government, may be allowed pay as determined at (a), (b) and (c) above plus the allowances and perquisites sanctioned for the post.
- (b) Where the terms and conditions of a post are prescribed in a statute or a statutory notification, the provisions of the statutory notification, as the case may be, should prevail.

III. Existing Pensionary benefits to continue:

The terms and conditions proposed above should have no bearing on the pension to which a retired civil servant or a retired officer of the Armed Forces or a retired Judge of the superior courts may be entitled in accordance with the applicable law and the rules.

2. The standard terms and conditions of contract appointment circulated vide O.M. No. F. 10/52/95-R.2, dated 18th July, 1996 stand amended to the above extent.

[Establishment Division O.M. No.10/52/95-R.2(Pt), dated 21-08-2001]

S. No.32.—

STANDARD TERMS AND CONDITIONS OF CONTRACT APPOINTMENTS IN CASE OF RETIRED CIVIL SERVANTS, RETIRED OFFICERS OF THE ARMED FORCES, RETIRED JUDGES OF SUPERIOR COURTS.

The undersigned is directed to state that the instructions contained in para 1(c) of Establishment Division O.M.No.10/52/95-R.2(pt), dated 21.8.2001 (copy enclosed) have been reviewed and it has been decided with the approval of the Prime Minister that the provisions of para 1(c) of the O.M. referred to above shall be substituted by the following:—

- (c) 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.

[Establishment Division O.M No.F.10/52/95-R-2(Pt), dated 06-10-2003]

S. No. 33.—

ADMISSIBILITY OF INCREASES IN PENSION TO RE-EMPLOYED PENSIONERS

Please see S. No. 51, Chapter IV.

[F. D. O.M No.F.4(1)-Reg. 6/99-VIII, dated the 26th March, 2009]

CHAPTER VII — PROCEDURE RELATING TO SANCTION OF PENSIONS

Attestation of specimen signatures or thumb and finger impressions of pensioners residing in India

S. No.1. —

Clause (i) of sub-rule (2) of rule 328 of the ²⁴⁷Federal Government Compilation of the Treasury Rules, Volume I, requires that the specimen signatures and the thumb and finger impressions of a pensioner to be attached to the Pension Payment Order should be attested by the head of the office concerned or by some other responsible person. It has been decided that in the case of pension documents or other certificates relating to pension payments of ²⁴⁸Federal Government servants residing in India, the attestation should be made by some person exercising the power of a Magistrate under the Criminal Procedure Code in India under the seal of his office.

2. All documents in this behalf should, however, be routed through diplomatic channels.

[M.F.O.M. No. F.6(3).RI/49, dated the 9th May, 1949].

Simplified procedure for verification of service for pension

S. No.2. —

The procedure relating to the preparation of pension papers of gazetted and non-gazetted staff is contained in Articles 907 to 926 of the Civil Service Regulations. Before an application for pension is sanctioned, the office of the employee concerned is required to satisfy itself that entries relating to the verification of his service have been duly made in his Service Book. Any portion of his service has not been properly verified, it is necessary to have it verified from the office where he was employed during that period. After verification has been completed, pension papers are prepared and sent to the Audit Officer concerned together with the relevant documents. The Audit Officer scrutinizes the pension's papers and if they are in order, he certifies the amount of pension admissible to the officer concerned. On receipt of this certificates pension is sanctioned by the Head of Office. Abnormal conditions brought about by the Partition have created considerable difficulties in regard to the verification of pensionable service. The Establishment Returns from which particulars of service of the pensioners are verified in Accounts Offices are not available in Pakistan in a very large number of cases. In most cases references have to be made to India for verification of the particulars of service of the pensioners. These references get the lowest priority in the offices concerned in India and the final sanctioning of pensions is thus considerably delayed. The Government of Pakistan have, therefore, decided that in order to facilitate the sanctioning of pensions expeditiously by the existing pension rules should be applied with modifications as follows:—

(A) In cases where a reference to India is made for verification of the service particulars of an officer or for obtaining some other information relevant to the

²⁴⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁴⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

case, a maximum time-limit, say 3 months, may be set for necessary enquiries. If the information is not received within that period, it should be collected from the applicant himself and from such other collateral evidence as may be available as for instance certificates given by an officer to his subordinate on his leaving the office and testimony of contemporary Government servants.

- (B) The existing rules require the Audit Officer to check the statement of service as prepared by the departmental officers with the Establishment Returns for verification of:—
- (i) first year of permanent qualifying service;
 - (ii) the last three years of qualifying service;
 - (iii) one or two intermediate years selected at random; and
 - (iv) the entire service when the Service Book is not forthcoming.

Since Establishment Returns, to the extent required by the rules are not available in Pakistan, it has become impossible for the Audit Officer in Pakistan to carry out this check. The Auditor-General has arranged to obtain from India copies of these Returns but the receipt of the documents will naturally take time. In the meantime, to avoid delay and consequent hardship, Audit Officer are authorised to dispense with this check. Pensions in such cases should be sanctioned on the basis of collateral evidence.

- (C) In case of those with military service or foreign service at their credit, verification is required to be made by the Controller of Military Accounts concerned (for Military Service) and by the Audit Officer concerned (for Foreign Service). The Audit Officers are permitted to admit such service as claimed by the retiring Government servant provisionally on the basis of a written statement on the analogy of Article 915 (iv), Civil Service Regulations provided that the statement is accepted by the Head of the Office or the Department in which the pensioner was employed. On receipt of necessary verification from India, the service in question will be admitted finally in Audit.
- (D) The foregoing paragraphs relate to the pension claims in respect of non-gazetted service. In the case of Gazetted service pending compilation of the History of Service, Audit Officers are authorised to sanction anticipatory pension under Article 922 Civil Service Regulations provisionally on the basis of a written statement of the applicant on the analogy of Article 915(iv) Civil Service Regulations provided that the statement is accepted by the Head of the Department from which the officer retire. Verification of service will be made as provided under the existing rules before the amount of the pension is finalised.

2. Where no official evidence e.g., Service Book, in support, is available only anticipatory pension should be sanctioned, pending receipt of the requisite evidence from India, after obtaining a declaration specified in Article 922(a), C.S.R. from the person

concerned for the refund of any amount which might later on be found to have been paid to him in excess.

3. Within the framework of the procedure outlined in the previous paragraphs, the Auditor-General or any Accounts Officer authorised by him may vary details on the merits of each case.

4. The revised procedure will for the present apply only to those ²⁴⁹Federal pensioners who have retired in Pakistan after Independence or are due to retire during the current financial year. The question of extending this order in the case of those who retire thereafter will be considered by this Ministry at the end of the current financial year.

[M.F.O.M. No. F.14(8)-RI/50, dated the 10th January, 1951 as amended by O. M. of even number, dated the 13th May, 1952]

S. No.3. —

It has been decided that in partial modification of the procedures mentioned in para.1(A) of the Office Memorandum No. F. 14 (8) RI/50, dated 10th January, 1951, the following detailed procedure for the purpose of verification of service should be followed:—

In the case where some portion of pensionable service has been rendered in the other country, but where certificates of local verification of service have not been recorded in the service book for any particular period, steps should 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 two contemporary Government servants, as contemplated in Clause (iv) of Article 915 (a) of the Civil Service Regulations. Such a declaration should be placed on record in his service book in lieu of local verification of service for that period. If there is any difficulty in obtaining the statement or testimony of contemporary Government servants for any such period or if the administrative authority is unable to accept any such statement or testimony as authentic, the Audit Officer should then be requested to verify that period of service from the Annual Establishment Returns or copies thereof available with him, if any. Where the period of service cannot be verified by any of those means, either due to the non-availability of records or otherwise, only then a reference to the authority in the other country should be made. The pension should not in that case normally be sanctioned finally until the service is verified with the help of the records in the other country.

[M.F.O. No. F.12(1)-RI/56, dated the 19th March, 1956].

S. No.4. —

See under "SERVICE COUNTING FOR PENSION" S. No. 20 in Chapter II

[M.F.O.M. No. F.6 (37)-RI/55, dated the 6th June, 1956].

²⁴⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No.5. —

See Under "SERVICE COUNTING FOR PENSION" Available no where

[M.F.O.M. No. 12 (8)-RI(1)/57, dated the 5th December, 1957].

S. No.6. —

See under "SERVICE COUNTING FOR PENSION" S. No. 22 in Chapter II

[M. F., O. M. No. 11(14)-RI(3)/58, dated the 25th June, 1959].

S. No.7. —

It has been decided that the simplified procedure for verification of service for pension laid down in this Ministry's Office Memorandum No. F.14 (8)RI/50, dated the 10th January, 1951, as partially modified in this Ministry's Office Memorandum No.12(1)-RI/56, dated the 19th March, 1956, shall continue to be followed with respect to the ²⁵⁰Federal Government servants until further orders.

[M.F.O.M. No. F.12(32)-RI/60, dated the 1st April, 1961].

Verification of service in the case of gazetted officers, who have rendered non-gazetted service.

S. No.8. —

Under the provisions of rule 121(3) of the General Financial Rules Volume I, the service book of a gazetted officer relating to the non-gazetted portion of his service is required to be sent to the Audit Office for record, as soon as the officer is confirmed on his gazetted post. Verification of non-gazetted portion of the service of such gazetted Government servants for the purposes of pension is taken up only at the time of their retirement when pension papers are sent to Audit Office under the provisions of Article 913(d) C.S.R. and the Audit Officer verifies them according to the procedure laid down in Article 915 of the CSR. As in some cases either the Service Books of the official start not forthcoming at the time of their retirement or where available, the departmental authorities concerned are unable to reply to the observations made by Audit Office due to lapse of time, the finalisation of pension cases of such Government servants is delayed.

It has, therefore, been decided in consultation with the Comptroller and Auditor General that to obviate such a situation, the non-gazetted portion of the service of such a Government servant should be verified for the purpose of pension by the Audit Officer at the time of confirmation on a gazetted post (instead, of at the time of retirement) and a certificate to that effect recorded in the Gazetted Audit Register and the printed History of Service.

[M.F.O.M.No.F.8(13)-RI/60, dated the 14th June, 1960].

²⁵⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No.9. —

A reference is invited to the Ministry's Office Memorandum No. F. 8(13)- RI/60. dated the 14th June, 1960 on the subject noted above and to state that to implement the decision contained therein it has been decided that the following procedure should be followed:—

In the case of those who have already been confirmed in a gazetted post, the verification of the non-gazetted service should be taken up immediately by the Ministry/Division/Department in which the officer concerned is employed and the service statements in the form attached as Annexure duly completed and verified from service books, etc, should be forwarded to the Audit Officer concerned within a period of four months with effect from the date of issue of these orders to enable him to complete the verification on his part and record the requisite certificate in the Audit Register and History of Services. In the case of gazetted officers who have not yet been confirmed in a gazetted post, the service statements may be forwarded to the Audit Officer concerned as and when they are confirmed in a gazetted post along with the Annual Establishment Return but in any case within six months after the date of confirmation.

The Audit Officer on his part will complete the verification etc, within three months from the date of receipt of the statement in his office, and inform the administrative Ministry etc. and the office concerned of having done so.

[M.F.O.M. No. 8(13)-RI/60, dated the 19th April 1961].

**ANNEXURE TO MINISTRY OF FINANCE O. M. No. F. 8(13)-RI/60,
DATED THE 19TH APRIL, 1961**

Verification of non-gazetted service of Mr.....

S/o.....confirmed as gazetted officer on.....

1. Date of Birth
2. Date of Commencement of Service
3. (a) Total length of service up to the date of confirmation in gazetted post including interruptions of which.
 - (b) Superior service
 - (c) Class IV service
 - (d) Non-qualifying service and interruptions, if any, as detailed below:

4. (a) Total period of Military service
- (b) Date of commencement and end of each period of military service.
- (c) Amount and nature of pension/gratuity received for military service, Governments under which service has been rendered in order or employment.

History of Service

Establishment	Appointment	Pay	Acting Allowance	Date of beginning	Date of Ending	Period reckoned as service Y.M.D.
1.	2.	3.	4.	5.	6.	7.
Period not reckoned as service Y.M.D.	Remarks	How verified	Remarks by the Audit Officer			
8.	9.	10.	11.			

Reconstruction of Service Records lost or destroyed

S. No.10. —

As a result of the disturbances after Independence, and dislocation of communications, the Service Books of a number of Government servants have been lost or destroyed in transit from India to Pakistan. It has now been decided by the Government that in cases where there is no hope of the original Service Books being available the heads of the offices of the Government servants concerned should take steps to prepare new Service Books on the basis of the data which may be available from reliable sources, and the Service Books so prepared should be accepted by the Heads of Departments for all purposes.

2. As the newly prepared service books will be as important documents as the originals, government considers it essential that the evidence on which the entries in the new service books are to be based should be reliable. In the cases of staff opting out from India, the most authentic evidence will be the pay bills and annual Establishment Returns which will be available in India. Every effort should therefore be made to get the entries made in the new service books verified by relevant officers in India. Where this is not possible, collateral evidence may be relied upon as contemplated in para 908(e) C.S.R. and in such cases full details of the evidence should be shown in the new Service Books. If after the preparation of the Service Books it is found that a certificate from the Government of India is necessary, it should be forthwith obtained.

[M.F.O.M. No. D. 199-Est/49, dated the 27th June, 1949]

S. No.11. —

A certain number of Service Books of Gazetted Government servants who have rendered non-gazetted service which happened to be with the office of the A.G.P.R. for custody according to the provisions of rule 121(3) of the General Financial Rules, Volume I, or of non-gazetted Government Servants which were sent to the A.G.P.R. in connection with questions relating to the fixation of pay, pension, etc. are reported to have been destroyed by the fire which broke out in that office on the 12th December, 1960. It has, therefore, been decided in the case of those Government servants who have already retired or are due to retire within six months after the issue of these orders and whose service books, have been destroyed by the fire before the finalization of their pension cases, the pensions sanctioning authorities concerned should furnish the following information to the A.G.P.R. urgently in order to enable him to sanction disbursement of anticipatory pension under Article 922, C.S.R:—

- (i) A statement indicating the rates of pay drawn during the last thirty six months preceding the date of retirement; and
- (ii) A statement showing full particulars of service i.e. the date of joining service, name of the department in which served, posts held, from time to time, leave availed of during the entire period of service indicating its nature and duration periods of suspension, other breaks in service, if any, etc, duly accepted and authenticated by the competent authority.

2. In order to finalise the pension cases of such Government servants, steps may be taken to re-construct their Service Books with the help of the data which may be available with the administrative authorities concerned, such as Personal Files, Pay Bills, Acquaintance Rolls etc. In cases where such records are not available a written statement of the Government servants concerned should be taken on plain paper accompanied by the testimony of the contemporary Government servants or such other collateral evidence as may be procurable in each case in terms of Clause IV of Article 915 (a) C.S.R. In no case should a reference to India be made to obtain information relevant in this context.

3. Instruction in respect of Government servants who are due to retire after six months from the date of issue of these orders and whose Service Books have been destroyed will follow.

4. The Administrative Ministries and Departments etc. should furnish by 31st March, 1962 information to the A.G.P.R. regarding the Service Books sent to that office on or before 12th December, 1960 stating number and date of the letters with which they were sent. The A.G.P.R. should check up these statements in his office to find out which Service Books were actually lost and take further necessary action to get them.

[M.F.O.M. No. D. 1878-RI/61, dated the 6th December, 1961].

S. No.12. —

It has been decided that the procedure laid down in paragraphs 1-2 of this Office Memorandum No.D.1878-RI/61, dated the 6th December, 1961, also apply to the Government servants whose service books were lost by fire in December 1960 and who may retire upto the 31st December, 1963.

2. All the Ministries and Divisions etc. are requested to furnish the requisite information to the A.G.P.R. regarding the service books sent to that office on or before 12th December, 1960 at as early a date as possible, if not already done, so that no further delay occurs in the re-construction of the lost service Books.

[M.F.O.M. No. F.8(4)-RI/61, dated the 27th November, 1963].

S. No.13. —

The service books of a certain number of Government servants were destroyed in the fire which broke out in the A.G.P.R.'s Office Karachi on 12th December, 1960. The Ministries and Division's concerned were requested in December 1960 to re-construct the lost service books with the help of the data which might be available with the administrative authorities concerned, such as personal files, pay bills, acquaintance rolls etc. In cases where such records were not available, written statements of the Government servants concerned could be taken on plain paper accompanied by the testimony of the contemporary Government servants or such other collateral evidence as might be procurable in terms of clause (iv) of Article 915(a), C.S.R. It was, however, emphasized that in no case should a reference to India be made for obtaining the relevant information. In this connection, attention is invited to paragraph 2 of this Ministry's circular O.M. No.D.1878-RI/61, dated the 6th December, 1961.

2. As the work relating to the reconstruction of the lost service books did not make any appreciable progress, the Ministries and Divisions were again requested in this Ministry's O.M. No. F. 8(4)-RI/61, dated the 27th November, 1963 to expedite the matter. The Establishment Division (Efficiency and O & M Wing) had also requested all the Efficiency Officers in their D.O. No. 125/1/1/EOM, dated the 11th March, 1964, to take prompt action in the matter.

3. The position in regard to the reconstruction of the lost service books still remains the same. Not only this, a case has come to the notice of the Establishment Division (Efficiency and O&M Wing) and this Ministry, in which a particular Division did not agree to reconstruct the service book of an official which had been lost in fire, on the plea there were no specific Government orders in that regard. The importance of service books cannot be over-emphasized and when-ever these documents are lost or misplaced, it is imperative to re-construct them. In the absence of service books, the Audit Officers are unable to verify the non-gazetted portion of the service of a gazetted officers for the purpose of pension, and cannot comply with the provisions of this Ministry's circular O.M. No. F. 8(13)-RI/60, dated the 14th June 1960. For this reason, the lost service books of even those Government servants have to be reconstructed immediately, who are not expected to retire in the near future. The Ministries/Divisions are accordingly requested to complete the work of reconstruction of the lost service books by the end of September 1964 positively. Each Ministry/Division should, however, co-ordinate the information regarding the completion of this work in respect of all its attached and subordinate offices and then apprise this Ministry and the A.G.P.R. of the position.

[M.F.O.M. No. F.8(4).RI/61-II, dated the 21st July, 1964].

Anticipatory Pension

S. No.14. —

Article 922 (a), Civil Service Regulations provides that when an officer is likely to retire before his pension papers are completed or where some delay is anticipated in sanctioning the pension to an officer after retirement, the Audit Officer shall sanction the disbursement of pension to which the officer is considered to be entitled under the normal rules. Article 926, Civil Service Regulations place upon the sanctioning authority the responsibility of furnishing the fullest information regarding the officer's service, probable amount of pension, etc., to the Audit Officer to enable him to take action under the former Article. The undersigned is directed to invite the attention of the Ministries to the provisions of the above mentioned Articles and to request that the authorities competent to sanction pensions may be asked to following provisions in all cases whenever delay is anticipated in the verification of pension according to the procedure prescribed by the Rules.

[M.F. O.M. No. F. 14 (4)-RI/50, dated the 24th January, 1950].

S. No.15. —

The undersigned is directed to refer to the 1st paragraph of this Ministry's O.M. No. D. 1878-R1/61, dated the 6th December, 1961, and to this Ministry's O. M. No. F. 8(4)-R1/61 dated the 27th November, 1963. It had been decided in November last that anticipatory pension would be allowed in terms of para 1 of this Ministry's O. M. dated 6th December 1961 to those Government servants who had already retired or were due to retire upto 31st December. 1963 and whose service books had been destroyed by fire. It has now been decided that anticipatory pension, in terms of the orders referred to above, would also be allowed to the Government servants who have retired since 31st December 1963 or were due to retire upto 30th June 1964, and whose service books were lost in fire in 1960.

2. Necessary orders are being issued separately regarding the immediate reconstruction of the lost service books by the Ministries/Divisions concerned.

[M.F. O.M. No. F.8(4)-RI/61-I, dated the 21st July, 1964].

Expeditious finalization of pension cases

S. No.16. —

It has been observed that the issue of pension payment authority and the final settlement of the provident fund dues of Government servants, who have either retired or died, take much longer time than it should usually do. This causes considerable inconvenience and financial hardship to the retiring Government servants and/or their families. It is, therefore, requested that it may be impressed upon the administrative authorities concerned that prompt action should be taken for finalizing the pension and G.P. Fund claims of such Government servants and the cases be treated as matters of top priority. The Ministries and Divisions are accordingly requested to inform all concerned in the matter.

[M.F. O.M. No. F. 8 (1)-R 3/64, dated the 20th January, 1964].

S. No.17. —

The attention of Ministries/Divisions etc., is invited to Art. 906, C.S.R. which enjoins upon all authorities dealing with applications for pension to ensure that the officer (or in the event of his death, his family) begins to draw pension on the date on which it becomes due. It has been represented that inordinate delay usually occurs in the settlement of pension cases, thereby causing considerable hardship to the pensioner concerned. The Ministry of Finance has, therefore, had under consideration the question of determining the causes to which the delay for the payment of pension can be attributed and how best these could be eliminated to expedite settlement of pension cases. After a careful consideration of certain recommendations made in this matter by the Establishment Division (E and O. & M. Wing) and in consultation with the Comptroller and Auditor General, the President has been pleased to direct as follows:—

- (i) The Heads of Departments (in the case of gazetted officers) and Heads of Offices (in the case of non gazetted employees) should start the preparation of pension papers in each case one year before the expected date of retirement without waiting for the formal application from the Government servant concerned which, according to the existing rule, is to be submitted not earlier than six month before the date of retirement. For this purpose, all Divisions/Departments/Offices should maintain a list showing the dates of retirement of all their officers employees and this list should be reviewed quarterly. It should also be ensured that all the preliminary enquiries, filling of forms, verification of qualifying service, etc., are completed by the time the officer submits the formal application six months before the date of retirement.
- (ii) All Divisions/Departments/Offices should maintain a "History File" of each gazetted officer. This File should contain (a) gazette notifications, (b) charge reports, (c) a separate card or booklet showing the dates of assumption and relinquishment of each post and emoluments drawn and (d) a leave account showing the various kinds of leave taken by the officer from time to time. As soon as an officer is transferred to another Department or Office, his "History File" should also move with him to the new Office or Department. This "History File" should be shown to the officer concerned in January every year and his acknowledgement obtained on it after settling any discrepancy that may be noticed.
- (iii) The existing form of application for pension (C.S.R. 25) has been replaced by a new compact and self-contained form. This form has been divided into different Parts and Sections. The Head of the Department or Office responsible for initiating the case should start filling in section (2) to (6) of Part II of the working copy of the form one year before the expected date of retirement. 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 form. Part I of the working copy will then be filled in by copying from part I of the signed copy received from the applicant. Similarly, sections (2) to (6), Part II, of the signed copy will be filled in by copying from Part II of the working copy. Section (1) of Part II of both the forms should then be filled in. The signed copy should be forwarded to the sanctioning authority after

filling in and signing section (7), while the working copy will be retained in the initiating office as an office copy. The form must be supported by such requisite documents as can be issued before the actual date of retirement. Documents which cannot be issued till the date of retirement, such as the Last pay certificate and the No Demand Certificate, should be sent afterwards separately. 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. On receiving the form, the sanctioning authority should fill in section (8) of the form and send it to the Audit Office, along with a forwarding letter, for the issued Provisional Pension Payment Order in accordance with the revised procedure prescribed in this Ministry's letter No. F.2(3)-Reg.(s)/63-II, dated the 4th June, 1964, addressed to the Comptroller and Auditor General and copies endorsed to all Ministries/Divisions, etc.

2. It is requested that the above procedure may be followed by all administrative authorities in sanctioning pensions to, or in respect of, the Government servants, in modification of the rules contained in Chapter XLVII of the Civil Service Regulations.

[M.F.O.M. No. F. 2(3)-Reg.(s)/63, dated the 4th June, 1964].

S. No.18. —

The question of eliminating delays in the finalization of pension papers in respect of the Government servants has been under consideration of this Ministry for some time past. In this connection, it has been pointed out that one of the factors which greatly contribute towards delay in the settlement of pension cases is the difficulty in verifying the qualifying service of the Government servant concerned due to the incompleteness of his service records. According to the existing rules, the Head of Office has to prepare the statement of service in the prescribed form of application for pension (C.S.R. 25), and get it verified by the Audit Officer. For this purpose, the particulars of service of the non-gazetted staff are ascertained from their Service Books. It has been noticed that the maintenance of Service Books has been far from ideal with the result that protracted correspondence between the Audit Office and Departmental authorities regarding the service particulars often becomes inevitable. In order to obviate the delay thus caused, the Ministries/Divisions are requested to ensure that the Service Books of the staff are properly maintained as prescribed in S. R.199 and that no entry is allowed to fall in arrears in any case. The annual verification shall also be conducted in accordance with the rule 121 of the General Financial Rules, Volume I, and necessary certificates recorded in the Service Books every year. The attention of the non-gazetted officials serving in Ministries/Divisions, etc. may also be drawn to the provisions of S.R.202 and they may be encouraged to inspect their Service Books periodically in order to satisfy themselves about their correct maintenance. This will facilitate to a large extent the preparation of statement of service and verification of service for pension.

2. Another cause of delay in settling pension, cases is stated to be the "No Demand Certificate" which is one of the documents to be furnished with the pension papers to the Audit Officer. It has been reported that it usually takes a very long time to furnish this document. It may be stated in this connection that departmental demands generally arise against an officer due to the advances taken by him for the purchase of conveyance, or for building a house, and also on account of his occupation of

Government quarters. Occasionally, there are also cases in which the issue of “No Demand Certificate” by the Department is held up because some recoveries are due from the applicant on account of defalcation, misappropriation or misuse of Government funds. In order to obviate delay in the issue of “No Demand Certificate” due to the causes enumerated above the following steps should be taken by the administrative authorities concerned:—

- (i) The rules regarding the mortgaging of properties acquired, built or purchased out of Government advances should be strictly enforced;
- (ii) The Departmental authorities, while commencing the preparation of the pension papers of a Government servant, should consult the records and see whether any recoveries are due from him on account of misuse of Government funds or losses caused to Government. If there are any such dues early steps should be taken to complete the recoveries of the dues before the date of retirement. If any disciplinary action in this behalf has to be initiated, this should be done at once so that it may be possible to finalize the case and complete the recoveries before the date of retirement. In case such action has already been initiated, steps should be taken to finalize it as quickly as possible so that recoveries may be completed well in time.
- (iii) As soon as the Government servant applies for retirement, his Office/ Department should alert the Estate Office so that his rent account is brought up-to-date and the outstanding dues, if any, are realised before the date of retirement. The Rehabilitation and Works Division has already instructed the Estate Office that the “No-Demand Certificate” should be issued to a retired Government servant as soon as all dues up to the date of retirement have been realized. In case a retired Government servant is allowed to continue in occupation of Government quarter after the date of retirement, the Estate Office will in future ensure recovery of rent by obtaining personal sureties instead of with- holding the “No Demand Certificate”.

3. If a pension cannot be finalized before the date of retirement of a Government servant, proper action should be taken for the grant of anticipatory pension in accordance with the Art.922, C.S.R. For this purpose, the sanctioning authorities should furnish to the Audit Officer concerned with all the information immediately available regarding the officer’s service to enable the Audit Officer to sanction the anticipatory pension.

[M.F.O.M. No. F. 2 (3)-Reg.(s)/63-III, dated the 5th June, 1964].

S. No.19. —

Reference para 2 of this Ministry’s Office Memorandum No. F.2(3)-Reg. (S) 63-III, dated the 5th June, 1964. The pension rules do not authorise with holding of pension, if otherwise payable, due to non-issue of “No Demand Certificate” in favour of a retired Government servant, and as a further step to eliminate delays in the payment of pension to retire Government servants or their families, the following further decisions have been taken:—

- (1) Requests for furnishing "No Demand Certificate" should be made to all concerned at least six months before the date of retirement of the Government servant. If any demand is outstanding against the officer, it must be intimated not later than 15 days after the date of retirement (which should be specified in the request for "No Demand Certificate"). In case the demand is not intimated within the above time-limit the pension should not be held up on that account and the department/office which has failed to intimate an outstanding demand by the due date should be held responsible.
- (2) In respect of secured advances, such as houses building and conveyance advances, which are given against the security of the house or the conveyance, etc., the retired Government servant should be requested to give his consent to any recoveries due from him being effected from the pension-gratuity payable to him. In case he fails to give such consent, appropriate legal action should be taken to effect recoveries on the basis of the mortgage deeds executed by him at the time of drawing the advance.
- (3) No unsecured advances, such as advances of pay, travelling allowance, etc., should ordinarily be granted to any Government servant within six months of the date of his retirement. If any such advance or other Government dues are already outstanding, they should be recovered from his pay or leave salary for the six months' period up to the date of his retirement.

If, for special reasons, it becomes necessary to grant an advance of pay, travelling allowance, etc., to any Government servant within six months of his retirement, he should be required to furnish security of a permanent Government servant, who is not due to retire within one year, before the advance is paid to him.

[M. F., O. M, No. F. 2. (3)-Reg. (S)/63-V, dated the 27th March, 1965].

S. No.20. —

1. Office Memorandum No. F. 2(3)-Reg.(S)/63-I, dated the 4th June, 1964
2. Letter No. F. 2(3)-Reg. (S)/63-II, dated the 4th June, 1964.
3. Office Memorandum No. F. 2(3)-Reg.(S)/63-III dated the 5th June, 1964
4. Letter No. F. 2(3)-Reg. (S)/63-IV, dated the 28th January, 1965.
5. Office Memorandum No. F. 2(3)-Reg. (S)/63-V, dated the 27th March, 1965

It has been reported by the Comptroller and Auditor General of Pakistan that a large number of cases relating to pensions and Provident Fund of Government servants who retired or died while in service are pending for want of necessary information from administrative authorities. In this connection attention is invited to the marginally noted Office Memoranda and letters regarding procedure for sanction of pension and expeditious disposal of pension cases. In view of the instructions issued in the communications referred to there should, ordinarily, be no delay in finalizing pension cases.

As delay in finalising cases of pension and Provident Fund causes great hardship to the pensioners, it is requested that prompt action should be taken in furnishing information which may be called for by audit.

[M.F. O.M. No. F.1645-RI/65, dated the 7th September 1965].

S. No.21. —

Reports have of late been appearing in the Press about the inordinate delays which occur in the settlement of pension cases of retired/deceased Government servants. Individual cases of hardship caused by such delays have also been brought to the notice of Minister for Finance. A number of exercises aimed at simplification of procedure for sanction of pensions have been undertaken in recent years and instructions have been issued from time to time in order to achieve expeditious settlement of pension cases.

2. One of the important factors relevant to the determination of the amount of pension/gratuity and for that matter the finalization of a pension case, is the length of qualifying service rendered by a Government servant before retirement/death which in turn is computed on the basis of the information available in the service records of the Government servant concerned. The scrutiny of a few outstanding pension cases selected at random reveals that the Service Books in most cases are incomplete with the result that when the case is taken up for the preparation of pension papers it takes a long time to collect the necessary data to complete the entries in the Service Books without which pension papers cannot be prepared. The root cause of all delays in the settlement of pension cases, therefore, lies in the fact that the Service Books are either incomplete or are not maintained properly.

3. The rules regarding the maintenance of Service Books are contained in Supplementary Rules 197 to 203. Under these rules it is incumbent on every Government servant to see that his Service Book is properly maintained so that there may not be any difficulty in verifying his service for pension. In actual practice, however, it has been observed that Government servants do not take any interest in the maintenance of their Service Books with the result that when the case is taken up for the preparation of pension papers, it takes a long time to complete the entries in the Service Book without which pension papers cannot be prepared.

4. The attention of all Governments is accordingly drawn, through this Press Note, to the provisions of Supplementary Rules referred to above and they are advised in their own interest to examine their Service Books occasionally in order to ensure that they are not only maintained properly but the entries made therein are up-to-date and complete in all respects.

S. No.22. —

Simplified procedures for the expeditious disposal of pension cases were introduced in the Ministry of Finance Office Memoranda No. F.2(3)-Reg.(S)/63-I, dated the 4th June, 1964, No. 2(3)-Reg.(S)/63-III, dated the 5th June, 1964, and No.2(3).Reg.(S)/63-V, dated the 27th March, 1965. These procedures have so far produced no visible improvement in the disposal of pension cases. It has been observed that the root cause of all delays in the settlement of such cases lies in the fact that the Service Books are either incomplete or are not properly maintained. It has also been

observed that Government servants do not take much interest in the proper maintenance of their Service Books with the result that when their case is taken up for preparation of pension papers it takes a long time to finalise it. With a view to bringing home to them the requirement of Supplementary Rules 197 to 203, the attention of all Government servants has been drawn through a Press Note to the provisions of those Rules and they have been advised in their own interest to examine their Service Books occasionally in order to see that they are not only properly maintained but the entries made in them are complete in all respects.

2. Further simplification of the pension procedure is, however, actively under the consideration of this Ministry and we hope to issue further orders in this regard very soon. It is, however, felt that any simplification will not yield desired results unless administrative authorities take effective steps to ensure completion and proper maintenance of the Service Books and timely action as required under the relevant rules. In the meantime, with a view to ensuring speedy disposal of pension cases, I am to request that the following action may kindly be taken:—

- (i) The administrative authorities under your control should be called upon to take necessary action as required on their part in accordance with the simplified procedure introduced in this Ministry's Office Memoranda mentioned above. The Heads of Departments concerned may also be requested to send a compliance report to this Ministry within two months. This report should, inter alia, state whether—
 - (a) Service Books in respect of non-gazetted staff have been brought up-to-date. The Heads of Offices should be required to give certificates to this effect by the 30th of June, 1967 at the latest.
 - (b) "History Files" of all gazetted officers have been opened and brought up-to-date, and
 - (c) pension cases of all employees of the Department who have since retired or are due for retirement within the next three months have been sent to the Audit Office.
- (ii) One Section Officer or Assistant (depending on the volume of work) may be employed exclusively on pension work. This person should be required to make himself conversant with pension procedure and the method of preparation of pension papers. He should also be made responsible for maintaining lists of employees of all categories who may be due for retirement in a particular calendar year and for initiating timely action for preparation of their pension papers. The Pension Assistant (where the work does not justify) a Section Officer should be provided as an additional hand in the Section.
- (iii) A Progress Sheet in the form at Annexure I should be attached with each pension case showing the dates by which specification should be completed. This Progress Sheet should move with the pension case from the administrative authority to the Audit Office and should be returned to the Administrative Authority after the final Pension Payment Order has been issued. The return of the Progress Sheet should be watched by the

Administrative Ministry/Department and on its receipt back it should be examined at the level of Deputy Secretary in the case of non-gazetted staff and Joint Secretary in the case of gazetted officers, with a view to finding whether any delay has taken place. In Attached/Subordinate Offices, the Progress Sheet should, on return from the Audit Office, be put up for the information of the Head of Office.

- (iv) A Monthly Return in the form at Annexure II showing the position of pension cases outstanding at the end of the month should be prepared and submitted to the Head of Ministry/Department. A copy of this Return should also be endorsed to the O&M Wing of the Establishment Division.

3. I shall be grateful if a report on the steps taken in regard to the implementation of the above decisions is kindly furnished for the information of Finance Minister.

[M. F. D. O. letter No. F. 4 (I)-R.(S)II/67, dated the 28th March, 1967]

ANNEXURE I

PROGRESS SHEET FOR PENSION CASES

1. Name of retiring Government servant.
2. Post held.
3. Date of birth
4. Expected date of retirement

		ACTION	
		Due Date	
		Initiated on	Completed on
5.	Initiate preparation of pension papers	One year before the expected date of retirement	
6.	Checking of records to see whether any recoveries of Government dues are outstanding		
7.	Obtaining of formal application for pension from would be pensioner		

8.	Request for furnishing "No", Demand certificate	}	Six months before the expected date of retirement
9.	Warning to Estate Officer to bring rent account up to date	}	
10.	Finalisation of pension papers in administrative department and their submission to Accounts Officer		
11.	Issue of Pension Payment Order	}	Fortnight before the expected date of retirement

Note—This progress sheet should move with the pension papers of the individual concerned and be returned to the administrative authority after pension payment order has been issued.

Observations of Head of Department/D.S./J. S.

ANNEXURE II

ARREAR REPORT IN RESPECT OF PENSION CASES FOR THE MONTH OF

(To be submitted to the Head of Department/Office on the 5th day of the succeeding month).

1. No. of outstanding cases of Government servants already retired/died before the 1st day of the month.
2. No. of cases of Government servants due for retirement:—
 - (a) within 4 months from the 1st the month.
 - (b) during the 8 succeeding months.
3. No. of cases of Government servants died/compulsorily retired during the month.
4. No. of cases finalised and sent to the Audit Office out of the cases mentioned against—
 - (a) Item 1 above.....

- (b) Item 2 (a) above
- (c) Item 3 above
5. No. of cases returned by Audit Office with objections out of the cases mentioned against—
- (a) Item 4(a) above
- (b) Item 4(b) above
- (c) Item 4(c) above.....
6. No. of cases referred back to Audit Officer after compliance of objections in cases against—
- (a) Item 5(a) above.....
- (b) Item 5(b) above.....
- (c) Item 5(c) above.....
7. No. of cases mentioned against Item 2(b) above on which action has been initiated.
8. Closing Balance.....

Note.—Separate sheets may be attached to state the reasons for non-compliance of Audit objections in cases returned by the Audit Offices vide item 5 and for not initiating pension cases mentioned against item 2(b).

S. No.23. —

The question of simplifying the procedure for and eliminating delays in the sanction of pensions has been under the consideration of Government. It has been pointed out in this connection that delay in the finalisation of pension papers arises inter alia from the existing procedure for verification of service and submission of report by the Audit Officer to the sanctioning authority before the issue of the Pension Payment Order. This matter has been carefully considered and the President has been pleased to direct that the following revised procedure shall be adopted in future:—

- (i) On completion of the pension papers the Head of the Department/Office will send them to the sanctioning authority who will record his recommendations for the grant of pension against items 3 and 4 of Section (7) in Para II of the revised form of application for pension introduced under this Ministry's Office Memorandum No. F. 2(3) Reg. (S)/63-I, dated the 4th June, 1964, keeping in view the provisions of Arts. 470, 475-A(1) and 475-AA(I) CS.R. In these recommendations, it should be stated clearly whether the full or a reduced amount of pension/gratuity should be granted. In cases it is proposed to recommend the grant of a reduced pension, this should be done after

consultation with the ²⁵¹Federal Public Service Commission, as required under the existing orders.

- (ii) The sanctioning authority will then forward the papers to the Audit Officer who will verify the statement of service, scrutinize the facts and calculations given in the pension papers and arrive at the correct amounts of pension and gratuity admissible under the rules.
- (iii) The Audit Officer will, thereafter, prepare a provisional Pension Payment Order for the full or reduced amount of pension and gratuity, depending upon the recommendations of the sanctioning authority, and issue it, in anticipation of formal sanction by the competent authority, not earlier than a fortnight before the date of retirement. The Audit Officer will also prepare the report for the sanctioning authority showing the amounts of pension and gratuity admissible under the rules and also mentioning the date on which the provisional Pension Payment Order has been, or will be, issued.
- (iv) On receipt of the report from the Audit Officer, sanctioning authority will issue a formal sanction and send it to the Audit Officer who will then convert the provisional Pension Payment Order into a final one.

2. The President has also been pleased to decide that the preparation of the Annual Establishment Returns as required under rule 119 of the General Financial Rules, Volume I, shall be discontinued forthwith and the Service Books shall be taken as the sole basis for verification of non-gazetted service for pension.

3. The revised procedure outlined in paras 1 and 2 above has been worked out in consultation with the Comptroller and Auditor General. Necessary amendments to the rules in Chapter XLVII of the Civil Service Regulations and in the General Financial Rules are being made separately. It is requested that suitable instructions may, in the meantime, be issued to all Audit and Accounts Officers under intimation to this Ministry. Necessary amendments may also be made in the Audit Manual with reference to para 2 above.

[M.F. letter No. F. 2(3)-Reg. (S)/63-II, dated the 4th January, 1964, to the Comptroller and Auditor General of Pakistan.]

S. No.24. —

A reference is invited to para 2 of this Ministry's letter No. F. 2(3)Reg.(S)/63-II dated the 4th June, 1964. The revised procedure sanctioned therein shall also be applicable to, or in respect of Government servants who retired or died prior to 4th June, 1964, and whose pension cases had not been finalised by that date due to the non-availability of relevant records in the Audit Offices for the purpose of verification of service for pension. It is requested that necessary instructions in this behalf may kindly be issued to all Audit and Accounts Offices under intimation to this Ministry.

[M.F. letter No. F. 2 (3)-Reg. (S) /63-IV, dated the 28th January, 1965, to the Comptroller and Auditor General of Pakistan.]

²⁵¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No.25. —

Article 906, CSR enjoins on all authorities dealing with applications for pension to bear in mind that delay in the payment of pensions involves peculiar hardships and that it is essential to ensure, therefore, that a Government servant begins to receive his pension on the date on which it becomes due. With a view to eliminating delays in the disposal of pension cases simplified procedures were also introduced vide this Ministry's circulars mentioned below :—

- (1) Notification No. F.2(3)-Reg. (S)/64, dated the 6th March, 1964.
- (2) O.M. No. P. 2 (3)-Reg. (S)/63-I. dated the 4th June, 1964.
- (3) Letter No. F. 2 (3)-Reg. (S)/63-II, dated the 4th June. 1964.
- (4) O.M. No. F. 2 (3)-Reg. (S)/63-III. dated the 5th June. 1964.
- (5) O.M, No. F.2 (3)-Reg. (S)/63-V, dated the 27th March, 1965.

2. However, it appears that cases of delay in the finalisation of pension claims continue to occur. The question of finding out the precise reasons for such delays and devising ways and means to eliminate them in future has again been considered and it has been observed that a major cause of delay in finalisation of pension cases is the non-observance by the administrative authorities of the relevant instructions at the appropriate time. It is, therefore, requested that the instructions already issued by this Ministry are strictly followed by the administrative authorities. It has also been decided with a view to further simplification of procedure that:—

- (i) the preparation of the "Statement of Service" as required in Section (2) of Part II of the revised pension form should be dispensed with and Section (3) of that form be suitably amplified in order to identify the periods of non-qualifying service;
- (ii) the Audit Officer should issue the final pension payment order in cases where all necessary documents/information are available with him, without furnishing report on the title to pension to the administrative authority concerned ; and
- (iii) the payment of pensions should not be held up merely for want of "No Demand Certificates". Pension may be sanctioned if the pensioner or his family (in the event of his death before retirement) agrees that the demand coming to notice within a period of one year after the issue of the PPO may be recovered from the pension. Failure to intimate recoveries even during this extended period should result in the amount involved being recovered from the official responsible for the delay.

3. The pension form has been amended to incorporate the decisions in the above paragraph. Opportunity has also been taken to incorporate the changes necessitated by New Pension Scheme introduced with this Ministry's Office Memorandum No. O.B.2/12/63-IMP (I), dated the 18th August, 1966.

4. The simplified procedures introduced in 1964-65 together with the further simplification envisaged in the preceding paragraphs are considered to be the limit of the simplification exercise. However, simplified procedures themselves will not, as they have not, yield the desired results. They will neither wipe out the existing arrears nor ensure the timely sanction of pension unless effective steps are taken by all concerned to secure their implementation.

5. Necessary amendment to the relevant rules pursuant to the decisions in para 2 above shall be issued in due course.

[M. F.O.M. No.4 (1)-RS/67, dated the 17th April, 1967].

S. No.26. —

A reference is invited to this Ministry's d. o. letter No. F. 4(1)-RSII/67, dated the 28th March, 1967, addressed to Secretaries/Joint Secretaries in charge of Ministries/Division. From the progress reports by the O & M. Wing it appears that the closing balance mentioned in Annexure II of the d. o. letter referred to above has not been uniformly worked out by Heads of Departments. It may therefore be explained that the Monthly Return referred to in para 2 (iv) thereof is intended to indicate the position of outstanding pension cases in respect of the following categories of Government servants:—

- (i) Already retired or died c.f. Item 1;
- (ii) Due for retirement within four months, c.f. Item 2 (a); and
- (iii) Compulsorily retired / died during the month, c.f. Item 3.

2. In working out the closing balance (Item 8), therefore, the total of the above cases should be reduced by the number of cases which have been finalized and sent to the Audit Office excluding those which have been returned by the Audit Office with objections and are still outstanding. In other words the number of cases to be shown against Item 8 should be the sum total of items x, 2(a), 3 & 5 diminished by the number of cases against items 4 & 6, i.e., $[1+2(a)+3+5] - [4+6]$.

[M.F.O.M. No. D. 433-Reg. (Spl)/II/67, dated the 16th June, 1967].

S. No.27. —

A reference is invited to para 2 (i) of this Ministry's D.O. letter No. F. 4 (1)-R(S)II/67, dated the 28th March, 1967 where in a compliance report in regard to the completion of the service records of Government servants was required to be furnished to this Ministry within two months. From the reports so far received it appears that the Ministries/Departments have not been able to complete the task within the specified period. In order to allow some more time for the completion and proper maintenance of the services records, it has been decided to extend the time limit for this purpose upto 31st August, 1967.

2. In connection with the maintenance of history files in accordance with the instructions issued in this Ministry's O.M. No. F.2(3)-Reg (S)/63-I, dated the 4th June, 1964 it is clarified for general information that the History Files of the officers belonging to the Services controlled by the Establishment Division i.e. C.S.R. G.A. & C.S.S., Economic

Pool, shall be maintained by the Division/Department in which the officer is appointed from time to time and not by the Establishment Division. When such an officer is transferred to another office his History File should also be sent to his new Department who will then be responsible to maintain it for so long as he remains in that Department.

[M.F.O.M. No. D. 567-Reg (Spl) /II/67, dated the 15th July, 1967].

S. No.28. —

The decision contained in para 2 (iii) of this Ministry's O.M. No. F. 4(1)-RS/67, dated the 17th April, 1967 could not be applied to Government servants who retired with less than 10 years' service and as such were entitled to a service gratuity only, as in their case once the gratuity was paid, it would not be possible to recover Government dues coming to light afterwards. The payment of such gratuity could, therefore, be made only after the No Demand Certificates have been issued by the authorities concerned. In order, however, to avoid hardship in such cases also it has been decided that applying the principle adopted in the case of pensioners, the payment of gratuity should not be withheld for more than one year after the date of retirement. The outstanding Government dues coming to light within this period may be recovered from the amount of gratuity which should be paid after one year of the date of retirement without insisting on the 'No-demand Certificate' and the responsibility for Government dues, if any, coming to light thereafter should rest with the officials responsible for the delay.

[By. P. M.F.O.M. No. F. 4(1)- RS/68, dated 3rd February, 1968].

S. No.29. —

In this Ministry's Office Memorandum No. F. 4 (1)RS/68, dated the 3rd February, 1968, has been brought to the notice of this Ministry that the period of one year laid down for the payment of gratuity to a retired Government servant if 'No demand Certificate' is not furnished, is too long. The President has now been pleased to decide that payment of gratuity in such cases should not be withheld for more than six months after the date of retirement. The onus of furnishing the certificate or intimating the outstanding dues, as the case may be, within this period will rest on the Division /Department concerned.

[By P.M.F.O.M. No. F. 4(1)-RS/68, dated the 8th March, 1968].

S. No.30. —

Notwithstanding the measures adopted for expediting the finalisation of pension cases it has been observed that the expected improvement has not taken place in that the settlement of pension cases continue to be delayed. The question of carrying out further improvement in the procedure for sanction of pension has again been considered in the meeting on Simplification of Procedures held on the 15th April, 1969 and the following decisions were taken:—

(a) Service Records etc.

- (i) The Ministries/Divisions/Departments should ensure that their administrative Sections open up the History Files and Service Books of all the officers and staff and keep them up-to-date and correctly.

- (ii) The verification of service in the case of non-gazetted employees must be completed as required under the rules and a certificate to this effect recorded in the Service Book which just be shown to the Government servant concerned each year.
- (iii) The Audit Offices should compile History of Services regularly and keep them up-to-date.
- (iv) The Departments should maintain lists of employees of all categories who are due to retire in a calendar year.
- (v) Sheets indicating the progress of pension cases should be maintained regularly in all cases.
- (vi) The Vigilance Officers of the Ministry should keep a close watch over pension work in the Ministries as well as in the Attached and Subordinate Offices.

(b) No Demand Certificate

Departments should check the personal records of the retiring Government's servants one year before the expected date of this retirement to ascertain the outstanding dues against him so that such dues could come to light in time and recovery effected before the official actually retires.

(c) Recovery of Pension Contributions

- (i) Full particulars of the officers and staff proceeding on foreign service must be communicated promptly to the Audit Offices.
- (ii) The Departments should ensure that recoveries of pension and leave salary contributions in respect of all officials who are on foreign service have been effected and accounted for by the Audit Officer.
- (iii) Unless the official was himself liable to pay the pension contributions, the issue of his Pension Payment Order should not be held-up for want of receipt of such contributions.

(d) Training

Orders regarding staff being exclusively employed no pension work and that they should be required to make themselves familiar with the pension rules and procedures must be followed by all Ministries/Divisions/Departments.

(e) Payment of Pension

The limit of remittance of pension by money order should be raised from Rs.200 to Rs.500 but the remittance charges should be borne by the pensioner himself.

2. The Ministries/Divisions etc. are requested to ensure that the above decisions are implemented as early as possible.

[By P.F. F.O.M. No. 4 (83)RS. II/68, dated the 10th May, 1969].

S. No.31. —

The Government has been considering the question of removing the various bottlenecks in the way of expeditious disposal of pension cases. One of the main causes of delay in the disposal of pension cases arises from the fact that service book of non-gazetted staff are either incomplete or are misplaced or lost. With a view to eliminating delays on this account, it has now been decided that the service books of all non-gazetted Government servants should be maintained in duplicate and that one copy of the service book should be kept in the custody of the Government servant concerned who will pay the cost of the service book and will also be required to ensure that all entries in his service book are recorded and attested in time.

2. For the purpose of the grant of pension/gratuity, increment etc. to the Government servants only the original copy of the service book will be consulted, the duplicate copy of the service book would serve as a means for completion of the original service book or instruction in the event of its being lost or destroyed.

3. All Ministries/Divisions are requested to give effect to the decision immediately and in the case of existing personnel, duplicate copies of service books complete with all entries up-to-date, should be handed over to them within six months of the date of this Office Memorandum.

[By P.F. D., O.M. No. 4 (7)-Rs.II/69. dated the 4th June, 1969].

S. No.32. —

In sub-para (iii) of para 2 of this Ministry's Office Memo No. F. 4(1)-RS/67, dated the 17th April, 1967, it was laid down that the payment of pension should not be held up merely for want of No Demand Certificate and that the pension might be sanctioned if the pensioner or his family (in the event of his death) agreed that the demand coming to notice within one year after the issue of the P.P.O. be re-covered from the pension. With a view to improving the position still further all the Secretaries and Joint Secretaries-in-Charge of various Ministries/Divisions were issued further instructions by this Ministry under D.O. No. F. 4 (8)-RS-II/68 dated the 16th May, 1970 in which it was inter alia suggested that in a case where No demand Certificate was not available the administrative authorities should obtain the undertaking referred to above, before submitting the pension case to the Audit Office.

2. According to the existing simplified procedure the administrative sanction to the grant of pension is to be accorded and the pension papers are required to be submitted to the Audit Office at least three months before the actual date of retirement. The above instructions, therefore, tend to give an impression that an undertaking for the recovery of outstanding Government dues from the pension/gratuity is required to be furnished by the Government servant before the actual date of retirement. The legal validity of such an undertaking has been reviewed and it has been held that any consent given by a person for recovery of outstanding Government dues from pension/gratuity

before it has become payable is ultra vires of the provisions of section 12 of Pension Act, 1971 and would not, therefore, be valid. It has accordingly been decided that instead of obtaining undertaking in question before the actual date of retirement the cases in which No Demand Certificate is not available. P.P.O may be issued by the Audit Office concerned for payment at a treasury, subject to the production of an undertaking, at the time of the first payment of the pension/gratuity, by the pensioner, or his family (in the case of his death), to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recoverable from the pension.

3. These instructions may be considered to have superseded all the previous instructions issued in this behalf by this Ministry.

[F.D. O.M. No. 4 (1)-RS/67, dated 13 August, 1971].

S. No.33. —

Under this Ministry's D.O. letter No.F.4(1)R(S)-II/67, dated the 28th March 1967, certain instructions were issued to ensure speedy disposal of pension cases. Experience has revealed that these instructions are not being followed by a large number of Divisions, Departments and Offices of the ²⁵²Federal Government. The need for the compliance of these instructions was again emphasized in this Ministry's D.O. letter No. F.4 (8)-RS.II/68, dated 16-5-70, wherein certain other action which the heads of administrative departments were required to take, had also been indicated.

The question of carrying out further improvement in the procedure for sanction of pensions had also been considered in the meeting on the simplification of Procedures on 15-4-69 and the decisions taken therein were communicated to Ministries/Divisions in this Ministry's O.M. No. F.4 (8)-RI (S)/69, dated 10-5-69. In spite of all these decisions/instructions, delays in the finalisation of pension cases continue to occur mainly due to the procedure etc. not being followed by the administrative authority properly.

2. The instructions issued in this Ministry's D.O letter dated 28-3-67, inter-alia provided that.—

- (i) A Progress Sheet in the form at Annexure-1 of the above referred D.O. letter should be attached with each pension case showing the dates by which specification should be completed. This Progress Sheet should move with the pension case from the Administrative Authority to the Audit Offices and should be returned to the Administrative Authority after the final Pension Payment Order has been issued. The return of the Progress Sheet should be watched by the Administrative Ministries/departments and on its receipt it should be examined at the level of Deputy Secretary in the case of non-gazetted staff and Joint Secretary in the case of Gazetted officers with a view to finding whether any delay has taken place. In Attached/Subordinate Offices, the Progress Sheet should on return from the Audit Office be put up for the information of the Head of Office.
- (ii) A Monthly Return in the prescribed form showing the position of pension cases outstanding at the end of the month should be prepared and submitted

²⁵²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

to the head of Ministry/Department with a copy to the O & M Wing (A copy of the Form as revised subsequently is enclosed). Later on, the monthly report to the O & M Wing was replaced by a quarterly report to the O & M Wing and the Ministry of Finance in the proforma prescribed under the O&M Wing O. M. No. 10/15/69-O. M & O-III, dated the 19th August, 1971.

3. Recently a meeting with the representatives of all the Ministries was held with a view to considering the problem of delays in the finalization of pension cases. In this meeting the question of preparation and submission of these Returns came up for consideration and it was disclosed that these returns were not being prepared and submitted regularly. Evidently this was the reason why complaints of delay in the finalization of pension cases were being constantly received.

4. The Finance Minister and the Establishment Minister have taken a serious view of the delay in the finalization of pension cases which is evidently to prove the fact that existing instructions are not being followed. I shall be grateful if the instructions contained in this Ministry's D.O. Letter of 28th March, 1967 and other instructions issued in this behalf are followed strictly in future and disciplinary action is taken against the officials who are responsible for the lapse in carrying out these instructions. Secretaries are specially requested to instruct the office to put up the monthly report regarding outstanding pension cases to them for perusal.

[G.P.M. F. D. O. letter No. 1(II)/Reg. 6/72, dated March 2, 1972].

S. No.34. —

A question has been raised as to who should prepare, sanction and submit to the Audit Office, pension papers of a Government servant who retires from Government service while on deputation to another Ministry/Division/Department, etc. The point has been considered in consultation with the Comptroller and Auditor General and it has been decided that the pension papers of a temporary Government servant may be prepared by the borrowing Government/Ministry/Department but those of a permanent employee should be prepared by the Head of Office/Department/Ministry in which he was holding a permanent post in a substantive capacity.

The Ministries/Divisions/Departments, etc. are requested to note these instructions for guidance in future.

[M.F.O.M. No. F. 7(2)-Reg. (6)/72, dated 18th April, 1972.]

S. No.35. —

It had been stated in this Ministry's O.M. No. F.4(I)-RS1/70, dated the 24th March, 1971 that with a view to achieving expeditious finalisation of pension cases of Government servants, their service should be got verified by the Audit Office, first on the completion of 10 years service, then on the completion of 25 years service and finally at the time to their actual retirement. It had further been decided that the length of service accepted in Audit in this manner will be recorded, in the service books of Non-gazetted Government servants, and in the History of Services of Gazetted Government servants, it had also been decided that since History of Services are not kept up-to-date, the officers concerned will inform through letters of the accepted lengths of their pensionable service.

It is requested that the progress made in the implementation of the above decisions in respect of officers and staff employed in the Ministries/Divisions including their attached and subordinate Offices may kindly be communicated to this Ministry in the enclosed proforma on the 15th of every month.

2. The Ministries/Divisions are requested kindly to bring to the notice of all their employees the contents of this Ministry's O.M. dated 24-3-71, referred to above in order to enable them to directly approach their Ministries/Divisions/Departments/Audit Officers for putting their service records straight. The Ministries/Divisions/Departments/Audit Officer should ensure that the verification of service record is completed by them within months from the date they are approached by a Government servant. After the expiry of six months they shall have to entertain collateral evidence produced by a Government servant for the verification of his service produced by a Government servant for the verification of his service and give a decision thereon within three months from the receipt of such evidence.

[G.P.M.F.O.M. No. 4 (1)/RS.II/70, dated the 4th May, 1972.]

STATEMENT SHOWING THE PROGRESS OF VERIFICATION OF SERVICE RECORD OF GOVERNMENT SERVANT EMPLOYED IN THE MINISTRY/DIVISION/ DEPARTMENT (INCLUDING SUBORDINATE OFFICES).....IN PURSUANCE OF MINISTRY OF FINANCE O. M. NO. F.4 (10)RSII/70 DATED 24-3-1971. FOR THE MONTH OF

Total No. of Govt. servants with more than	No. of cases in which verification has been completed by the Admin. Deptt. submitted to Audit	Balance outstanding with Admin. Deptt.	No. of cases in which verification etc., completed by audit	No. of cases returned by audit without verification with objections	No. of cases still lying with Audit	Remarks:— i. In respect of col. 3 reasons for outstanding. ii. In respect of col.5 further action taken by the Department. iii. In respect of col.6 No. & date of reminders issued to Audit.
1	2	3	4	5	6	7
1. 10 years services. 2. 25 years services.						

S. No. 36. —

Instructions have been issued from time to time in connection with the expeditious disposal of pension cases of retiring civil servants. This Division is confident that if those instructions are observed by the Ministries/Divisions/Departments, there should hardly be any delay in the sanction of pensions. Cases, however, still continue to arise in which

inordinate delay is found to have occurred, thereby causing undue hardship to the retired civil servants concerned.

2. It may be re-emphasized that Government attaches utmost importance to the timely sanction of pension to its retiring civil servant. The undersigned is accordingly to request the Ministries/Divisions etc. to ensure strict compliance with the instructions issued and the procedure prescribed in this regard from time to time. If in any case it is found that, for some unavoidable reasons, pension cannot be sanctioned in time, immediate action should be taken to furnish full particulars of civil servants service, the probable amount of pension etc. to the Audit Officer along with the declaration prescribed in Article 922 CSR, to enable the Audit Officer to sanction anticipatory pension. Attention is also invited to section 19 (4) of the Civil Servants Act, 1973. It is requested that these orders may be brought to the notice of all concerned for information and compliance.

[F.D. O.M. No. F. 10 (5)-R 6/76, dated 18, February 1976.]

S. No. 37. —

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

- (a) Action regarding sanction of pension should be initiated by the head of the administrative department one year before the date of retirement and the papers complete in all respects should be sent to the Audit Office six months before the date of retirement without fail, as provided in this Division O.M. No. F. 2 (3)-Reg. (S)/63-I, dated the 4th June, 1964.
- (b) One of the main causes of delay in the timely sanction of pension is the incomplete entries and lack of prescribed period check in the service books. To meet this difficulty, orders were issued in this Division O. M. No. F. 4(8) RSII/68, dated the 10th May, 1969. In order to ensure observance of the said instructions it has been decided that the administrative ministries should, where the work load so justifies, exclusively designate a whole-time officer for supervising the maintenance of service books. In any case the responsibility in this respect should be clearly defined and assigned. The entries in the service book should be clearly made, verified and attested by the officer so designated as already laid down in the Rules. Officer next above the designated officer or the head of an office where he is the designated officer by virtue of being the only officer in the office should record an annual certificate in the service book in token of the correctness of the entries made therein partial modification of the orders issued vide this Division O.M. No. F.4(1) RS-II/70, dated 24-3-1971, these service books should be got verified from the Audit Office after the 10th and 24th. The head of office should also record a consolidated certificate in respect of year of service of the official

concerned on the basis of the Certificate 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 be recorded before submission of the case to the Audit Office. The latter shall accept it as a final proof of verification of service.

- (c) As laid down in this Division O.M. No. F.4 (7) RS-II/69 dated the 4th June, ____ 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, only the original copy of service book would consist the authority for the sanction of pension, the duplicate service book would serve as a near of contemporary evidence. In the case of transfer of Government servant the original service book, duly completed to the date of transfer should be sent to the new head of the department and a copy of entries relating to the office from which transfer takes place shall be maintained in that office; a certificate this effect shall invariably be recorded in the covering letter under which the service book is transferred.
- (d) Under the existing orders contained in his Division O.M. No. F. 4(1)RS/67 dated the 17th April, 1969 and F. 4 (1) RS/67 dated the 13th August, 1971, payment of pension is not to be held up for want of 'No Demand Certificate'. It is therefore not necessary to enclose the 'No Demand Certificate' with the pension papers when they are sent to the Audit Office. It has however, come to notice that some time production of 'No Demand Certificate' is insisted upon before sanction of pension. This is for strict compliance by all concerned. The Head of the Department should, while initiating action of pension papers, simultaneously notify to the Estate Officer or other organizations which are likely to prefer a demand, to verify, the position in respect of any demand outstanding against the official concerned within a period of three months and to keep a close supervision on the current demands. The administrative department should also send the requisite certificate to the Audit Office 15 days before the date of issue of prescribed PO. The administrative 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 demand were preferred within one year of date of retirement.

- (e) Every administrative Division/Department should review the position in respect of outstanding pension cases every six months and should furnish a statement of outstanding cases, including the cases of anticipatory pensions, to either with the reasons for delay and the remarks of the Accountant General to the Cabinet Division for submission to the Prime Minister.
- (f) The pension payment order should as a rule be issued—
 - (1) in the case of normal retirement, one month before retirement; and
 - (2) in the case of premature, voluntary or compulsory retirement or death, within three months from the date of the event.
- (g) The administrative accounts authorities should also take timely action for ensuring that the government servant has made proper nominations regarding beneficiaries in the event of his death.
- (h) If for any reason it is apprehended that the pension payment order cannot be issued within the prescribed time, a provisional order authorising payment of 80% of the admissible pension should be issued by the competent authority without referring the case to the prescribed time i.e. in the case of normal retirement. The provisional orders must be issued within two months from the date of retirement and in the case of compulsory retirement or death within four months from the date of the event.
- (i) As in the existing 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 wilful act of the government servant, like unauthorized absence, resignation or removal from service. Interruption due to removal on account of reduction and retrenchment of the post shall however be deemed to have been condoned. The periods such interruptions shall not, however, count as qualifying service for pension. The action in respect of break in service should be completed by the head of the administrative Division or department before forwarding the papers to the Audit Officer.
- (j) All periods of suspension followed by reinstatement should qualify for pension regardless of the fact whether the government servant was or not allowed full pay and allowances for the period of suspension. In other words, the mere act of reinstatement should be deemed to have rendered the period of suspension as qualifying for pension.
- (k) Commutation.—It should not be necessary to submit to medical examination if commutation is asked for within one year of the date of retirement. The pensioner should apply to the Accounts Officer who would authorize payment, and a copy of the letter of authority issued to the D.A.O./T.O. Branch of National Bank will be endorsed to the administrative authority concerned.

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

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

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

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

[F D. O.M. No. F. 5(l)-Reg. (6)/77, dated 24th February, 1977, as amended, ibid, O.M. of even No. dated 11th May, 1978, 20th May, 1978 and dated 13th June, 1978.]

S. No.38. —

With a view to affording maximum facilities to the pensioners in the matter of collection of their pensions, it has been decided that w.e.f. 1st July, 1977, all the branches of National Bank of Pakistan will undertake work of payment of pensions, in addition to the Treasuries.

2. In order to avoid inconvenience and hardship to the pensioners regarding payment of pensions through the branches of National Bank of Pakistan, Ministries/Divisions are requested to issue necessary instructions to the attached departments/sub-ordinate Offices under their administrative control.

[F.D.O.M. No. F. 3(11)-IF-IX/75-288, dated 8-4-1977.]

S. No.39. —

The question of simplification of pensionary procedures has been under consideration by Government for some time past. In this context, Government instructions aimed at further improvement of the procedure for the sanction of pensions of retired Government servants have already been issued under Finance Division (Regulation's

Wing II) office memorandum No. F.5(I)-Reg. (6)/77, dated 24th February, 1977, addressed to Ministries/Divisions and copy endorsed to you among others.

2. Government has since also considered the existing procedure for payment of pensions and, with a view to further facilitating the drawl of their monthly pension by retired Government servants, it has been decided that the payment of pensions will also be allowed at all branches of the National Bank of Pakistan. This arrangement will take effect from 1st September, 1977, and the pensioners at their option can choose either to continue to draw their pension from the Treasury Officer or District Accounts Officer, as the case may be, as hitherto or to draw it from a branch of the National Bank of Pakistan of their choice.

3. The precise arrangements to be followed to give effect to the aforesaid decision will be as indicated below:—

- (1) In addition to the existing arrangements pension payment will also be made by all branches of the National Bank of Pakistan that the pensioners nominate for drawl of their pension.
- (2) Finance Division have already issued a Press Note announcing the decision for the information of the pensioners and requiring them to intimate in writing to the Treasury Officer or the District Account Officer from whom they are drawing their monthly pension at present, the particular branch of National Bank of Pakistan from which they wish to draw their pension in future. The information can also be furnished when the pensioner approaches the Treasury Officer/District Accounts Officer (as the case may be) for drawl his pension for the month of July, 1977 or for any subsequent month.
- (3) The National Bank of Pakistan will immediately start giving publicity over the information media to the new mode of payment of pensions. The bank would also supply an up-to-date district-wise list of their branches all over Pakistan to:—
 - (i) All Treasury Officers/District Accounts Office.
 - (ii) All Accountants General and Comptrollers.
- (4) On their part, the Treasury Officers or the District Accounts Officers (as the case may be) concerned with payment of pensions will also ensure that an option is obtained in writing from all those pensioners who approach them for payment of their pension for the month of July, 1977, or for any subsequent month and who desire future payments of their pension to be made through the National Bank of Pakistan. The written option should invariably name the particular branch of the National Bank from which payment is desired.
- (5) After collecting options in the aforesaid manner, the Treasury Officers/ District Accounts Officers will take out the disburser's portion of the relevant PPOs, on record in their office, endorse them (as well as the PPO in the possession of pensioner which will be returned to him for presentation at the branch of National Bank of Pakistan) in favour of the nominated branch of National

Bank of Pakistan. They will then list PPOs in Form T.R. 36 in triplicate and take further action as indicated below:—

- (i) If the nominated branch of National Bank is situated in the same Province in which the Treasury is located, the Treasury Officer will forward one copy of the completed TR.36 and disbursed portion of PPO to the concerned Branch of National Bank of Pakistan, another copy to his Accountant General/Comptroller and the third copy will be recorded for reference in future.
 - (ii) If the nominated branch of National Bank is situated outside the District in which the District Accounts Officer is located the District Account Officer will forward one copy of the completed TR.36 and disburser's portion to the concerned branch of National Bank and another copy to the District Accounts Officer, in whose jurisdiction the nominated branch is situated (for audit of pension payments) and the third copy will be recorded for reference in future.
 - (iii) In case the nominated branch is situated outside the Province of Treasury / District Accounts Officer, the Treasury Officer/District Accounts Officer will forward one copy of TR. 36 and the disburser's portion to that branch of National Bank, and the second copy to this Accountant General/Comptroller of the Province where pension being received. That Accountant General will, in turn, inform the Accountant General/Comptroller of the other Province so that pension payment thus made may be accounted for and audited, the third copy will be recorded for future reference. Before forwarding the documents to National Bank of Pakistan in pursuance of (i) to (iv) above the Treasury Officers/District Accounts Officer will have their Signatures verified in the manner stated at item 8 (A) below
- (6) Pensions for the month of August, 1977, payable on and from 1st September, 1977, in respect of those pensioners who elect to be paid at the National Bank of Pakistan will be disbursed by the respective nominated branches of the bank.
 - (7) Pensioners who do not visit the Treasury Officer/District Accounts Officer for drawl of their pension for July, 1977 or for any reason even thereafter will continue to draw their monthly pension from the Treasury Officer/District Accounts Officer until they have exercised their option and wish to be paid through the National Bank of Pakistan. After exercise of the option the Treasury Officer/District Accounts Officer will take action on the lines indicated at item (5) above.
 - (8) (a) The Accountant General/Comptroller shall, in due course arrange to supply to the branches of the National Bank of Pakistan, the specimen signatures of their authorized Officers, including these of District Accounts Officers, together with the specimen of the confidential seal with which the PPO and other related documents be embossed.

- (b) As an interim measure (in-as-much as it will take time to supply specimen signatures) the signatures of the Treasury Officers/District Accounts Officers/Authorized Officers of the Accountants General office will be verified by the Treasury branch, or the designated branch, of the National Bank of Pakistan before the PPO and related documents are forwarded to the branch of the National Bank of Pakistan at which a pensioner has chosen to draw his pension, to enable the latter branch to satisfy itself about the authenticity of the document (pleased see item (5) above and item (9) below.
- (9) In the case of new PPOs the Accountant General/Comptroller District Accounts Officer will ascertain, from the pensioner the particular branch of the National Bank of Pakistan at which he wishes to draw his pension when final sanction is accorded to the pension, the Accountant General/District Accounts Officer will indicate the branch of National Bank of Pakistan (at which payment of pension will be made) in the forwarding letter and also in both have of the PPO (disburser's portion as well pensioner's portion) and take further action as below:—
- (i) When the PPO is issued by an Accountant General/Comptroller and the nominated branch of the National Bank is located in the same province, the Accountant General/Comptroller will send both halve of the PPO to the nominated branch of National Bank.
- (ii) If the nominated branch of National Bank of Pakistan is located in another province, a copy of the letter of intimation referred to at (i) above will also be sent to the Accountant General/Comptroller of the other province for necessary action i.e. auditing etc, of the pension.
- (iii) When the PPO is issued by a District Accounts Officer and the nominated branch of the National Bank is situated within his jurisdiction (District) both the halve of the PPO will be sent to the nominated branch of the Bank endorsing a copy of the forwarding letter to the pensioner.
- (iv) When the nominated branch is situated outside his jurisdiction (District) both the halves of the PPO will be sent to the nominated branch of National Bank, endorsing a copy of the forwarding letter to the District Account Officer in whose jurisdiction the nominated branch of the Bank is situated for the purpose of audit of pension payments. If, however, the branch is situated outside the province the copy should be forwarded to the Accountant General for his province who will, in turn, inform the Accountant General / Comptroller of the other province.
- (v) In all these cases i.e. (i) to (iv) above:—
- (a) A copy of the forwarding letter (with which PPO are being sent to the bank, should be endorsed to the pensioner advising him to take his National Identity Card to the bank, on first appearance, for identification, and

- (b) Until specimen signatures have been sent to the branches of National Bank of Pakistan vide (a) item (8), the signatures of the authorized officers/District Accounts Officer will be got verified by the designated branch of National Bank of Pakistan in terms of (b) thereof.
- (10) Accountants General/Comptroller/District Accounts Officers ensure that PPOs (both pensioner's portion and disburser's portion) bear pensioner's photograph except where not required under F.T.R. 328 (2) as well as the number and date of his national identity card. For this purpose, space should be provided even in the existing supply of aforesaid both portions of PPOs.
- (11) On receipt of PPOs and completed Form T.R-36 the Manager of the concerned branch of the National Bank of Pakistan or his authorized officer will enter them in a special ledger to be maintained in a form similar to existing Form TR-36 (specimen at Annex-1). The particulars thus entered will serve as a permanent record with the National Bank of Pakistan.
- (12) The first payment of pension by the National Bank of Pakistan will be made to the pensioner after proper identification and after carrying out necessary checks on presentation of his PPO by the pensioner or in case of new pensioners, the letter of intimation sent to him by Accountant General/Comptroller/District Accounts Officer that his PPO has been sent to the branch of National Bank from which he has chosen to receive his pension payment. Subsequent payments may be subjected to usual checks. Every payment of pension shall be entered under relevant date and signature of authorized bank officer both on the disburser's portion and pensioner's portion of PPO, and also in the special ledger in Form TR-36 referred to in para (ii) above.
- (13) Payment of pension to pensioner will be made on submission by the pensioner of a bill in the form of Pensioner's Receipt (Annex II) duly filled in, stamped (where necessary) and signed by the pensioner.
- (14) (i) Another branch of the National Bank of Pakistan, instead of the one at which it is already in course of payment, the latter branch will endorse the name of the other branch on the disburser's portion as well as the pensioners portion of PPO and forward the disburser's portion along with a completed Form. TR.36 to the other branch of the National Bank with a copy of the forwarding letter and completed form TR-36 to the Accountant General / Comptroller / District Accounts Officer, who issued the PPO. A photo copy of the PPO (disburser's portion) will, however, be retained by the transferring branch for its own record and reference.
- (ii) In case the branch of the National Bank on which payment is now desired by the pensioner is outside the jurisdiction of the Accountant General / Comptroller, a copy of completed Form TR-36 received from the branch of the Bank will be sent by the Accountant General/Comptroller, to the Accountant General/Comptroller concerned (in whose jurisdiction the branch of the Bank at which payment is desired by the pensioners) for necessary action.

- (iii) Where the branch of the Bank is situated outside the jurisdiction of the District Accounts Officer who issued the PPO (but within the same Province) the District Accounts Officer will on receipts of Form TR-36, inform the concerned District Accounts Officer so that payments made in latter's Jurisdiction are accounted for and audited accordingly. If, however, the other branch of the Bank is situated outside the Province the District Accounts Officer will send a copy of the completed Form TR-36 to his Accountant General/Comptroller for informing the Accountant General/Comptroller of the other Province to take necessary action (for accounting and audit).
- (15) Supply of pension payment bill forms (Annex. II) to pensioners will be arranged by the National Bank of Pakistan. For this purpose, the National Bank will be required to prepare their annual indent of requirements of this form in the shape of booklets of 50 forms each and place an order with the Controller of Printing and Stationery, Government of Pakistan, Karachi. On receipt of supply from the Controller, the National Bank's local office in each Province may arrange to distribute the booklets to their respective branch.
 - (16) Pending the availability of the supply in the manner indicated in item (15), the existing forms of pension payment bills in use in the Treasuries may be utilized for the time being.
 - (17) (an order to distinguish the pension payment bill forms for Federal and Provincial pensioners, these forms should be provided in two different colours (white for Provincial pensioners and pink for the Federal pensioners).
 - (18) After payment of pensions, separate bank scrolls in the prescribed Form TR-36 will be prepared for Federal and Provincial Government pensioners and submitted by National Bank of Pakistan branches along with payment vouchers (that is, paid Pensioner's Receipts) to the Treasury Officer/District Accounts Officer in the manner indicated below:—
 - (i) At places where State Bank of Pakistan Offices exist.—One or two branches of the National Bank of Pakistan shall be nominated in these cities as the "link branches" to deal with the Treasury Officer/District Accounts Officer and the State Bank. Link branches will collect the scrolls and relevant payment vouchers (paid Pensioner's Receipts) from all branches within their area in respect of pension payments made on a particular day, consolidate them and submit the same to the Treasury Office/District Accounts Officer on the next working day through a Credit Note showing therein the amount of Federal and Provincial Government pensions separately. On receipt of the Credit Note, the State Bank of Pakistan will credit the total amount to the National Bank of Pakistan account per contra debit through consolidated vouchers to the Federal/Provincial Government Account No. I (Non-Food) maintained on State Bank's books.
 - (ii) At Places where State Bank Office does not exist and more than one branch of National Bank is functioning.—One of the National Bank branches (Treasury Branch) will be nominated as "Link Branch" to deal with the Treasury Officer/District Accounts Officer. The link branch will collect scrolls of pension payments of a day and payment vouchers (paid Pensioner's Receipts) from all branches of the bank in its area, consolidate them and submit the same to the Treasury Officer/District

Accounts Officer on the next working day. The link branch shall advise the consolidated figure of pension payments of all branches in its jurisdiction to its Finance Division at Head Office, Karachi, for claiming credit from the State Bank of Pakistan per contra debit to the account of the Federal/Provincial Government concerned with the State Bank in the usual manner.

- (iii) At places where a single branch of the National Bank is functioning and a Government Treasury does not exist. Such branch after payment of pension bills will prepare separate scrolls for Federal/Provincial Government pensioners in duplicate and submit one copy, together with paid pension bills (paid pensioner's Receipts), to the nearest Treasury Officer/District Account Officer of the District, in which the branch of National Bank is located, on the next working day. The branch will also advise the figures of pension payments of a day to its Finance Division at Head Office, Karachi, on the next working day to enable the latter to claim credit from the State Bank of Pakistan in the usual manner per contra debit to the Federal/Provincial Government concerned.

- (19) The Treasury Officer/District Accounts Officer (as the case may be), will continue to prepare the accounts as usual and submit them to the Accountant General / Comptroller for the purpose of accounting and audit. Inter-provincial transactions will be put through by the Treasury Officer/District Accounts Officer in case pension payments made by the National Bank of Pakistan are recoverable from other Provinces as in the case of other Government payments.

- (20) The Accountant General/Comptroller will supply to the National Bank of Pakistan excerpts of relevant treasury rules of the Federal and Provincial Govt. governing payment of pensions. The bank in turn will supply the required number of copies to its individual branches.

4. The National Bank of Pakistan will execute an indemnity bond in respect of pension paid, through it in cash or any account holder in the bank. Similar indemnity bond may be executed by the other banks in respect of the pensions which are paid through them by the National Bank.

5. It may be added that, on the request of the National bank of Pakistan that it will not be possible for them to submit 6 monthly list of defaulting pensioners and make special enquires about pensioners above the age of 70 years, it has been decided that since the bank will be making payment to the pensioners after ensuring beyond reasonable doubt that the pensioner was alive, the requirement of 6-monthly list of defaulting pensioners and of making special enquiries about pensioners about the age of 70 may be dispensed with. The National Bank will issue instructions to their branches that extra precaution should be taken in such cases. The bank will also allow the staff of the Pakistan Audit Department to carry out necessary test checks locally in respect of the payment of pensions made by its branches with reference to the record available with the Accountants General/District Accounts Officers.

6. This Division office memorandum No. F. 3(11) IF-IX/75-288 and F. 3 (11) IF-IX/75—369 dated the 8th April, and 17th May, 1977 on the subject, may be treated as cancelled.

- 7. Necessary amendments in the Treasury Rules are being carried out.

[F.D. Letter No. 3(7) IF-IX/77-660, dated 18th, August, 1977.]

Annex I**FORM TR-36****REGISTER OF PENSION PAYMENT ORDER**

No..... Treasury

Serial Number	Number of Pension Payment Order	Name of Pensioner	Monthly Amount	Remarks
1.	2.	3.	4.	5.
			Rs. Ps.	

Annex II**FORM TR-37****CERTIFICATE**

*whose left hand thumb and finger impression is taken below

Certified that the Pensioner-----

Who signed the bill in my presence is alive on the20.....**

*** Name Designation

PENSIONER'S RECEIPT

Head of Account

P.P.O No. Vr. No.....

NAME OF THE PENSIONER

Received from the _____ Treasury/_____

Branch of National Bank of Pakistan the sum of Rs.....

(Rupees _____) being the amount of my pension

as _____ for the period from _____ to _____

Signature or Thumb Impression of the Pensioner

Dated the _____ 20.....

Pay Rs.
 (Rupees _____)
 District Accounts/Treasury Officer/
 Branch Officer National Bank of
 Pakistan.

*The thumb and finger impression need not to be taken in the case of pensioners who can sign their names.

**The certificate may be signed by any official or non-official mentioned in Rule 343 of the Federal Treasury Rules or the corresponding Provincial Rules.

***If the pensioner is a female not accustomed to appear in Public or male who is unable to appear at the Treasury/Bank in consequence of bodily illness or infirmity the fact should be stated in the life certificate.

Declaration required to be given by pensioners of the Federal and Provincial Government of Pakistan.

I declare that I have not received any remuneration for serving in any capacity either in a Government Establishment or an Establishment paid from Local Fund during the period for which the amount of pension claimed in this bill is due.

Dated _____ 20.....

Signature of Pensioner

Declaration required to be given by service pensioners, if re-employed.

I declare that I am at present employed as a permanent/Temporary _____ in the _____ on a pay of Rs. _____ per mensem and that the pay of the appointment I held immediately before my being pensioned off was Rs. _____ per month.

Dated _____ 20.....

Signature of Pensioner

S. No.40. —

The Government has taken a number of steps to simplify pension procedure and has from time to time issued instructions towards the verification of service for pensionary purpose with the view to ensuring expeditious finalization of pension cases. It may be noted that the verification is now done thrice:—

- (1) once when a government servant completes 10 years of service ;
- * (2) next, when he completes 24 years of service (i.e. in respect of 14 intervening years since last verification); and
- * (3) finally, in respect of the period after 24 years when he is actually due to retire.

2. In spite of a number of measures evolved by the Government, complaints for inordinate delay in the finalization of pension cases at various stages either at the level of administrative Ministries/ Divisions/Departments or the audit offices have been brought to the notice of this Division in quite a large number. However, from the large number of complaints received it seems delays occur for partly reasons on account of deficiencies. In order to find out whether any difficulty in the implementation of the measures taken for simplification of pension procedure is being experienced, a team of officers of the

Establishment Division (Public Administration Research Centre) visited Karachi, Sukkur and Khairpur during February/March, 1978 who has reported as follows:—

“It was pointed out by the Camp Office of the AGPR that the documents received from the Ministries/Divisions were still found to be incomplete in various respects. The service books generally had omissions on account of leave, increment, etc. Duplicate service books had rarely been maintained. This was stated to be owing to the reason that service books were not available in treasuries, it was also stated that objections raised by the Audit Office were not met with promptly various entries were not generally linked and certificates were not completed. Family pension cases were not prepared in time and in some cases the delay extended up to two years. It was observed that in cases containing complete details PPOs were generally issued within a period of one month or even earlier.”

3. Ministries/Division/Departments are accordingly requested to ensure that service verification is done in accordance with the existing orders so that unnecessary delays do not occur in the finalisation of pension cases. Towards this end, Ministries/Division may issue instructions to their Attached Departments and subordinates offices to follow the prescribed procedure in all respects and obtains reports from them so that pension cases are processed expeditiously and hardship avoided to staff after retirement.

[F.D.O.M. F. 5 (I)-Reg.(6)/77, dated May 22, 1978].

Corrected by F. D. Corrigendum No. F. 5 (I)-Reg. (6)/77 dated August 5, 1978.

S. No.41. —

The Government has from time to time issued several instructions emphasizing the need for speedy disposal of pension and provident fund cases of the civil servants on their retirement. It has been observed that these instructions are not followed strictly by the Ministries/Divisions/ Departments and the Audit Accounts Offices with the result that a number of complaints for non-settlement of the cases pertaining to the pension and provident fund dues have been brought to the notice of this Division. Ministries/Divisions/Departments are, therefore, requested again to ensure that the existing instructions on the subject are scrupulously observed by all concerned that the pension and provident fund dues are not delayed and the pensioners are not put to unnecessary hardship. To facilitate the quick disposal of such cases, Ministries/Divisions/Departments are also advised to make use of the booklet entitled. A Manual of Pension Procedures' recently printed and issued by the O&M Division.

[F.D. O.M. No. D. 276-Res (6)/81, dated 7-2-81].

S. No.42. —

Notwithstanding the various measures taken and the orders/instructions issued from time to time for simplifying pension sanction procedures, it has been observed that the expected improvement has not taken place to the extent desired and settlement of pension cases continues to be delayed. The question of carrying out further improvements in the existing procedure for prompt sanctioning of pension has been

considered in compliance with the directive of the President and the following decisions have been taken:—

- (a) Reckonable Emoluments.—The following shall be treated as emoluments reckoning for pension under Article 486, Civil Service Regulation:—
 - (i) Pay as denned in FR 9(21) (a) (i).
 - (ii) Senior Post Allowance.
 - (iii) Special Pay of all types and nature.
 - (iv) Personal Pay.
 - (v) Technical Pay.
 - (vi) Dearness Allowance.
 - (vii) Increments accrued during Leave Preparatory to Retirement.
 - (viii) Any other emolument which may be specially classed as pay.
- (b) Rules regarding qualifying Service:—In partial modification of the existing rules, it has been decided as under:—
 - (i) Any interruption in the service of an officer entails forfeiture of his past service. The authorised Leave of absence, suspension immediately followed by reinstatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
 - (ii) The authority who sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.
- (c) Verification of Service and Computerization of Accounts:
 - (1) in order to deal with the existing outstanding pension cases in which the entries relating to previous fixation of pay or verification of service are missing, it shall be incumbent upon the last audit and account officer dealing with a pension case to verify the same himself on the basis of the available record without referring the case to any other audit and account officer.
 - (2) The verification of qualifying service of all government servants should be completed by the administrative and audit authorities concerned within 12 months of the issue of these orders, in accordance with the rules regarding qualifying service.
 - (3) The salary accounts of the government servants, if not computerised so far, should be computerised immediately and completed within 12 months of the issue of these orders.

- (4) The computer slip should be modified to indicate up-to-date qualifying service and the status of government servants, i.e. 'temporary', 'permanent' or 'substantive' as well as the name of the nominee for the purpose of gratuity. These entries will be considered as duly audited.
- (5) In case any of the salary accounts remains un-computerised after 12 months of the issue of these orders the audit and account authorities should issue an up-to-date qualifying service certificate to each government servant and, thereafter, such a certificate be issued every year till the audited qualifying service is reflected in the computer pay slip. The audit and accounts authorities should also give a certificate that valid nomination papers regarding gratuity are held by them.
- (d) Recovery of Leave Salary and Pension Contributions—In the case of Government servants on deputation to foreign service within Pakistan or abroad, the leave salary and pension contributions shall be paid by the foreign employers. In case of non-payment of these contributions by the foreign employers in time, the matter will be taken up by the administrative authorities with the foreign employer concerned, but the finalisation of pension cases shall not be held up or shall the qualifying service of the government servants concerned be reduced on that account. "In those cases of the government servants, already on deputation to Foreign Service, where the leave salary and pension contributions are payable by the government servants themselves, in accordance with their terms of deputation, and they fail to do so, the period of deputation will be considered as non-qualifying and a break in their service".
- (e) Anticipatory Pension:—Administrative as well as audit and account authorities must exercise the power to sanction anticipatory pension, whenever required to avoid any delay in the payment of pension.
- (f) No Demand Certificate:—The finalisation of pension cases should not be held-up for want of 'No Demand Certificate' from the Estate Office. However, the Head of Department or office should alert the Estate Office at least six months before the retirement of the government servant to bring the rent accounts up-to-date and to notify the outstanding dues in respect of the last accommodation occupied by the government servant within 15 days of the date for his retirement. If any government dues are found to be outstanding against a pensioner within one year from the date of issue of the PPO the matter shall be referred to the Head of Department for orders, before any recoveries are actually effected from the pensioner.
- (g) Last Pay Certificate:—It shall be mandatory for the drawing and disbursing officers and audit and accounts authorities to issue last Pay Certificate within 15 days of the date of retirement of a government servant.

(h) Rule of Proportion:—The 'Rule of Proportion' and the other associated rule and accounting instructions shall continue to be operative and the apportionment of pensionary liability between the various Departments and Federal/Provincial Governments, as the case may be, shall be made by the Audit and Accounts Officer issuing the Pension Payment Order. Finalization of pension cases shall not be held up on this account. If there is any dispute with regard to the apportionment of pensionary liability, the matter should be sorted out by the Audit and Accounts Officers involved.

2. The existing rules shall be deemed to have been modified to the extent indicated above.

3. These orders shall take effect from 1st March, 1981.

[F.D.O.M. No. 6(4)-Reg. (6)/79, dated March 22, 1981 as amended under O.M. No. F. 6(4)-Reg. (6)/77, dated 22 April, 1981.]

Modified vide G.P.F.D.O.M. No. 6(4) Reg. (6)/77, dated July 8, 1982.

S. No.43. —

The question of further simplifying the existing application form for Pension/Gratuity (including family pension), Commutation of civil pensions, etc. has been under consideration of this Division, for some time past. It has now been decided in consultation with the Auditor-General of Pakistan to introduce the following forms (specimen enclosed):—

- | | | |
|----|----------------------------------------------------------------------------------|------------------------------------|
| 1. | Application for pension and/or Gratuity. | (CSR 25) |
| 2. | Application for Family Pension in case of death during 10 years after retirement | (CSR 25-A) |
| 3. | Commutation of civil pensions | (S. 156 and S.156 B)
(devised). |
| 4. | Medical examination form | (S. 156 C) |

2. A 'forwarding letter/memo' to be used while sending the cases to the audit officers concerned has been devised a specimen of which is also enclosed. Ministries/Divisions/Departments, etc. are requested to use these forms invariably while dealing with the cases of pension/gratuity/ commutation of pension.

3. The Department of Stationary and Forms are being requested to standardise the above Forms so as to enable the Ministries/Divisions/Departments, etc. to obtain future supply of these forms from that Department.

No.

Dated: _____

Ministries/Division/
Departments/Office of the _____

To

Sir,

I am directed to forward herewith the pension papers in respect of Mr./Mrs./Miss. _____, as detailed below:—

1. Service Book (where necessary).
2. The Last pay Certificate showing him paid upto _____
3. No Demand Certificate of the Department.
4. No Demand Certificate of the Estate Office.
5. An undertaking from the retiring/retired Government servant/entitled member of his family for refund of Government dues from pension. (If certificates at serial Nos. 3 & 4 are not available).
6. A certificate that leave salary/pension contribution for the period from _____ to _____ was duly recovered and credited to the Government.
7. Form C. S. R. 25 (in duplicate)
8. Death Certificate in Original.
9. List of Family Member.
10. A Certificate to the effect that the widow was not judicially separated during life time of her husband and that she has not remarried.
11. Descriptive roll of the widow/family members.
12. Specimen signature in case of family pension/thumb impression of the widow duly attested.
13. In the absence of nomination for gratuity, necessary sanction authorising somebody to receive the share of minor child/children if any, may be issued in terms of Ministry of Finance O.M. No. F. 12 (2)-RI (1)/57, dated 28-2-57 and of even number dated 9-6-1957.

- 14. Invalid certificate in original.
- 15. Three photographs duly attested.
- 16. Office Order in case of invalid pension/Notification regarding retirement.

Yours obedient servant

Signature_____

Designation: _____

C. S. R. 25
PENSION PAPER OF

Mr./Mrs./Miss. _____

N. B— Please read carefully the instructions contained in the Guide for Retiring Government Servants and the Manual of Pension Procedures.

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

PART I

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

APPLICATION FOR PENSION AND/OR GRATUITY

To

The _____

Sir,

*have retired

* have been permitted to retire

I have the honour to say that *I am due to retire.
 from service on (Date)_____. I, therefore, request that the
 pension/gratuity admissible under the rules may kindly be sanctioned to me.

*Delete inapplicable alternative

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

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

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

5. I wish to commute my pension to the extent of Rs. _____

6. I wish to draw my pension from the District Accounts Office/Treasury/Sub-treasury/National Bank of Pakistan Branch at. (Place)

7. The following document, duly attested, are enclosed :

- (a) Three specimen signatures of mine/two sets of my thumb and finger impressions on the prescribed form.
- (b) Three photographs of mine.

Yours obedient servant.

Signature: _____

S/o: _____

W/o: _____

D/o: _____

Post held on the _____

date of retirement _____

Dated: _____

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

APPLICATION FOR FAMILY PENSION

To

The _____

Dear Sir,

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

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

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

District Accounts Officer

4. I wish to draw my pension from the Government at (Place)_____

Treasury/Sub-Treasury
National Bank of Pakistan
_____Branch.

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

- (i) Three specimen signatures of mine duly attested/two sets of my thumb and figure impressions on the prescribed form.
- (ii) Three photographs of mine.
- (iii) List and particulars of family members.
- (iv) Descriptive Roll.
- (v) Death Certificate.
- (vi) Non-marriage and non-separation certificate.

Yours faithfully,

Signature:_____

Widow/Husband /entitled

the family_____

Dated_____

Postal Address_____

*Not applicable to the case of purdah observing lady.

*Indicate relationship with the deceased Government servant.

PART II

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

SECTION (1)—PARTICULARS OF APPLICANT.

*1. Name of civil servant_____

*2. Father's name_____

*3. Nationality _____

- *4. Postal address_____
- 5. Post held or the date of retirement/death and Grade_____
- 6. Date of birth _____
- 7. Date of Commencement of service_____

*Entries Nos. 1, 2, 3, 4, and 18 should be made in capital letter.

Retirement/death_____

Application for pension_____

8. Length of service: :
- | | Y | M | D |
|---------------------|-------|---|---|
| From _____ to _____ | | | |
| From _____ to _____ | | | |
| From _____ to _____ | | | |
| Total | _____ | | |
| | _____ | | |

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

	Y	M	D
From _____ to _____			
From _____ to _____			
From _____ to _____			
Total	_____		

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

Government of _____ from to i.e. _____

Government of _____ from to i.e. _____

Government of _____ from to i.e. _____

Total _____

11. Class of pensioner gratuity applied for_____

12. Average Emoluments_____

- 13. Proposed Gross pension/gratuity_____
- 14. Proposed family pension_____
- 15. Proposed gratuity in lieu of 1/4th of pension_____
- 16. Proposed value of commutation _____
- 17. Proposed net pension _____

District Accounts Office.

- *18. Place of Treasury/Sub-Treasury at
National Bank of Pakistan Branch
- 19. Date from which pension is to commence_____

Signature of Head of Office /Department_____

Section (2)—Calculation of Qualifying Service.

Y M D

Total length of service as per Col.10 of Section

(I) Non-qualifying Service. from to Period
Y M D

- (i) Extraordinary leave
- (ii) Unauthorized absence
- (iii) Spell of service not qualifying for pension under Article 420. CSR

Total (i) (ii) & (iii) _____

Net qualifying service
Add from to Period
Y M D

- (i) Periods, if any, of Military service of War service allowed to count for pension.
 - (ii) Benefit of condonation of deficiency in total qualifying service.
- Total (i) (ii) _____

Total qualifying service. _____

Section (3)—Calculation of “Average emoluments”*

Statement of emoluments during the last 36/12 months

Period		Duration		Monthly Rate of Emoluments		Amount Drawn	
From	To	Months	Days	Rs.	Ps.	Rs.	Ps.

The total emoluments for 36/12 months are

Therefore “Average Emoluments” work out to Rs.---- ÷ 36/12 = Rs.--- P. M.

Section (4) —Calculation of Pension/Gratuity

Length of total qualifying serviceYears

Emoluments/Average Emoluments Rs._____

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

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

Gross Pension Rs.....

Less 1/4th (if the applicant wishes to surrender of pension). Rs.....

Net Pension Rs.....

Section (5)—Calculation of gratuity in lieu of Pension

(i) Length of total qualifying serviceyears.

(ii) Amount of pension surrendered Rs.....

(iii) Rate of gratuity for every rupee surrendered Rs.....

(iv) Lump sum gratuity admissible Rs.....

Section (6)—Commuted Value of Pension

- (i) Amount of pension to be commuted Rs.....
- (ii) Age next birthday Years.....
- (iii) Rate of commuted value of every one rupees Rs.....
- (iv) Commuted value of pension Rs.....

Section (7)—Orders of the Sanctioning Authority

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

OR

The undersigned has certified that the service of _____ has not been satisfactory and it has been decided that the full pension and/or gratuity found by the Audit Officer to be admissible under the rules should be reduced by the specific amounts or percentage given below:—

Amount of percentage of reduction in pension _____

Amount of percentage of reduction in gratuity _____

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

2. The payment of pension and/or gratuity may commence from.....Before issuing the pension payment order, the Audit Officer may kindly certain whether the Last Pay and No Demand Certificates have been received by him. In case the Last Pay Certificate and/or No Demand Certificate has/have been received with the pension papers, the Audit Officer should issue P.P.O. subject to the production of the last pay certificate and/or an undertaking, at the time at first payment of pension/gratuity by the pensioner or his family in case of his death) to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recovered from him/her.

Signature _____

Designation _____

PART III**(For use in the Accountant General's Office)**

- I The calculations contained in the preceding pages have been checked
- II Length of qualifying service accepted in Audit _____ Year.

- III Reasons for difference, if any, between this and the length of qualifying service worked out by the Department.
- IV Amount of pension/gratuity Rs. _____
- V Reasons for discrepancy, if any, between this amount and that calculated by the Department.
- VI. Amount of family pension Rs. _____
- VII. Reasons for discrepancy if any, between this amount and that calculated by the Department.
- VIII. Amount of gratuity in lieu of the pension surrendered Rs. _____
- IX. Amount of commutation for the pension commuted Rs. _____
- X. Reasons for discrepancy, if any, between this amount and that calculated by the Department.
- XI. Amount of net pension payable. Rs. _____
- XII. The pension will commence from _____
- XIII. Allocation of the pension and gratuity:

	Pension	Gratuity
Government of _____		
Government of _____		
Government of _____		
Defence Estimates _____		
Total:		

- XIV. Anticipatory pension of Rs. _____
 (Rupees _____)
 per month, granted with effect from _____
 vide P. P. O. No. _____ under rule _____
 to be adjusted in the final P. P. O.
- XV. Amount of pension surrendered for gratuity. Rs. _____

XVI. Amount of original pension commuted Rs. _____

XVII. Checked with the L.P.C. and "No Demand Certificate"

XVIII. P. P. O. issued vide No. _____ dated _____

Asstt. Accountant General

Asstt. Accounts Officer

C.S.R.25-A

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

**APPLICATION FOR FAMILY PENSION IN CASE OF DEATH
DURING 10 YEARS AFTER RETIREMENT**

To

The _____

Dear Sir,

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

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

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

4. I wish to draw my pension from the _____
Government at (Place) _____

District Accounts Officer
G. Treasury/Sub-Treasury
National Bank of Pakistan _____
Branch.

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.
- (vi) Non-marriage and non-separation certificates.

Yours faithfully.

Signature:_____

Widow/Husband/entitled member of the family

Dated_____

Postal Address_____

*Not applicable to the case of purdah observing lady.

**(TO BE COMPLETED BY THE OFFICE/DEPARTMENT
RECEIVING THE APPLICATION FOR PENSION)**

1. Name of the deceased pensioner_____
2. Name of Husband's widow/entitled member of the family_____
3. P.P.O. No. and date_____issued by the A.G.P.R.
_____to the deceased pensioner.
4. Audit Officer Authority letter No. _____ dated_____
5. Postal address_____
6. Net monthly pension drawn by the deceased pensioner _____
7. Proposed family pension_____
8. Place of payment District Accounts Office/Treasury/Sub-Treasury/NBP
_____branch at_____
9. Period for which pension is to be sanctioned from_____

Signature_____

Designation_____

PART II**(FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE)**

1. The calculations contained above have been checked.
2. Amount of family pension.
3. The pension will commence from _____ to _____
*Indicate relationship with the deceased Government servant/pensioner.

4. Allocation of the pension Rs.
 Government of _____
 Government of _____
 Defence Estimates _____

Total: Rs.

5. P. P. O. issued vide _____ dated _____

Asstt. Accountant General.

Assistant Accounts Officer.

F. 12(11)Reg (6)81, 10-6-1982 No. _____ dated _____

S. No. 44. —

It is the responsibility of all the Audit and Accounts offices concerned to furnish an Annual Certificate in respect of grades 16 and above officers to ensure that nominations for gratuity in respect of government servants within their respective audit jurisdiction are available with them. However, due to other important work done by the audit offices it may not be possible for them to issue such certificates regularly. It will, therefore, be in the fitness of things if all the Ministries/Divisions may prepare a schedule and send the list of their gazetted officers in batches to the audit officers concerned and obtain the certificate in question. Similarly, the nominations of Government servants of grades 1-15 are kept in the service books/personal files maintained by the Ministries/Divisions/Department etc. It is therefore, emphasized that it may be ensured that the nominations of such government servants are obtained, if not already done, and placed on their service records.

[F.E. D.O. M. No. F. 6 (4) Reg. (6)/77-Vol. II, dated July 8, 1982.]

S. No. 45. —

As a policy matter, certain Federal Government Departments such as Radio Pakistan, National Health Laboratories, Pakistan Agricultural Research Centre, Civil Aviation Department etc. have been converted into corporation/autonomous/semi-autonomous bodies and the employees serving in those Departments have been transferred en-bloc to the organizations concerned from the date of their conversion into such bodies. The question of sanction and payment of pension/gratuity/commutation to the transfers and the discharge and adjustment of pensionary liability in the case of government departments that have already been converted or that might in future be converted, on wholesale basis, into government sponsored corporations or autonomous/semi-autonomous bodies has been under consideration of this Division. It has been decided, in consultation with the Auditor General of Pakistan that the procedure appended to this O.M. will be followed in all such cases for the discharge and adjustment of pensionary liability between the Government of Pakistan and such bodies which have come or will come into existence by wholesale conversion of Federal Government Departments.

[F.D. O. M. No. F.1(1)-Reg. (6)/73. Vol. II, dated, May 7, 1983.]

**PROCEDURE FOR SANCTION AND PAYMENT OF PENSION / GRATUITY/
COMMUTATION ETC TO THE EMPLOYEES OF FORMER GOVERNMENT
DEPARTMENT(S) TRANSFERRED TO CORPORATIONS/AUTONOMOUS/
SEMI-AUTONOMOUS ORGANIZATIONS BY WAY OF WHOLESALE
CONVERSION OF GOVERNMENT DEPARTMENTS.**

The sanction and payment of pension/gratuity/commutation to the Government servants transferred to corporations/autonomous semi-autonomous organizations by way of wholesale conversion of Government Departments will be regulated as per procedure laid down hereunder:—

(1) Liability of the Federal Government

The sanction and payment of pension/gratuity/commutation, etc. will be authorized by the corporation, autonomous body, etc. concerned. The liability of the Federal Government in so far as it relates to the pension, gratuity and commutation etc. of the employees of former Government Departments that would have been payable had the employees been discharged from service rendered by them upto the date of their transfer, will continue to be the liability of the Federal Government. The liability for post transfer service will be of the Corporation, autonomous body etc. where the Government servant has been transferred.

(2) Procedure for Sanction/Payment of the Pensionary Liability

The procedure for the sanction/payment of Pension/Gratuity and Commutation to such employees on their final retirement from Corporation or such organizations would be as under:—

- (i) The Corporation/Organization concerned will prepare two sets of Pension Papers, one showing calculations upto the date an employee

had served under the Government and the other upto the date of his final retirement from the service of the Corporation, etc.

- (ii) Pension papers relating to the period upto the date of service under the Government will be sent to the Audit Office concerned for processing in the usual manner. Explanation: Audit Office concerned means AGPR, Islamabad, Rawalpindi, Karachi, Lahore, Peshawar, Quetta to the extent of their jurisdiction limits.
- (iii) After completion of all formalities the Pension Section (of the Audit Office) will issue an authority of payment of Pension/Gratuity and Commutation in favour of the Corporation/Organization, etc.
- (iv) The Corporation/Organization, etc. shall make payment to the individual concerned according to their own procedure and rules.

3. **Accounts and Audit**

- (i) The Corporation/Organization, etc. should maintain under a separate head, a distinct account of total pensionary charges as well as of Government share thereof.
- (ii) The Account so maintained will be audited by the Auditor General of Pakistan.

4. **Adjustment of Accounts**

- (i) Government of Pakistan will pay the capitalized value of pensionary liability in respect of Government servants transferred to such Corporation/Organization etc. The capitalized value of pensionary liability of the Government will be determined on the basis of average emolument calculated on the basis of last 12 months or three years pay, as the case may be, drawn in Government service by the former employees prior to the date on which the Government department was converted into a corporation, autonomous body, etc.

5. **Service Verifications**

The service record of all employees transferred to the Corporation/autonomous body etc. will be examined and scrutinized by the Corporation etc. and if any requirement arises in respect of service verification prior to the date of transfer such cases will be sent to the respective audit offices for completing the same.

S. No. 45-A.—**INTRODUCTION OF REVISED PENSION APPLICATION FORM CSR-25**

The undersigned is directed to state that since the issue of this Division O.M. No.F.12(11)-R.6/81, dated the 10th June, 1982, some additional benefits have been allowed to the retiring government servants. As such it has been decided, in consultation with the Auditor General of Pakistan, to introduce a revised pension application Form CSR-25, a copy of which is enclosed. Ministries/Division/Departments/Offices are requested to use the new Form invariably while dealing with the pension cases of retiring government servants.

2. The Department of Stationery and Forms is being requested to standardise the above Form so as to enable the Ministries/Division/Departments/Offices to obtain future supply thereof from that Department.

[F.D. O.M. No.F.28 (18)-Reg.(6)/86, dated the 30th July, 1987.]

C. S. R. 25 Revised

PENSION PAPER OF

Mr./Mrs./Miss. _____

N. B—Please read carefully the instructions contained in the guide for retiring civil servants and the Manual of Pension Procedures.

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

APPLICATION FOR PENSION AND/OR GRATUITY**PART I**

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

To

The _____

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

on (Dated)_____. I, therefore, request that the pension/gratuity admissible under the rules may kindly be sanctioned to me.

(*Delete inapplicable alternative.)

2. I declare that I have neither applied for nor received any pension or gratuity for any portion of my 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 draw/do not wish to draw gratuity in lieu of one fourth of my pension.

5. I wish to commute my pension to the extent of Rs._____

6. I wish to draw my pension from the District Accounts Office/Treasury/Sub-treasury/National Bank of Pakistan Branch at _____(Place)

7. The following document, duly attested, are enclosed:

(a) Three specimen signatures of mine/two sets of my thumb and finger impressions on the prescribed form.

(b) Three photographs of mine.

(c) List of family members.

Yours obedient servant

Signature: _____

S/o: _____

W/o: _____

D/o: _____

Post held on the date of retirement: _____

Dated: _____

APPLICATION FOR FAMILY PENSION

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

To

The _____

Dear Sir,

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

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

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

4. I wish to draw my pension from the _____ District Accounts Office
Government Treasury/Sub-Treasury
at (Place)_____ National bank of Pakistan _____Branch

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.
- (vi) Non-marriage and non-separation certificate.

Yours faithfully,

Signature:_____

Widow/Husband /entitled

member of the family_____

Postal Address_____

Dated_____

*Indicate relationship with the deceased civil servant.

PART II

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

Section (1).—Particulars of Applicant

- *1. Name of civil servant_____
- *2. Father's name_____
- *3. Nationality _____
- *4. Postal address_____
- 5. Post held or the date of retirement/death and
Grade_____

6. Date of birth _____

7. Date of Commencement of service _____

Retirement/death _____

Application for pension _____

8. Length of service: Y D

From to

From to

From to

Total _____

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

Y D

From to

From to

From to

Total _____

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

Government of _____ from to i.e. _____

Government of _____ from to i.e. _____

Government of _____ from to i.e. _____

Total _____

11. Class of pensioner gratuity applied for _____

12. Average Emoluments/Last pay drawn of the post held on regular basis _____.

13. Proposed Gross pension/gratuity _____

14. Proposed family pension _____

15. Proposed value of commutation _____

16. Proposed net pension _____

*17. Place of District Accounts Office
Treasury/Sub-Treasury at _____
 National Bank of Pakistan Branch.

18. Date from which pension is to commence _____

Official seal _____ Signature of Head of Office /Department
 Name _____
 Designation _____

*Entries No. 1, 2, 3, 4 and 17 should be made in capital letters.

Section (2).—Calculation of Qualifying Service

		<u>Period</u>		
		Y	M	D
Total length of service as per Col.10 of Section				

(1) Non-qualifying Service from _____ to _____

		<u>Period</u>		
		Y	M	D
(i)	Extraordinary leave _____			
(ii)	Unauthorized absence _____			
(iii)	Spell of service not qualifying for pension under Article 420-CSR			

Total (i) (ii) & (iii) _____

Net qualifying service _____

Add _____ from _____ to _____

- Period
- Y M D
- (i) Periods, if any, of Military service or War service allowed to count for pension.
 - (ii) Benefit of condonation of deficiency in total qualifying service.

Total (i)(ii)

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 Rs. _____

Therefore “Average Emoluments” work out to Rs..... % 36/12 = Rs. P.M.

Section (4).—Calculation of Pension/Gratuity

Length of total qualifying serviceYears

Emoluments/Average Emoluments/Last Pay Drawn of 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 than 25 years. Rs.....

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

Gross Pension Calculated upto 30 years qualifying service. Rs.....

Benefit to the extent of 2% of Gross Pension for each extra year of service beyond 30 years subject to a maximum of 10% of Gross 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 of every one rupee Rs.....
- (iv) Commuted value of pension Rs.....

Section (6).—Orders of the Sanctioning Authority

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

OR

The undersigned is satisfied that the service of_____ has not been satisfactory and it has been decided that the full pension and/or gratuity found by the Accounts Officer to be admissible under the rules should be reduced by the specific amounts or percentage given below:—

Amount of percentage of reduction in pension _____

Amount of percentage of reduction in gratuity _____

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

2. The payment of pension and/or gratuity may commence from.....Before issuing the pension payment order, the Accounts Officer may kindly certain whether the Last Pay and No Demand Certificates have been received by him. In case the last Pay Certificate and/or No Demand Certificate has/have been received with the pension papers, the Accounts Officer should issue P.P.O. subject to the production of the last pay certificate and/or an undertaking, at the time at first payment of pension/gratuity by the pensioner or his family in case of his death) to the effect that any

demand coming to the notice within a period of one year after the issue of P.P.O. would be recovered from him/her.

Signature_____

Official Seal

Designation_____

PART III

(For use in the Accountant General's Office)

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

	Pension	Gratuity
Government of _____		
Government of _____		
Government of _____		
Defence Estimates _____		

Total: _____

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

Assistant Accountant General
Assistant Accounts Officer

S.No.45-B.—

**STEPS TO BE TAKEN BY THE AUTHORITIES CONCERNED AND THE RETIRING
CIVIL SERVANT FOR TIMELY SANCTION OF PENSION.**

The undersigned is directed to refer to Finance Division's O. M. of even number dated 24.01.1991 on the subject noted above and to state that in spite of various revisions and instructions on simplification of procedure issued from time to time for expeditious settlement of pension cases aimed at eliminating delays, there have been increasing complaints from pensioners. This is all due to non-adherence of various concerned Ministries/Division/Departments to pension rules.

2. Under CSR-906 all authorities dealing with the application for pension, should bear in mind that delay in the payment of pension involves peculiar hardships. It is essential to ensure that the retired employee should be able to receive his pension on the date on which it becomes due. In terms of CSR-907 every employee shall submit a formal application for pension in Part-I of CSR-25. The employee should, in his own interest, submit his formal application for pension to the departmental authority concerned six months in advance of the date of his actual or anticipated retirement:—

Provided—

- (i) In cases in which the date of retirement cannot be foreseen six months in advance, the application shall be submitted immediately after date of retirement is settled; and
- (ii) An officer proceeding on leave preparatory to retirement in excess of six months, shall submit the application at the time of preceding on such leave.

Further action is to be taken by department and the audit office concerned.

3. Ministries/Division/Departments/Audit Offices are once again requested to bring to the notice of all concerned including govt. servants the instruction contained in Finance Division's O. M No.13(4)-Reg.6/89 dated 24.01.1991 for expeditious disposal of the pension cases of the retired govt. servants/families of deceased civil servants. In case of inordinate delay strict disciplinary action may be initiated against the defaulter.

[Finance Division O. M. No. F.13(4)/Reg.6/89, dated 14th April, 1996.]

S. No.46.—

**EARLY FINALIZATION OF PENSION PAPERS – DIRECTIVE OF
PRESIDENT OF PAKISTAN**

The undersigned is directed to refer the subject noted above and to state that in spite of instructions issued from time to time for expeditious and timely settlement of pension cases, there have been increasing complaints from the pensioners of delay in the finalization of their cases. This is due to non adherence to pension rules and government instructions by various Ministries / Divisions / Departments and Accounts Offices concerned.

2. President of Pakistan has taken a serious note of this state of affairs and has directed that pension papers of retiring government servants must be finalized expeditiously so that no hardship is caused to the concerned persons in getting their pensions. It has further been directed that the pension related funds would be paid to the concerned persons without any let and hindrance.

3. Civil Service Regulations (CSR)-906 provides that all authorities dealing with the applications for pension should bear in mind that delay in the payment of pension causes hardships to pensioners. It is, therefore, essential to ensure that the retired employees should be able to receive their pensions on the date on which it falls due. It has been laid down in CSR-907 that every employee should, in his own interest, submit his formal application for pension to the departmental authority concerned six months in advance of the date of his actual or anticipated retirement. The said CSR also clarifies that:—

- i. in cases in which the date of retirement cannot be foreseen six months in advance, the application shall be submitted immediately after the date of retirement is settled; and
- ii. that an officer proceeding on the leave preparatory to retirement in excess of six months, shall submit the application at the time of proceeding on such leave.

Further action in this regard is to be taken by the department and the Audit Office concerned.

4. Furthermore, in terms of S.No.20 of Estacode (Edition 2000, page 869), Heads of Departments (in the case of Gazetted Officers) and Heads of Offices (in the case of non-Gazetted employees) should start the preparation of pension papers in each case one year before the expected date of retirement without waiting for the formal application from the government servants concerned which, according to the existing rules, is to be submitted not earlier than six months before the date of retirement. For this purpose, all Divisions/ Departments/Offices should maintain a list showing the dates of retirement of all their officers/employees and this list should be reviewed quarterly. It should also be ensured that all the preliminary enquiries, filling of forms, verification of qualifying service, etc, are completed by the time the officer submits the formal application.

5. It may also be added that according to the existing simplified procedure as contained in S. No.17 of Estacode, the administrative sanction to the grant of pension is to be accorded and the pension papers to be submitted to Audit Office/Accounts Office at least three months before the actual date of retirement.

6. For expeditious disposal of the pension cases, detailed instructions were also issued to all Ministries/ Divisions/ Departments vide Finance Divisions O.M. No.F.6(4)R.6/79 dated 22/03/1981 and reiterated in Finance Division's O.M. No.F.13(4)R.6/89 dated 24-1-1991. These instructions are reproduced hereunder for ready reference of all concerned:-

- (a) **RECKONABLE EMOLUMENTS:** The following shall be treated as emoluments reckoning for pension under Article 486, Civil Service Regulations:—
- i. Pay as defined in FR 9(21) (a) (i)
 - ii. Senior Post Allowance.
 - iii. Special Pay of all types and nature.
 - iv. Personal Pay.
 - v. Technical Pay.
 - vi. Indexation on pension in case of pension calculated under para 3(a) of Liberalized Pension Rules for civil servants.
 - vii. Increments accrued during leave preparatory to retirement.
 - viii. Any other emoluments which may be specially classified as pay.
- (b) **RULES REGARDING QUALIFYING SERVICE:** In partial modification of the existing rules, it has been decided as under:—
- i. Any interruption in the service of an officer entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed by reinstatement and time occupied in transit from one appointment to another should not be treated as interrupting for the purpose of qualifying service.
 - ii. The authority who sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.
- (c) **VERIFICATION OF SERVICE AND COMPUTERIZATION OF ACCOUNTS:**
1. In order to deal with the existing outstanding pension cases in which the entries relating to previous fixation of pay or verification of service are missing, it shall be incumbent upon the last Audit and Accounts Officer dealing with a pension case to verify the same himself on the basis of the available record without referring the case to any other Audit and Accounts Officer.
 2. The verification of qualifying service of all government servants should be completed by the administrative and audit authorities concerned within 12 months of the issue of these orders in accordance with the rules regarding qualifying service.

3. The salary accounts of the government servants, if not computerized so far, should be computerized immediately and completed within 12 months of the issue of these orders.
 4. The computer slip should be modified to indicate up-to-date qualifying service and the status of government servants, i.e. 'temporary', 'permanent' or 'substantive' as well as the name of the nominee for the purpose of gratuity. These entries will be treated as duly audited.
 5. In case any of the salary accounts remains un-computerized after 12 months of the issue of these orders, the audit & accounts authorities should issue an up-to-date qualifying service certificate to each government servant and, thereafter, such a certificate be issued every year till the audited qualifying service is reflected in the computer pay slip. The audit & accounts authorities should also give a certificate that valid nomination papers regarding gratuity are held by them.
- (d) In case of a government servant on deputation to foreign service within Pakistan or abroad, regular payment of pension contribution shall be ensured for the period the government servant remains on deputation.
 - (e) **ANTICIPATORY PENSION:** Administrative as well as audit & accounts authorities must exercise the power to sanction anticipatory pension, whenever required, to avoid any delay in the payment of pension.
 - (f) **NO DEMAND CERTIFICATE:** The finalization of pension cases should not be held up for want of 'No Demand Certificate' from the Estate Office. However, the Head of Department or Office should alert the Estate Office at least six months before the retirement of the government servant to bring the rent accounts up-to-date and to notify the outstanding dues in respect of the last accommodation occupied by the government servant within 15 days of the date of his retirement. If any government dues are found to be outstanding against a pensioner within one year from the date of issue of the PPO, the matter shall be referred to the Head of Department for orders before any recoveries are actually affected from the pensioners.
 - (g) **LAST PAY CERTIFICATE:** It shall be mandatory for the drawing and disbursing officers and audit & accounts authorities to issue Last Pay Certificate within 15 days of the date of retirement of a government servant.
 - (h) **RULE OF PROPORTION:** The 'Rule of Proportion' and the other associated rules and accounting instructions shall continue to be operative and the apportionment of pensionary liabilities between the various departments and federal/provincial governments, as the case may be, shall be made by the Audit & Accounts Officer issuing the Pension Payment Order. Finalization of pension cases shall not be held up on this account. If there is any dispute with regard to the apportionment of pensionary liability, the matter should be sorted out by the Audit & Accounts Officer involved.

The authorities concerned are required to forward the pension case of the retired government servant to the Audit office/Accounts Office concerned complete in all respects and with the documents mentioned in Annex-A.

7. As regards commutation of pension, it is admissible subject to medical examination if commutation is applied by an employee retired on invalid pension and also by a retired employee who applies for commutation after one year of retirement. He is required to apply for commutation on the prescribed form S-156(a), S-156(b) and 156(c). The medical authorities shall examine the retired government servant and then pass on their recommendations to Audit Office concerned for necessary action.

8. On receipt of pension cases in the Accounts Office, Accounts Officer must ensure that these are finalized within one week after their receipt. Any deficiency noticed in the pension papers must be brought to the knowledge of the Head of Accounts Office before their return to the respective Ministries/Divisions/ Departments.

9. All Heads of Ministries/Divisions/Departments are requested to ensure that no extra or under the table payments are demanded from the retired employees by the dealing staff for finalizing their pension papers, authorizing pension payment and releasing the pension funds to them.

10. Ministries/Division/Departments/Accounts Offices/ Pension Payment Offices are requested to bring to the notice of all concerned including government servants the above instructions and ensure expeditious settlement of pension cases of the retired government servants/families of deceased government servants. In case of inordinate delay, strict disciplinary action may be initiated against the defaulter.

[Finance Division O. M. No. F.11(2)-Reg.6/2002, dated 25th November, 2002.]

Annex-A

No.

Dated

Ministry/Division/Department/Office

of the _____

SUBJECT:— **GRANT OF PENSION/GRATUITY**

I am directed to forward herewith the pension papers in respect of Mr/Mrs/Miss _____ as detailed below:

1. Service Book (where necessary)
2. The Last Pay Certificate showing him paid up to _____
3. No Demand Certificate of the Department.
4. No Demand Certificate of the Estate Office.
5. An undertaking from the retiring/retired civil servant/entitled member of his family for refund of government dues from pension (If certificate at serial Nos.3 and 4 are not available).
6. A certificate that leave salary/pension contribution for the period from _____ to _____ was duly recovered and credited to the Government.

7. Form CSR 25 (in duplicate).
8. Death Certificate, in original.
9. List of Family members.
10. A certificate to the effect that the widow was not judicially separated during life time of her husband and that she has not re-married.
11. Descriptive roll of the widow/family members.
12. Specimen signatures/thumb impression of the widow duly attested.
13. In the absence of nomination for gratuity, necessary sanction authorizing somebody to receive the share of minor child/children, if any, may be issued in terms of Ministry of Finance O.M. No.12(2)-R-1(1)/57 dated 28.02.1957 and of even number dated 09.06.1957.
14. Invalid certificate, in original.
15. Three Photographs, duly attested.
16. Office Order/Notification regarding retirement.

Yours faithfully,

Signature: _____

Designation: _____

**STATEMENT SHOWING THE PROGRESS OF VERIFICATION
OF SERVICE RECORD OF GOVERNMENT SERVANT EMPLOYED IN THE
MINISTRY/DIVISION /DEPARTMENT (INCLUDING SUBORDINATE OFFICES)
IN PURSUANCE OF MINISTRY OF FINANCE**

O. M. NO. F.4 (1)-RSII/70 DATED 24-3-1971 FOR THE MONTH OF

Total No. of Govt. servants with more than	No. of cases in which verification has been completed by the Admin. Deptt. Submitted to <u>Accounts Office</u>	Balance outstanding with Admin. Deptt.	No. of cases in which verification etc., completed by <u>Accounts Office</u>	No. of cases returned by <u>Accounts Office</u> without verification with objections	No. of cases still lying with <u>Accounts Office</u>	Remarks:- i. In respect of col. 3, reasons for outstanding ii. In respect of col.5, further action taken by the Department. iii. In respect of col.6, No. & date of reminders issued to <u>Accounts Office</u> .
1	2	3	4	5	6	7
1. 10 years services. 2. 25 years services.						

**STEPS TO BE TAKEN BY THE AUTHORITIES CONCERNED AND THE
RETIRING GOVERNMENT SERVANTS FOR TIMELY SANCTION OF PENSION**

S. No.47.—

The undersigned is directed to state that in spite of instructions issued from time to time in connection with expeditious settlement of pension cases, complaints are still being received by the Wafaqi Mohtasib Secretariat. The Wafaqi Mohtasib has been pleased to order that Finance Division should issue suitable instructions to all concerned to eradicate inordinate delay in the payment of pension etc., indicating suitable measures, including disciplinary action which may be invoked against the defaulter in case of inordinate delay.

2. Under CSR-906, all authorities dealing with the application for pension should bear in mind that delay in the payment of pension involves peculiar hardships. It is essential to ensure that retired employee should be able to receive his pension on the date on which it becomes due. In terms of CSR-907, every employee shall submit a formal application for pension in Part-I of CRS-25. The employee should, in his own interest, submit his formal application for pension to the departmental authority concerned six months in advance of the date of his actual or anticipated retirement:

Provided that —

- (i) In cases in which the date of retirement cannot be foreseen six months in advance, the application shall be submitted immediately after the date of retirement is settled; and
- (ii) An officer proceeding on leave preparatory to retirement in excess of six months shall submit the application at the time of proceeding on such leave.

Further action is to be taken by department and the Audit Office concerned.

3. For expeditious disposal of the pension cases following instructions were issued to all Ministries/Divisions/ Departments vide Finance Division O.M. No. F.6(4)/R.6/79 dated 22-03-1981:—

- (a) **Reckonable Emoluments:** The following shall be treated as emoluments reckoning for pension under Article 486, Civil Service Regulations:—
 - (i) Pay as defined in FR 9 (21)(a)(i).
 - (ii) Senior Post Allowance.
 - (iii) Special Pay of all types and nature.
 - (iv) Personal Pay.
 - (v) Technical Pay.
 - (vi) Indexation on pension in case of pensions calculated under para 3(e) of Liberalized Pension Rules for civil servants.
 - (vii) Increments accrued during leave preparatory to retirement.
 - (viii) Any other emoluments which may be specially classed as pay.

- (b) **Rules regarding Qualifying Service:** In partial modification of the existing rules, it has been decided as under:—
- (i) Any interruption in the service of an officer entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed by re-instatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
 - (ii) The authority who sanctions the pension may commute retrospectively periods of absence without leave into extra-ordinary leave.
- (c) **Verification of Service and Computerization of Accounts:**
- (1) In order to deal with the existing outstanding pension cases in which the entries relating to previous fixation of pay or verification of service are missing, it shall be incumbent upon the last Audit & Accounts Officer dealing with a pension case to verify the same himself on the basis of the available record without referring the case to any other Audit & Accounts Office.
 - (2) The verification of qualifying service of all government servants should be completed by the administrative and Audit authorities concerned within 12 months of the issue of these orders, in accordance with the rules regarding qualifying service.
 - (3) The salary accounts of the government servants, if not computerized so far, should be computerized immediately and completed within 12 months of the issue of these orders.
 - (4) The computer slip should be modified to indicate up-to-date qualifying service and the status of government servants, i.e. 'temporary', 'permanent' or 'substantive' as well as the name of the nominee for the purpose of gratuity. These entries will be considered as duly audited.
 - (5) In case any of the salary accounts remains un-computerized after 12 months of the issue of these orders, the Audit & Accounts authorities should issue an up-to-date qualifying service certificate to each government servant and, thereafter, such a certificate be issued every year till the audited qualifying service is reflected in the computer pay slip. The Audit & Accounts authorities should also give a certificate that valid nomination papers regarding gratuity are held by them.
- (d) **Recovery of Leave Salary and Pension Contributions:**—In case a government servant on deputation to foreign service within Pakistan or abroad, regular payment of pension contribution shall be ensured at the time the government servant is on deputation.
- (e) **Anticipatory Pension:**—Administrative as well as Audit & Accounts authorities must exercise the power to sanction anticipatory pension, whenever required, to avoid any delay in the payment of pension.

- (f) **No Demand Certificate:**—The finalization of pension cases should not be held up for want of 'No Demand Certificate' from the Estate Office. However, the Head of Department or office should alert the Estate Office at least six months before the retirement of the government servant to bring the rent accounts up-to-date and to notify the outstanding dues in respect of the last accommodation occupied by the government servant within 15 days of the date of his retirement. If any government dues are found to be outstanding against a pensioner within one year from the date of issue of the PPO, the matter shall be referred to the Head of Department for orders, before any recoveries are actually effected from the pensioner.
- (g) **Last Pay Certificate:**—It shall be mandatory for the Drawing and Disbursing Officers and Audit & Accounts authorities to issue Last Pay Certificate within 15 days of the date of retirement of a government servant.
- (h) **Rule of Proportion:**—The 'Rule of Proportion' and the other associated rules and accounting instructions shall continue to be operative and the apportionment of pensionary liability between the various Departments and Federal/Provincial Governments, as the case may be, shall be made by the Audit & Accounts Officer issuing the Pension Payment Order. Finalization of pension cases shall not be held up on this account. If there is any dispute with regard to the apportionment of pensionary liability, the matter should be sorted out by the Audit & Accounts Officers involved.

The authorities concerned are required to forward the pension case of the retired government servant to the Audit Office concerned, complete in all respects and with the documents mentioned in (Annex-1)

4. As regards commutation of pension, it is admissible subject to medical examination of commutation is applied by an employee retired on invalid pension and also by a retired employee who applies for commutation after one year of retirement. He is required to apply for commutation on the prescribed form S-156(A), S-156(B) and S-156(C). The medical authorities shall examine the retired government servant and then pass on their recommendations to Audit Office concerned for necessary action.

5. Ministries/Divisions/Departments/Audit Offices are requested to bring to the notice of all concerned including government servants the above instructions and ensure expeditious settlement of pension cases of the retired government servants/families of deceased government servants. In case of inordinate delay, strict disciplinary action may be initiated against the defaulter as ordered by the Wafaqi Mohtasib.

[Finance Division O. M. No. F.13(4)/R.6/89, 24th January, 1991]

No.

Dated:

Ministry/Division/Department/Office of the

SUBJECT: **GRANT OF PENSION/GRATUITY**

I am directed to forward herewith the pension papers in respect of Mr./Mrs./Miss _____ as detailed below:—

1. Service Book (where necessary).
2. The Last Pay Certificate showing him paid upto_____
3. No Demand Certificate of the Department.
4. No Demand Certificate of the Estate Office.
5. An undertaking from the retiring/retired Civil servant/entitled member of his family for refund of Government dues from pension.
(If certificates at serial Nos.3 and 4 are not available).
6. A certificate that leave salary/pension contribution for the period from.....to _____ was duly recovered and credited to the Government.
7. Form C.S.R. 25 (in duplicate).
8. Death Certificate, in original.
9. List of Family Members.
10. A certificate to the effect that the widow was not judicially separated during life time of her husband and that she has not re-married.
11. Descriptive roll of the widow/family members.
12. Specimen signature/thumb impression of the widow duly attested.
13. In the absence of nomination for gratuity, necessary sanction authorizing somebody to receive the share of minor child/children, if any, may be issued in terms of Ministry of Finance O. M. No.F.12(2)-R. I(2)/57 dated 28.02.57 and of even number dated 09.06.1957.

In case of Family Pension

In case of Invalid Pension

14. Invalid certificate, in original.
15. Three photographs, duly attested.
16. Office Order/Notification regarding retirement.

Your obedient servant

Signature: _____

Designation: _____

S. No.48.—

SIMPLIFICATION OF PENSION FORM CSR-25 (REVISED).

The undersigned is directed to enclose Simplified Pension Form No.25 (Revised 2016) and 25-A (Revised 2016) alongwith annexures A, B & C prepared on the direction of Finance Minister, for adoption and further circulation.

[Finance Division O. M. No. F.12(9)/Reg.6/2012-474, 2nd April, 2016]

Specimen of Form-25 (Revised, 2016)

**PENSION FORM TO BE USED IN CASE OF SUPERANNUATION /
RETIRING/INVALID/ COMPENSATION /COMPULSORY RETIREMENT**

[To be issued by the Appointing Authority 90 days before superannuation / retirement of the retiring Government servant]

SUBJECT: **SANCTION OF PENSION ON SUPERANNUATION/ RETIRING / INVALID /
COMPENSATION AND COMPULSORY RETIREMENT**

On attaining the age of superannuation/having applied for retiring/invalid/compensatory pension vide application No. _____ dated _____ OR has been retired compulsorily vide Notification No. _____ dated _____ issued by _____ Mr. Mrs./Ms. _____ S/O,W/O,D/O _____ Designation _____ drawing pay /emoluments Rs. _____ (reckonable towards pension), in BS _____ on _____ basis (*Please indicate nature of appointment i.e Regular/Officiating or Acting charge/Current charge w.e.f _____*) Personnel No _____ CNIC No. _____ presently posted at (office) _____ place of posting _____ has retired/ has

been permitted to retire / is due to be retired/ has been retired compulsorily from the Government service (tick whichever is applicable) on _____date, after availing LPR for _____days/ Leave encashment in lieu of LPR Rs._____.

Pension Calculation

Gross Pension Rs. _____

Commutation Rs. _____

Net Pension Rs. _____

Other benefits:—

i) _____ Rs. _____

ii) _____ Rs. _____

iii) _____ Rs. _____

Gratuity (in case where qualifying service—

is 5 years or more but less than 10 years) Rs _____

(1) His / her date of birth is _____. Date of 1st entry into government service is _____ and EOL availed is _____days. Total length of qualifying service for pension is ____ years ____ months ____ days.

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

(3) Certified that no recovery is outstanding against him/her.

(4) Certified that:—

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

ii. An amount of Rs. _____ on account of _____(HBA,MCA/etc) principal amount alongwith interest is outstanding which may be recovered from the pension.

(5) Anticipatory pension upto (_____ %) of full pension is sanctioned as admissible to him/her under section 19(2) of Civil Servant Act, 1973 (in case of anticipatory pension).

(6) Certified that deficiency / disciplinary / criminal case pending against the aforementioned retired government servant has been finalized. Therefore,

final pension payment @ (____ %) (After adjustment of already paid amount of anticipatory pension) and commutation amounting____%) (Subject to a maximum of 35% of gross pension), as determined by concerned Accounts office, may be paid.

- (7) Undersigned is satisfied that the service of retiring employee has been satisfactory. Administrative and financial sanction for grant of pension/ commutation @ _____% upto maximum of 35% of gross pension, if so opted by the retiring government servant, to be determined by the Accounts Office, is hereby accorded in favour of Mr./Mrs/Ms_____ through Bank/ Post Office / Treasury Account No._____ (mentioned in DCS Form enclosed) as admissible under the rules.

OR

- (7-a) Undersigned is satisfied that the services of Mr./Mrs./Ms_____ has not been satisfactory and it has been decided that the full pension/ gratuity found to the Audit/ Account Officer to be admissible under the rules should be reduced by the specific amount or percentage given below:—
- i. Amount or percentage of reduction in pension_____
 - ii. Amount or percentage of reduction in gratuity _____
 - iii. Sanction is hereby accorded to the grant of pension / gratuity as so reduced.
- (8) The payment of pension and/ or gratuity may commence w.e.f _____.

Following documents attached.

- (i) Pension application alongwith three attested photographs, as “Annex-A”
- (ii) Notification of retirement.
- (iii) Last pay Certificate (LPC)
- (iv) Pension contribution receipts/ Bank Challan/ acceptance certificate (in service death)
- (v) Original service book along with its attested copy/ service statement (in case of gazetted government servant) .
- (vi) N.D.C from Estate Office in case of Government accommodation.

Official Seal

Signature [By NAME] with stamp

Pension Sanctioning Authority

1. The AGPR/ Accounts Office is requested to grant pension and endorse a copy of computerized pension payment order(C.P.P.O) / Pension payment order (P.P.O) to this department/office. The original service book after recording necessary entries regarding issuance of C.P.P.O / PPO may also be returned to this department/office.

2. Mr./Mrs./Ms. _____, you are hereby informed that your commutation (if opted) and first monthly pension shall be transferred / credited by the Accounts Office in the bank / Post office / Treasury office _____ Branch _____ Account No. _____ as opted by you.

Important: *As per requirement every pensioner is bound to provide life certificate to his/her bank on or before 10th March and 10th September of each year (Annex-C).*

Specimen of Form-25A (Revised, 2016)

FAMILY PENSION FORM

[To be issued by the Appointing Authority / Pension Sanctioning Authority in the event of in-service death of a government servant / death of pensioner]

SUBJECT:— SANCTION OF FAMILY PENSION IN CASE OF IN-SERVICE DEATH OF GOVERNMENT SERVANT/ DEATH OF THE PENSIONER.

In service death

It is mentioned that Mr./Mrs./Ms. _____
S/o, W/o, D/o _____ Designation/post held _____
drawing pay/ emoluments _____ (reckonable toward pension), in BS _____ (Please indicate kind of appointment i.e. Regular/Officiating or Acting charge/Current charge w.e.f. _____) Personnel No. _____ CNIC No. _____ lastly posted at (office) _____ place of Posting _____ has expired on _____ while in service .

Death of pensioner

Mr./Mrs./Ms _____ S/o, W/o, D/o _____
residing at _____ designation at the time of retirement _____ drawing pension / family pension vide PPO / FPPO No. _____ CNIC No. _____ drawing pension/family pension Rs _____ per month, increases Rs. _____ Total pension Rs. _____ per month from Bank/Post office/treasury _____ Branch _____ account No. _____ has expired on _____ His /her date of birth is _____ date of retirement from government service _____ and date of sanction of family pension is _____

A. Family Pension Calculation

(in service death)

Gross Pension Rs. _____

Family pension @75% of Rs. _____
(net or gross pension as the
case may be)Gratuity 1/4th (of Gross pension) Rs. _____**B. Family Pension Calculation**

(on death of pensioner)

Gross Pension Rs. _____

Family pension @ 75% Rs. _____

Other Benefits:—

(i) _____ Rs. _____

(ii) _____ Rs. _____

(iii) _____ Rs. _____

- (1) His/her date of birth is _____, date of 1st entry into government service is _____, EOL availed during service is _____. His/her total length of qualifying service for pension comes to ___years ___months ___days.
- (2) Certified that no inquiry is pending against deceased employee.
- (3) Certified that no Demand /Recovery is outstanding against the deceased.
- (4) Certified that Advances drawn by the deceased (if any) have been fully repaid or waived off.
- (5) As per record, it is verified that Mr./Mrs. /Ms _____
CNIC No _____ is bonafide family member entitled to family pension of Mr./Mrs.Ms (late) _____ and his /her gratuity/ family pension may be transferred/ credited in Bank/post office/treasury _____ Branch _____ Account Number _____ (as opted).
- (6) Administrative and financial sanction for grant of family pension/ gratuity is hereby accorded.

Following documents attached.

- (i) Pension application alongwith three attested photographs, as "Annex-B"
- (ii) Death certificate and death Notification.
- (iii) Original PPO / FPPO of deceased pensioner

- (iv) Last pay Certificate (LPC) / last pension payment certificate.
- (v) Pension contributions receipts/ Bank Challan/ acceptance certificate (in service death)
- (vi) Original service book alongwith its attested copy/ service statement (in case of gazetted Government servant) (in service death).
- (vii) N.D.C from Estate office in case of Government accommodation.

**Signature [By NAME] with stamp
Pension Sanctioning Authority**

1. The AGPR / Accounts Office is requested to grant family pension/ gratuity and endorse a copy of computerized family pension payment order(C.F.P.P.O) / Pension payment order (P.P.O) to this department/office. The original service book after recording necessary entries regarding issuance of FPPO may also be returned to this department/office

2. Mr./Mrs./Ms. _____, you are hereby informed that your gratuity / and first monthly pension / shall be transferred / credited by the Accounts Office in the bank / Post office / Treasury office _____ Branch _____ Account No. _____ as opted by you.

Important: i. *As per requirement every pensioner is bound to provide life certificate / Non-marriage certificate to his/her bank on or before 10th March and 10th September of each year (Annex-C).*

“Annex-A”

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

[to be given by retiring government servant for grant of pension in case of superannuation/ retiring/ invalid / compensation/ compulsory retirement]

The _____

Sir/ Madam,

It is submitted that I _____ Father / husband Name: _____
designation / post held _____ BPS- _____ On _____ (Please indicate kind
of appointment i.e. Regular/Officiating or Acting charge/Current charge w.e.f.
_____) CNIC No.(copy enclosed) _____ Nationality _____
Personnel No. _____ Cell No.(i) _____ (ii) _____

Gmail:_____Postal Address:_____ that I have retired/ have been permitted to retire from the Government service/ I'm due to retire/ has been retired compulsorily on_____. My pension / commutation / gratuity may be transferred / credited by the Accounts Office in the bank / Post office / Treasury office _____Branch_____ Account No._____ {DCS form(where applicable) and list of my family members, is enclosed}.

UNDERTAKINGS:—

1. I hereby declared that I am not in receipt of any other pension, military or otherwise except PPO No._____ dated_____ Amount_____ Department_____ retired on_____

2. **Under Article 351 (B) of CSR:** I do hereby undertake that government may, within one year from the issue of Pension Payment Order, recover any of its dues from the pension granted to me.

3. **Article 351 (2) of CSR:** I hereby declare that I shall not take part in any election or engage myself in political activities of any kind within two years from the date of retirement.

4. **In pursuance of Article 911 of CSR:** I do hereby declare that I have neither applied for nor received any pension/commutation/ gratuity in respect of any portion of the service included in this application and in respect of which pension/gratuity is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and to the order which may be passed thereon.

5. **Under Article 920(1) of CSR:** I hereby undertake to refund if the amount of pension granted to me afterwards found to be in excess of that to which I am entitled under the regulation.

6. **Under Article 922(a) of CSR:** I do hereby declare that I have not received any pension or gratuity in respect of any portion of the service included in this application.

7. I hereby opt for commutation @ ___(subject to a maximum of 35%) of my gross pension.

Dated_____

Name & Signature
of retiring Government Servant (Pensioner)

Note: Application to be verified by Pension Sanction Authority / DDO

Important: *Every pensioner/family pensioner is bound to provide life certificate / Non-marriage Certificate to his bank on or before 10th March and 10th September of each year (Annex-C).*

“Annex-B”**APPLICATION FOR FAMILY PENSION**

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

The _____

Dear Sir/Madam

It is submitted that my husband/wife/son/Daughter _____
has expired on (date) _____ (death certificate attached) I, therefore, request that the
family pension admissible under the rules may kindly be sanctioned to me.

(2) List of my family members is given below:—

Sr.No.	Name	Relationship with the deceased	CNIC No.	Age/date of Birth	Marital Status
---------------	-------------	-------------------------------------------	-----------------	------------------------------	---------------------------

(3) It is hereby informed that my gratuity / commutation / family pension may be
transferred / credited by the Accounts Office in the bank / Post office / Treasury office
_____ Branch _____ Account No. _____ (DCS form,
where applicable, is enclosed).

UNDERTAKINGS

4. **Under Article 351 (B) of CSR:** I do hereby undertake that government may,
within one year from the issue of Pension Payment Order, recover any of its dues from
the pension granted to me.

5. **In pursuance of Article 911 of CSR:** I do hereby declare that I have neither
applied for nor received any family pension or gratuity in respect of any portion of the
service included in this application and in respect of which family pension/gratuity is
claimed herein, nor shall I submit any application hereafter without quoting a reference to
this application and to the order which may be passed thereon.

6. **Under Article 920(1) of CSR:** I hereby undertake to refund if the amount of
family pension granted to me afterwards found to be in excess of that to which I am
entitled under the regulation.

7. **Under Article 922(a) of CSR:** I do hereby declare that I have not received any family pension or gratuity in respect of any portion of the service included in this application (in case of anticipatory pension only).

Signature: _____

THUMB IMPRESSION: _____

Name: _____

CNIC# _____

Note: Application to be verified by Pension Sanction Authority / DDO

Important: Every pensioner/family pensioner is bound to provide life certificate / Non-marriage Certificate to his bank on or before 10th March and 10th September of each year (**Annex-C**).

“Annex-C”

LIFE CERTIFICATE FORM

(This certificate is to be furnished on or before 10thMarch and 10thSeptember of each year to the concerned bank/post office/ treasury (pension payment office) in person or through representative or by post/courier service)

This is to certify that Mr./Mrs./Ms _____
S/o, W/o. D/o _____ holder of PPO No. _____
CNIC No. _____ whose specimen signatures / thumb impression
and address are appended below is alive till date _____.

Date: _____ **(Pensioner’s Signatures/Thumb Impression)**

Phone No.

Address: _____

**(Signatures of attesting officer
with date & Name Stamp)**

NO MARRIAGE CERTIFICATE

(This certificate is to be furnished on or before 10thMarch and 10thSeptember of each year to the concerned bank/post office/ treasury (pension payment office) in person or through representative or by post/courier service)

I, _____Widow /Daughter of the deceased Mr./Mrs./ Ms. _____
holder of Pension Payment Order No. _____ hereby declare that I have not
been married during the last six months.

Date:

(Pensioner Signature/Thumb Impression)

Phone No

Address: _____

**(Signatures of attesting officer
with date & Name Stamp)**

**NOTE: THE ABOVE CERTIFICATE(S) IS/ARE TO BE SIGNED BY GAZETTED
GOVERNMENT OFFICER/MILITARY COMMISSIONED OFFICER /
MAGISTRATE / SUB-REGISTRAR / PENSIONED OFFICER /CHAIRMAN
UNION COUNCILS/ MEMBER OF THE FEDERAL OR PROVINCIAL
ASSEMBLIES / MANAGER OF BANKS.**

CHAPTER VIII—PAYMENT OF PENSIONS INCLUDING RATE OF EXCHANGE

Rates of exchange for conversion of sterling pensions into rupees and vice versa

S. No.1.—

Consequent on the devaluation of pound sterling in relation to Pakistan rupee the question has been raised as to what rate of exchange should be applied for the purpose of the conversion of sterling pensions into rupees and vice versa. While the question is still under consideration of the Government, it has provisionally been decided that:—

- (i) pensions expressed in rupees may be converted into sterling at the rates prevalent before devaluation ; and
- (ii) pensions expressed in sterling may be converted into rupees at the current rates of exchange.

These orders will apply to all pensions whether sanctioned before or after the date of devaluation and will remain in force until further orders.

[M.F. letter No. F. 6 (7)-RI/50, dated the 12th July, 1950.]

S. No.2. —

A reference is invited to this Ministry's letter No. 6(7)-RI/50, dated the 12th July, 1950 wherein it has been provided that until further orders all pensions whether sanctioned before or after the devaluation of £ sterling and which are expressed in sterling may be converted into rupees at the current rate of exchange. The Government of Pakistan have now been pleased to decide that such of the sterling pensions which, under the rules existing at the time of the devaluation, were convertible into rupees at the rate of Is. 4d. to a rupee should continue to be converted at the rate of Is. 4d.

[M.F. letter No. F. 6(7)-RI/50, dated 8th January, 1951.]

S. No.3. —

On the devaluation on the Pound Sterling with effect from the 19th September, 1949, it was decided by the Government of Pakistan that the Sterling pensions which for the purpose of payment being made in Pakistan, are convertible into rupees at such rate of exchange as the President might by order prescribe should be converted at the new official rate of exchange namely; 2s. 1 29/32 d. to a rupee. The above decision was applicable in respect of payments made on or after the 19th September, 1949, and was to remain in force until further orders. As a result of the revaluation of the Pakistan rupee the Government of Pakistan have decided to adopt the existing official rate of exchange namely, Is. 6d, to a rupee, in respect of the payments made on or after the 1st August, 1955, irrespective of the period to which they relate. The rate of 1s. 4d. to a rupee shall continue to be applicable as hitherto in respect of those Sterling pensions which under the existing rules are convertible into rupees at the rate.

2. The position on the rate of exchange for conversion of pensions which are expressed in rupees but are payable in sterling did not undergo any change as a result of

the devaluation of the Pound Sterling in 1949. Such pensions thus continued to be, converted into Sterling at the rates prevalent before the 19th September, 1949. The rate of exchange for this purpose shall, therefore, remain unaltered after the revaluation of Pakistan rupee.

3. It is requested that necessary instructions in this behalf may kindly be issued to all concerned under intimation to this Ministry.

[M. F. letter No. F. 30 (3)-RI/55, dated the 4th October, 1955 to the Comptroller and Auditor General of Pakistan.]

S. No.3-A. —

Please see also para 12 of M.F.O.M. No. O.B. 2/12/63-Imp. (1), dated the 18th August, 1966 under Revision of pension Rules and Rates” in Chapter IX. Effect of devaluation of Indian rupee on payment of pensions in Pakistan. The same is reproduced below:—

12. **Rate of exchange for payment in foreign currency.**— All pensions payable under these orders including the increase in service pension sanctioned in para 10, shall, when payable in Sterling, be converted into Sterling at the official rate of exchange for the time being in force.

Effect of devaluation of Indian rupee on payment of pensions in Pakistan

S. No.4. —

As a result of the Government of India’s decision to devalue Indian currency, the under-noted payments which are payable in Indian rupees and are made in Pakistan on behalf of the ²⁵³Federal or Provincial Governments in India require to be calculated and reduced in terms of Pakistan currency at the rate of Pakistan’s Rs.100 equal to Indian Rs.143-15/16 and paid accordingly:—

- (i) Interest on the securities of the ²⁵⁴Federal and Provincial Governments in India.
- (ii) Principal of the Government of India and Indian Provincial Governments securities payable on their maturity.
- (iii) Pensions of the employees of the old undivided Government of India fully earned by or sanctioned upto 14th August 1949 which are being paid in Pakistan on behalf of the Indian Government and are concurrently recoverable from them. This would include pensions the payment of which in Pakistan was authorised after 13th December 1947.
- (iv) Payments in Pakistan Provincial Governments or ²⁵⁵Federally Administered Areas of pensioners of the Provincial Governments of India.

²⁵³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁵⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

- (v) Leave salaries and other payments authorised to be made by the Accounts Officers in India other than payments to third parties.

The Auditor-General is requested kindly to issue necessary instructions to all concerned accordingly. As the new ratio of Pakistan Rs.100 equal to Indian Rs.143-15/16 has not yet been formally announced by the two Governments the above payments should be made on a provisional basis until the new ratio is formally announced.

2. In regard to the payments if any to third parties authorised to be made by Accounts Offices in India, the Pakistan Accounts Officers may kindly be requested to suspend such payments until the new ratio is announced.

(M.F. letter No. D. 6334-B/49, dated the 28th September, 1949).

S. No.5. —

As a result of Government of India's decision to devalue the Indian Rupee. instructions were issued under this Ministry's letter No.(D) 6334-B/49, dated the 28th September, 1949, to the effect that payments which are due in Indian Rupees and are made in Pakistan on behalf of the ²⁵⁶Federal or Provincial Government in India require to be calculated and reduced in terms of Pakistan currency at the rate of Pakistan Rs.100 equal to Indian Rs.143-15/16 and made accordingly. As some doubts are felt with regard to the application on these instructions to divisible pensions, it is considered necessary to clarify the position in this respect divisible pensions for which the initial liability has been assumed by the ²⁵⁷Federal and Provincial Governments in Pakistan are payable in Pakistani currency without any reduction; whereas those divisible pensions the initial liability for which rests with the Government of India or Indian Provinces and which are being paid in Pakistan on behalf of those Governments are payable in Pakistani currency only after being reduced at the exchange rate indicated above.

2. The various categories of divisible pensions, payments of which are required to be made in full in Pakistan currency in accordance with the principle enunciated in the preceding paragraph, are detailed below:—

- I. All Provincial pensions initial liability for which rests with Pakistan Provinces.
- II. The following ²⁵⁸Federal pensions initial liability of which has been assumed by the Government of Pakistan in terms of this Ministry's letter No. D.7190-B/49, dated the 4th November, 1949, as modified by Corrigendum of even number dated the 12th November, 1949, and letter No. P.4(5)-AC/52, dated the 3rd May, 1952:—
 - (i) Pensions in case of payment in Pakistan on the 14th August, 1949, other than those transferred to India up to the 31st December, 1947, or

²⁵⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁵⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁵⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁵⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

provisional payment of which in India was authorised upto the 31st December, 1947.

- (ii) Pensions which were in course of payment in India on the 14th August, 1947 but were transferred to Pakistan upto the 31st December, 1947 or provisional payment of which in Pakistan was authorised upto to the 31st December, 1947.
- (iii) Part-earned pensions up to the 14th August 1947, of Government servants opting for service in Pakistan.
- (iv) Pensions which were fully earned up to the 14th August, 1947, but were sanctioned after that date and were authorised to be drawn in Pakistan, excluding those which after having been authorized to be drawn in Pakistan were transferred to India up to the 31st December, 1947.
- (v) Pensions which were fully earned up to the 14th August, 1947 and were sanctioned after that date and were initially authorised to be drawn in India, but were subsequently transferred to Pakistan up to the 31st December, 1947.

Note.—The term “Provincial pension” used in this Paragraph should be taken to mean the pensions of Government Servants borne on the permanent cadres of Provincial Governments in Pakistan. It also covers those pensions of undivided Provinces of Bengal, Assam and Punjab the initial liability for which has been assumed by the Government of East Bengal and Punjab Pakistan.

3. Necessary instructions for the adjustment of pensions divisible between the Government in Pakistan and India, initial liability for which has been assumed by the Government in Pakistan, were issued in the Auditor General's letter No. 235-AC/1-52, dated the 7th April 1952. It will be observed from those instructions that portions of such pensions paid in Pakistan and in the United Kingdom as are debit to Governments in India are concurrently recoverable from those Governments. In so far as the pensions paid in sterling are concerned, the sanctioned amounts are fixed either in sterling or in rupee as the case may require. In the former case whatever sterling payments are made on behalf of India they are receivable from that country in the same amount of sterling and thus the question of any loss of exchange on these transactions does not at all arise. As regards pensions fixed in rupees but paid in sterling it has been decided in this Ministry's letter No. F.6(6)-RI/50, dated the 12th July, 1950 that the rupee amount of these pensions will be converted into sterling at the rates prevalent before devaluation and in these cases also any payment made on behalf of India on concurrent recovery basis will not involve any loss. But in the case of rupee pensions paid in Pakistan, the portions thereof debit to Governments in India would be recoverable in Indian rupees at the depreciated value and the Governments in Pakistan initially liable for such pensions would thus incur a loss as the entire amounts of pensions are payable at the full value in Pakistan rupees.

There is yet another category of pensions, namely, the pensions which are fixed in sterling but are paid in rupees in Pakistan. Such pensions are paid either at the current rate of exchange between Pakistan rupee and sterling or at the rate of Is. 4d to a rupee in accordance with this Ministry's letter No. F.6(7)-RI/50, dated the 8th January, 1961. In the

case of pensions which are paid at the current rate of exchange, the portions thereof debitable to Government in India are to be calculated at the rate of 1s 6d to an Indian rupee, and thus no loss by exchange would be involved. But in the case of pension paid at the rate of 1s. 4d to Pakistan rupee, the portions thereof debitable to Governments in India are also to be calculated at the rate of 1s to 4d to an Indian rupee. These would involve loss by change to the extent of the difference between the value of a Pakistani rupee and an Indian rupee. In other words, the element of loss involved in respect of these pensions would be the same as in the case of divisible rupee pensions.

4. A question arises as to how the losses mentioned in paragraph 4 above of account of recoveries from the Governments in India in respect of divisible rupee pensions and pensions fixed in sterling but paid in rupees at the rate of 1s. 4d to rupee should be adjusted in the accounts of the Governments concerned in Pakistan. After a careful consideration it has been decided in consultation with the Auditor General that such losses be adjusted under the relevant service heads to which pensions are debitable in the manner elucidated in the examples given below:—

Example 1. A civil pension of Rs. 400 which is divisible between a Government in Pakistan and a Government in India in the ratio of Rs.300: Rs. 100 will be accounted for in the accounts of the Government concerned in Pakistan as under:—

	Rs.
P.—Deposits and Advances Part III—Advances not bearing interest— Accounts with Foreign Governments—Account with the Government concerned in India	69/8/0
55.—Superannuation Allowances and Pensions	330/8/0
Total ...	400/0/0

Example 2. A civil pension of £ 50 which is divisible between a Government in Pakistan and a Government in India in the ratio of £ 40 : £ 10 and is paid in Pakistan in rupees at the rate of 1s. 4d to a rupee will be accounted for in the accounts of the Government concerned in Pakistan as under :—

	Rs.
P.—Deposits and Advances—Part DI—Advances not bearing Interest—Accounts with Foreign Governments—Accounts with the Government concerned in India	104/3/0
55.—Superannuation Allowances and Pensions	645/13/0
Total ..	750/0/0

In order to obviate the necessity of calculating the amounts adjustable with the Governments in India and those adjustable under the service head "55— Superannuation Allowances and Pensions" every month, the classification of divisibility of such pensions may be revised on the original Pension Payment Orders so as to show the actual amounts recoverable from the Governments in India in Pakistan rupees.

5. The Accounts Officers may review the past cases in the light of these instructions and set right any incorrect payments that might have been made.

[M.F. letter No. F.30(1)-RI/54, dated the 8th March, 1954.]

S. No.6. —

A reference is invited to this Ministry's letter No. F.12(21)-B, IV/66-13-1322, dated the 23rd July, 1966. Consequent on the devaluation of the Indian currency with effect from the 6th June, 1966, all payments on account of pension and provident fund dues etc., which are expressed and are payable in Indian rupees but are made in Pakistan on behalf of the ²⁵⁹Federal and Provincial Governments in India should with effect on and from the 6th June, 1966, be calculated in terms of Pakistan rupees at the new rate of exchange, viz., Indian rupees 100 equivalent to Pakistan rupees 63.49 and payments made accordingly on a provisional basis until the new ratio is formally announced by the Governments of Pakistan and India.

[M.F. Letter No. F. 3(4) R 3 /66, dated the 25th July 1966 to all Accountants General and Controllers.]

The Pensions and Provident Funds (Payment in Rupees) Order, 1959

S. No.7. —

Under the provisions of the Pensions and Provident Funds (Payment in Rupees) Order, 1959, published in the Gazette of Pakistan, Extraordinary, dated the 25th August, 1959, (copy enclosed) payment of pensions due on or after 25th August, 1959 shall be made in rupees only. This will also apply to the arrears of pension not paid upto 25th August, 1959.

2. In accordance with the proviso to section 3 of the above Order, a person will be entitled to receive his pension in sterling for the period of his residence outside Pakistan. The term "residence" will also include temporary visits abroad.

[M.F. O.M. No. F.8(5)-RI(I)/59, dated the 15th September, 1959.]

COPY OF PRESIDENT, ORDER NO.14 OF 1959, DATED THE 24TH AUGUST, 1959.

The Pensions and Provident Funds (Payment in Rupees) Order, 1959

In pursuance of the Proclamation of the seventh day of October, 1958, and in exercise of all powers enabling him in that behalf, the President is pleased to make and promulgate the following order:-

²⁵⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

1. **Short title and commencement.**—This Order may be called the Pensions and Provident Funds (Payment in Rupees) Order, 1959.

It shall come into force at once.

2. **Application of the Order.**—This Order applies to persons domiciled in Pakistan who are entitled to pension or to Provident Fund due from the ²⁶⁰Federal Government or a Provincial Government as having held the office of Governor-General, President, Governor, Judge of the Federal Court or of the Supreme Court or of a High Court, Comptroller and Auditor-General, Attorney-General or Advocate-General or as having been in the service of Pakistan within the meaning of Article 218 of the Constitution of the twenty third day of March, 1956 or otherwise and any reference hereinafter made to a person whom this Order applies shall be construed accordingly.

3. **Payment of pension or provident fund dues to be in rupees.**—Notwithstanding any provision of the said Constitution or anything contained in any rule, order, contract of service or other instrument governing the term and conditions of service of a person to whom this Order applies the amount due and payable to such person on account of pension or provident fund dues by the ²⁶¹Federal Government or by a Provincial Government shall be payable only in Pakistan rupees:

Provided that if such person resides outside Pakistan, he shall for the period of such residence be entitled to draw his pension in sterling.

4. **Rate of conversion of rupees into sterling and vice versa.**—If the pension of a person to whom this Order applies is stated in sterling but is, by reason of the preceding Article, payable in rupees or if the pension is stated in rupees but is by reasons aforesaid, payable in sterling it shall be converted into rupees or sterling as the case may be at the rate of one shilling and six pence to the rupee:

Provided that if by the terms and conditions of his service such person is entitled to have his pension converted at a different rate of exchange then his pension shall be converted at that rate.

Provided further that, if such person has opted, or opts, for the pension rules and rates which were introduced from the first day of July, 1966, or which may be introduced subsequently he shall be entitled to have his pension converted into rupees or sterling as the case may be, at the rate of exchange for the time being authorised by the State Bank of Pakistan.

Provided also that, if such person has opted for the pension rules and rates which were introduced from the first day of July, 1966, he shall not be liable to reimburse any amount drawn before the twelfth day of May, 1972, at the rate of one shilling and six pence to the rupee.

²⁶⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁶¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No.8. —

A reference is invited to the proviso below para. 4 of the President's Order No. 14 of 1959. It is stated for the removal of doubt that the benefit of the said proviso is available to all persons who were entitled, before the issue of that Order, to a rate of conversion different from that specified in para. 4 thereof, irrespective of whether that title was conferred by a specific provision in the individual letter of appointment or contract of service or by a general rule such as the provision below Article 934, C.S.R.

Payment of pensions through Pakistan Missions abroad**S. No.9. —**

With reference to Appendix 15 to C.S.R. the President has been pleased to decide that the pension in countries mentioned below may be paid through the Pakistan Missions as indicated below and in other countries named in that Appendix, the existing arrangements will continue for the present:—

Place/country	Agency for payment
Egypt	Embassy of Pakistan, Cairo.
South Australia	High Commission for Pakistan (Now Embassy of Pakistan).
Western Australia New South Wales and Queens Land.	Australia, Sydney

2. These Missions in respect of their function as the pension disbursing agencies would act as ²⁶²Federal Treasury and the Procedure for payment of pensions from the Imprest Account will mutatis mutandis be the same as for payment of pensions payable at a Treasury in Pakistan as contained in Chapter VI of the Compilation of Treasury Rules, Volume. 1.

3. The amount of Imprest if required to be increased would be determined by the Missions in consultation with the A.G.P.R. Karachi. The Mission will prepare schedules of payment in respect of pensions debitible to Defence Services Estimates, the Provincial Governments, the Railways and P. & T. Department and send the same to the A.G.P.R. with their monthly accounts. The latter would raise the debit in respect of pensions against the C.M.A.P., Lahore and other Account Officers concerned who will make necessary adjustment and complete the account by passing on the credit to the A.G.P.R.

4. Any pension sanctioned and authorised for payment in the countries mentioned in para. 1 above after the issue of these orders will be authorised to be paid through the A.G.P.R. according to the above procedure.

²⁶²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

The payment of pension already in payment in these countries by other existing agencies will be resumed from 1st July, 1960 by the Mission concerned in consultation with those agencies and the A.G.P.R. The Pakistan representative in the country concerned may obtain the requisite documents through diplomatic channels and continue payment on the basis of the existing authorities. These authorities will be confirmed by the A.G.P.R. as and when the Mission concerned inform the A.G.P.R. of their having taken over the payment.

5. Payment of any pension specially authorised after Independence in a country other than that mentioned in Appendix 15 to C.S.R. through a Mission will not be effected by those order effected by these orders.

6. Necessary amendments in Appendix 15 to C.S.R. referred to in Article 862 and 966 of the C.S.R. are being issued separately.

[M.D.O.M. No. F. 8 (2)-RI/58, dated the 21st May, 1960]

S. No.10. —

Reference is invited to para 6 of this Ministry's O.M. No. F. 8 (2)-RI/58, dated the 21st May, 1960. It has since been decided that no useful purpose will be served by carrying out any amendments in Appendix 15 to the C.S.R. as there is only a negligible number of Pakistani pensioners in the countries mentioned in that Appendix. Action is therefore, not being taken to issue amendments to the aforesaid Appendix.

(M.F.U.O. No. F. 4 (1)-RI/64, dated the 17th September, 1964 to the Comptroller and Auditor General of Pakistan.)

S. No.11. —

A reference is invited to Note below Appendix 15 to C.S.R. The President has been pleased to decide that the pensions to pensioners residing in Canada may be paid through the High Commission for Pakistan in Canada.

2. The Embassy of Pakistan in Canada in respect of its foundation as the pension disbursing agency would act as a ²⁶³Federal Treasury and the procedure for payment of pensions from the Imprest Account will mutatis mutandis be the same as for payment of pensions payable at a Treasury in Pakistan as contained in Chapter VI of the Compilation of Treasury Rules (Vol.I).

3. The amount of Imprest if required to be increased would be determined by the Ministry of Foreign Affairs in consultation with the Chief Accounts Officer, Foreign Affairs, Islamabad. The Mission will prepare schedules of payment in respect of pensions debitable to Defence Service Estimates, the Provincial Government, the Railways and the Post Office and Telephone and Telegraph Departments and send the same to the Chief Accounts Officer, Foreign Affairs with their monthly accounts. The latter would raise debits in respect of pensions against the C.M.A.P., Lahore, and other Accounts Officers concerned who will make necessary adjustment in the usual manner.

²⁶³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

4. Any pension sanctioned and authorised for payment in Canada after the issue of these orders will be authorised by the Account Officer concerned to be paid according to the above procedure. A copy of the authority will also be endorsed to the Chief Accounts Officer.

5. The existing arrangements for payment of pensions to pensioners residing in Canada by the Pakistan High Commission in United Kingdom will be discontinued with effect from the 1st October, 1967 after which payment of pensions in Canada shall be arranged by the Pakistan High Commission in that country. The Pakistan Mission in Canada may obtain the requisite documents through diplomatic channels and arrange payment on the basis of the existing authorities. These authorities will be confirmed by the Accounts Officer concerned as and when the Mission inform him of their having taken over the pension payment.

[M.F.O.M. No. F. 4(2)-R-6/67, dated 29th August, 1967.]

S. No.12. —

A reference is invited to Appendix 15 to C.S.R. The President has been pleased to decide that the pensions, to pensioners residing in New Zealand may be paid through the High Commission for Pakistan in Australia.

2. The Pakistan High Commission in Australia in respect of its function as the pension disbursing agency would act as a ²⁶⁴Federal Treasury and the procedure for payment of pensions from the Imprest Accounts will mutatis mutandis be the same as for payment of pensions payable at a Treasury in Pakistan as contained in Chapter VI of the Compilation of Treasury Rules (Vol. I).

3. The amount of Imprest if required to be increased would be determined by the Ministry of Foreign Affairs in consultation with the Chief Account Officer, Ministry of Foreign Affairs, Islamabad. The Mission will prepare schedules of payment in respect of pensions debitable to Defence Services Estimates, the Provincial Governments, the Railways and the Post Office and Telephone and Telegraph Departments and send the same to the C.A.O. with their monthly accounts. The latter would raise debit in respect of pensions against the C.M.A.P., Lahore and other Accounts Officers concerned who will make necessary adjustment in the usual manner.

4. Any pension sanctioned and authorised for payment in New Zealand after the issue of these orders will be authorised by the Accounts Officer concerned to be paid according to the above procedure. A copy of the authority will also be endorsed to the Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad.

5. The existing arrangements for payment of pensions to pensioners residing in New Zealand by the Pakistan High Commission in United Kingdom will be discontinued with effect from the 1st October, 1967, after which payment of pensions in New Zealand shall be arranged by the Pakistan High Commission in Australia. The Pakistan Mission in Australia may obtain the requisite documents through diplomatic channels and arrange payment on the basis of the existing authorities. These authorities will be confirmed by the

²⁶⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

Accounts Officer concerned as and when the Mission inform him of their having taken over the pension payment.

[M.F.O.M. No. F. 4 (5)-R.6/67, dated 29th August, 1967]

Remittance of small pensions through Postal Money Order at Government expense

S. No.13. —

At present small pensions upto Rs.200/00 per mensem can be drawn by pensioners at their option and expense through Postal Money Orders. In order to provide greater facility to small scale pensioners, the President has been pleased to decide that, with immediate effect, ²⁶⁵Federal Pensioners drawing pensions upto Rs.300/00 per mensem will be allowed to draw their pensions at the expense of the ²⁶⁶Federal Government. Necessary amendment to the relevant rules is being made separately.

[M.F.O.M. No. F 4(3)-RI/64, dated the 11th February, 1965].

S. No.14. —

Reference this Ministry's Office Memorandum No. F.4 (3)-RI/64, dated the 11th February, 1965. The expenditure incurred by Government in connection with the remittance of small pensions through Postal Money Orders, including the expenditure on money order commission, will be charged to sub-head "A-Superannuation and Retired Allowances" under the major head "55-Superannuation Allowances and Pensions".

[M.F.O-M. No. 879-RI/65, dated the 13th May, 1965.]

S. No.14-A. —

With a view to affording maximum facilities to the pensioners in the matter collection of their pensions, it has been decided that w.e.f. 1st July, 1979, all the branches of National Bank of Pakistan will undertake the work of payment of pensions in addition to the Treasuries.

2. In order to avoid inconvenience and hardship to the pensioners regarding payment of pension through the branches of National Bank of Pakistan, Ministries/ Division are requested to issue necessary instructions to the attached departments/sub-ordinate Offices under their administrative control.

[F.D.O.M. No. F.3(11)-IF-IX/75-288, dated 8-4-1977.]

S. No.15. —

According to the proviso to Section 3 of the President's order No.14 of 1959, a person is entitled to receive his pension in Sterling for the period of his residence outside Pakistan. The term residence includes temporary visits abroad. A question has been

²⁶⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁶⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

raised whether the term residence also includes the time spent in transit from the point of exit from Pakistan to the point of entry in Pakistan. The matter has been considered in this Ministry and it has been decided to follow the analogy of leave salary ex-Pakistan as given in the Government decision No. (1) below F.R. 91.

[G.P.F.D.O.M. No F. 4(9)-R6/67, dated the 18th March, 1968].

S. No.16. —

It has been brought to the notice of this Ministry that only a very small number of pensioners are availing themselves of the facilities provided to them vide this Ministry's Office Memorandum No. F.4(3)-RI/64, dated the 11th February, 1965. So far as pensioners are concerned. Treasury Officers are being asked to bring this facility to the notice of pensioners. A handout to this effect has also been issued by the Comptroller and Auditor General through the Director of Information, Regional Information Office, Lahore. It is suggested that facility may be brought to the notice of the serving Government servants.

[G.P.M.F.O.M. No. F. 4(3)-RI/64, dated, the 25th April, 1968].

S. No.17. —

Under the proviso below para 3 of the Pensions and Provident Funds (Payment in Rupees) Order, 1959, a pensioner is entitled to draw his pension in sterling during the period he resides outside Pakistan. A question has been raised whether a pensioner, who resides abroad in a country in which sterling is not the currency, can be paid his pension in the currency of that country.

The President is pleased to decide as follows:—

- (i) If a pensioner, who has adopted for the New Pension Rules and Rates as contained in this Ministry's Office Memorandum No.OB-2/12/63-IMP (1)/66, dated the 18th August, 1966 and whose pension when payable in sterling is to be converted into sterling at the official rate of exchange for the time being in force, resides abroad in a country where currency is other than the sterling and has not demanded payment in sterling, payment of pension shall be made to him for the period of his residence in that country in the currency of that country at the rate of exchange prevalent on the date of payment without first converting rupees into sterling. However, if the pensioner demands payment in sterling in such country, he would be entitled to draw his pension in sterling.
- (ii) If a pensioner, who continues to be governed by his old pension rules and whose pension when payable in sterling for the period of his residence abroad, resides in a country where the currency is not sterling, payment of his pension shall be made to him by first converting it into sterling at the rate of exchange as prescribed in para 4 of the order referred to above or in the proviso to that para, as the case may be and thereafter it should be converted into the currency of that country at the official rate of exchange between the sterling and the currency of that country prevalent at the time of payment.

[G.P. F.D. O.M. No. F. 4(9)-RI/67, dated the 18th March. 1969].

S. No.18. —

The undersigned is directed to refer to this Ministry's O.M. No.OB-2/12/63-Imp.(I), dated 18-8-1966, introducing the Revised Pension Rules and Rates and to say that according to para-12 thereof all pensions sanctioned thereunder when payable in Sterling are required to be converted into Sterling at the rate of exchange for the time being in force. Enquiries have been received in this Ministry as to whether and if so, how, the payment in foreign exchange of the pensions of Pakistan pensioners residing abroad would be affected as a result of recent devaluation of Pak. rupee. It is clarified for general information that consequent on the devaluation of Pakistan rupee the pensions determined under 1966-Pension Rules will now be converted into sterling at the new official rate of exchange prescribed as a result of devaluation of Pak. rupee. This will apply to all Payments made on or after the date of devaluation of Pakistan rupee irrespective of the period to which they relate.

2. The payment of pension in Sterling in the case of the pensioners who do not fall within the purview of Revised Pension Rules 1966, or who have elected to retain the pre-1966 pensionary benefits would continue to be governed by the provisions of Article 934, CSR, or Article 983, CSR, as the case may be, read with paras 3 and 4 of the Pensions and Provident Funds (Payment in Rupees) Order, 1959 (President's Order XIV of 1959).

[G.P.F.D.O.M. No. F. 6(22)-Reg. (6)/72, dated the 8th September, 1972].

S. No.19. —

Reference para 2 of this Division Office Memorandum No. F. 6 (22)-Reg.(60)/72 dated 8th September, 1972 (copy annexed), doubt has been raised as to which the payment of pension in sterling in the case of those governed by the provisions of Article 934 or 983 CSR, as the case may be, read with paras 3 and 4 of the President Order XIV of 1959, would remain intact or be varied with the fluctuation of the rate of exchange. It is clarified that in all cases governed by the aforesaid pensions in the Civil Service Regulations, the amount of pensionary entitlement pound sterling is to be determined at the rate of Is. 9d or Is. 6d to a rupee, as the case may be. The amount of sterling pension so sanctioned has to be remitted at the current rate of exchange. In other words, while the amount of sterling pension to be remitted will remain unaltered, the rupee equivalent will fluctuate according to the rate of exchange.

[F.D.O.M. No. 6 (22)Reg. (6)/72, dated the 22-11-1978].

S. No.20. —

In terms of para 3 of the Presidential Order No.14 of 24th August, 1959 a pensioner who takes up residence abroad is entitled to draw pension in foreign exchange during the period of such residence. All such payments are, however, made through normal banking channel in accordance with the decision contained in the Ministry's O, M. No-F.1(1) FE(B.II)/72, dated the 23rd June, 1972.

2. Since payments in foreign exchange through Embassies of Pakistan abroad are not allowed to be made without prior approval of this Ministry, problem has arisen in cases where pensioners want payments of their pensions being made in foreign

exchange through Pakistan Missions abroad. The matter has been considered at length and it has been decided that the following procedure shall be adopted for drawl of pensions by the Pakistani Pensioners through Pakistan Missions abroad.

3. Such pensioners can be placed in the following three categories:—

- (i) Federal Government Pensioners (Civil)
- (ii) Federal Government Pensioners (Defence)
- (iii) Provincial Government Pensioners

A Pakistani Pensioner belonging to any of these three categories desiring to draw pension through a Mission abroad, should approach his Audit Officer for this purpose and the Audit Officer will provide the requisite funds in the Assignment Account of the Ministry of Foreign Affairs together with necessary foreign exchange component.

The Chief Accounts Officer, Ministry of Foreign Affairs/on receipt of requisite funds in the Assignment Account and the Payment Authority from Account Office concerned will arrange payment to the pensioner through the missions concerned. The provision for pension payments in the account circle of the respective Account Office shall continue to be made as at present in respect of all the three categories of pensioners mentioned above.

4. The mechanism in the Accounts Offices concerned shall be that the Account Officer concerned shall forward both halves of the existing P.P.O. of the pensioner to the Chief Accounts Office, Foreign Affairs with a sealed letter of authority for arranging payment through the mission concerned. The Chief Accounts Officer, Foreign Affairs, will record on the P.P.O. an endorsement showing name of the mission where pension is to be paid and then forward both the halves of the P.P.O. to the mission concerned. The pensioner will be advised to contact the mission and receive his own copy of the P.P.O. for getting monthly payments.

[F.D. O.M. No. F.1(10)-EF(B.II)/79-2340, dated 17-11-1980]

Payment Of Pension To The Pensioners Of East Pakistan

S. No.21.—

The question of payment of pensions to the pensioners of East Pakistan Government who are residing in the West Pakistan and drawing pensions from treasuries, Post Offices, etc. situated in West Pakistan, has been considered and it has been decided that payment of such pensions may continue to be made as here to fore, till further orders.

2. It is requested that suitable instructions may kindly be issued to the treasuries, post offices, etc. for continuing to make payment of these pensions and book the expenditure, for the present, under the head.

P-Deposits and Advances - Part IV - Suspense - Suspense Accounts -Pensioners of East Pakistan Government drawing pensions from West Pakistan treasuries.

[M.F., Letter No. 6 (6)-Reg. (6)/72-105, dated 2nd February, 1972 addressed to all Accountant Generals and copy endorsed to Auditor General of Pakistan].

S. No.22. —

The question of payment of pension to the pensioners who had retired from service under ²⁶⁷Federal and/or Provincial Governments in Pakistan and who were drawing pension through the Banks/treasuries situated in East Pakistan but are now residing in West Pakistan, has been considered by the Government of Pakistan and it has been decided that in order to save them from financial hardships they may, provisionally be allowed to draw their pensions through the treasuries/post offices in West Pakistan according to the following procedure:—

- (i) The pensioners may present his half of Pension Payment Order to the Accounts Officer of the Province in which the treasury or the Post Office from which he desires to draw payment, is situated, along with PPO. He should also submit the following documents:—
 - (a) A certificate from a Magistrate or a Gazetted Officer certifying the pensioners identity.
 - (b) An indemnity bond with two sureties who should either be permanent Government servants or persons certified to be solvent by an officer not below the rank of Tehsildar, agreeing to refund any amount wrongly paid.

The Audit Officer on receipt of the above documents shall authorize the Treasury Officer or the Post Master concerned to make provisional payment of his pension.

- (ii) In regard to the pensioner who is not in possession of his half of the PPO, he should submit the following documents to the Audit Officer concerned:—
 - (a) A certificate from a Magistrate or a Gazetted Officer certifying the pensioner's identity.
 - (b) An Indemnity bond from the pensioner with two sureties who should either be permanent Government Servants or persons certified to be solvent by an officer not below the rank of Tehsildar agreeing to refund any amount wrongly paid.
 - (c) Other corroborative evidence to show that he was in fact a pensioner and the Department and Office from which he retired.
 - (d) A declaration stating the amount of his monthly pension, the month upto which he received payment and the name of the Treasury or Post Office from which he received payment.
 - (e) The number of Pension Payment Order, if possible.

On production of the above documents by the pensioner the Audit Officer will authorize the provisional payment of pension not exceeding an amount the residential

²⁶⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

monthly province assuming that the original pension would have been commuted to the full permissible extent.

2. Such payments should in the first instance be authorized for pensions due for the period ending 30-6-1972.

3. The expenditure in respect of pensions of the Pakistan Government and the Provincial Governments in West Pakistan may be debited to the respective Governments. The expenditure in respect of pensions of East Pakistan Government may, however, for the present, be booked under the head.

“P-Deposit and Advances, Part IV-Suspense, Suspense Accounts, Suspense Account, Pensioners of East Pakistan Government draw pensions from West Pakistan treasuries”

[G.P.F.D. letter No. 6(6)Reg. (6)/72, dated 2nd February, 1972].

S. No.23. —

The instructions contained to this Ministry's letter No.6 (6)-Reg. (6)/72 dated 2nd February, 1972 will apply mutatis mutandis to the Pensioners of the Chittagong Port Trust who have migrated to West Pakistan, subject to the terms and conditions mentioned therein.

2. The expenditure on account of these pensions may be booked under a separate detailed head payment of pensions to pensioners of Chittagong Port Trust, under the head “P-Deposit and Advances, Part IV-Suspense, Suspense Accounts-Suspense Account”

[G.P. F.D. letter No. F. 6 (6)-Reg.(6)/72, dated 23-2-1972].

S. No.24.—

In this Ministry's letter No.6(6)-Reg.(6)/72, dated the 2nd February, 1972, on the subject noted above and to say that the instructions issued shall also, mutatis mutandis, be applicable to the payment of pensions sanctioned to the families of deceased Government servants for a period of 5 years In the event of the death before retirement or in case of death after retirement for the un-expired period of 5 years after the date of retirement.

2. The payment of pensions in their case should be authorised for the period ending the 30th June, 1972 or for the remaining period upto which the family pension was originally sanctioned, whichever is earlier.

[G.P. F.D. letter No. F. 6 (6)Reg. (6)/72, dated 15-3-1972].

S. No.25. —

Under this Ministry's letter No. F. 6(6)-Reg. (6)/72, dated 2nd February 1972, provisional payment of pension to the pensioners who were drawing pension from East Pakistan but are residing/have migrated to West Pakistan as a result of recent events in

East Pakistan was allowed up to the 30th June, 1972. In this connection the following points have been raised:—

- (i) From which date the pensions are payable under these orders; and
- (ii) The exact form of the Indemnity Bond to be used for the purpose of these orders.

The points have been considered and it has been decided that the provisional payment of pension may commence from the pensions which became due for the months of January, 1972, or the date from which a pension has remained undrawn, whichever is later. As regards the form of the Indemnity Board it may be pointed out that the Auditor General had prescribed a form of Indemnity Bond for the purpose of provisional payment of pensions to Indian pensioners who migrated to Pakistan. [The form was circulated as an enclosure to this Ministry's letter No. F.8(26)-RI/50, dated the 14th March, 1951]. It has been decided that the same form, after making suitable changes in it in consultation with the Comptroller & Auditor General, if necessary, may be adopted for this purpose.

[G.P. M.F. letter No. F. 6 (6)-Reg.(6)/72, dated the 10th May, 1972]

S. No.26. —

The question of payment of pension to the families of West Pakistan domiciled pensioners of the ²⁶⁸Federal Government who were staying in East Pakistan in their private capacity and have been tied up there as a result of enemy action, but their families are in West Pakistan, has been considered by the Government of Pakistan and it has been decided that in order to save those families from financial hardship, they may be provisionally allowed to draw 75% of the net pension of these pensioners in accordance with the following procedure:—

- (A) The families of the pensioners who were drawing pension from West Pakistan treasuries should submit the following documents to the Account Officer in whose jurisdiction the pension was already being drawn.
 - (i) A proper authority from the Court that the claimant is the family of the pensioner.
 - (ii) A certificate from the District Magistrate concerned to the effect that the pensioner is of West Pakistan domicile.
 - (iii) An Indemnity bond from the family with two sureties (who should be either permanent Government servants or persons certified to be solvent by an officer not below the rank of Tehsildar) each in the like amount, agreeing to refund any amount wrongly paid.
- (B) The families of the pensioners who were drawing pensions from East Pakistan treasures should submit the following documents to the Accounts Officer of the Province in which the treasury, from which the family desires to draw payment, is situated.

²⁶⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

- (i) A proper authority from the Court that the claimant is the family of the pensioner.
- (ii) A certificate from the District Magistrate concerned to the effect that the pensioner is of West Pakistan domicile.
- (iii) An Indemnity Bond from the family with two sureties (who should be either permanent Government servants or persons certified to be solvent by an officer not below the rank of Tehsildar) each in the like amount agreeing to refund any amount wrongly paid.
- (iv) Other corroborative evidence to show that he is in fact a pensioner, and the Department, and office from which he retired.
- (v) A declaration, verified by a Class I or a Commissioned Officer, stating the amount of his monthly net pension, the month up to which he received payment and the name of the Treasury or Post Office from which he received payment.
- (vi) The number of Pension Payment Order, if possible.

2. It has been further decided that these orders would also apply to those ²⁶⁹Federal Government pensioners who have been captured by India in the recent war from the areas in West Pakistan which have been occupied temporarily by India. Their families also may be provisionally allowed to draw 75% of net pensions as in para 1 above subject to the production of the documents referred to in para 1(B) above.

3. The term family for the purpose of these Orders will include the following:—

- (a) Wife or wives of the pensioner if the pensioner is a male; husband of the pensioner, if the pensioner is a female.
- (b) Failing (A), eldest surviving son.
- (c) Failing (b), eldest surviving unmarried daughter.
- (d) Failing (c), eldest widowed daughter.
- (e) Failing (d), eldest widow of a deceased son.
- (f) Failing (e), eldest surviving son of a deceased son.
- (g) Failing (f), eldest unmarried daughter of a deceased son.
- (h) Failing (g), eldest widowed daughter of a deceased son.

4. Such payments will, in the first instance be made for a period of six months only, starting from the 1st May, 1972.

[F.D. O.M. No. F. 6 (14)-Reg. (6)/72, dated 16-5-1972.]

²⁶⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No.27. —

It has been decided to extend the period of provisional payment of the pensioners mentioned in letters No.6 (6)-Reg. (6)/72, dated 2-2-1972 and No. 6 (6)- Reg. (6)/72-105, dated 2-2-1972 up to 31-10-1972, and to restrict the period in the case of letter No. F. 6 (6)-Reg. (6)/72, dated 15-3-1972 up to 31-10-1972. The payments of these pensions may therefore please be made up to 31-10-1972, in accordance with the procedure laid down in this Ministry letter of even number, dated 2-2-1972.

[G.P. F.D. letter No. F. 6 (6)-Reg. (6)/72 (PT. II), dated 15-9-1972]

S. No.28. —

According to the instructions issued under this Ministry's letter of even number dated 2-2-1972 regarding the payment of pensions previously being drawn from treasuries in East Pakistan, were mutatis mutandis, also made applicable to payment of pensions sanctioned to the families of deceased Government servants. According to the clarification issued under this Ministry's letter of even number dated 10.05.1972, the provisional payments of these pensions started from pensions due for the month of January, 1972. A question has been raised whether the orders dated 10.05.1972 would cover those family pensions also whose period of 5 years expired before January, 1972. The matter has been considered and it has been decided that payment in such cases may be made for the period the pension remained undrawn between the 1st February 1971 and the 31st December, 1971 subject to the observance of the procedure prescribed for the payment of these pensions.

[G.P. F.D. Letter No. 6(6)-Reg. 6/72 Pt. II, dated 30th September, 1972.]

S. No.29. —

The question of sanction of pension to the ²⁷⁰Federal Government servants, who retired or proceeded on L.P.R. while serving in offices located in East Pakistan and whose pension cases could not be decided before the enemy occupation of East Pakistan and who are now residing in West Pakistan, has been receiving the attention of the Government of Pakistan for some time past. After careful consideration it has been decided that in order to alleviate their financial difficulties they may be sanctioned anticipatory pension in accordance with the following procedure:—

(a) ²⁷¹Federal Government servant of West Pakistan domicile:

A ²⁷²Federal Government servant of West Pakistan domicile should submit along with his application for pension, the following documents to the Account office of the Province in which he is residing through the Head of the Administrative Department/Ministry, etc in West Pakistan under whose control he was serving in East Pakistan:—

²⁷⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁷¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁷²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

- (i) Statement showing the details of all the service rendered in the Departments/Offices located in East Pakistan supported with documentary evidence. If documentary evidence is not available, corroborative evidence of his being a Government servant and of the Departments/Offices where he had worked during the course of service.
- (ii) Certificate from a First Class Magistrate or a Gazetted Officer certifying the identity of the applicant.
- (iii) Indemnity Bond, signed by the applicant, with two sureties in each case. The sureties should be either permanent Government servants, or persons certified to the solvent by a Revenue Officer not below the rank of Tehsildar. The bond should be equal to the anticipatory pension fixed multiplied by 24, and it should have a life of two years, within which period the exact pension must be finally fixed.

(b) ²⁷³Federal Government servant of East Pakistan domicile:

Government servants of East Pakistan domicile should be asked to give option.

Those who opt for West Pakistan should be eligible for anticipatory pension in the same manner and subject to the same conditions as in case of (a) above.

[G.P. F.D. O.M. No. F.1(14). Reg. (6)/72, dated 21-10-1972].

S. No.30. —

It has been decided to extend the period of provisional payment of pensions referred to in this Division O.M. No. F.6(14);-Reg.6/72, dated the 16th May, 1972 up to 31-12-72 . The payment of these pensions may therefore please be made up to 31-12-1972 in accordance with the procedure laid down in this Division's Offices Memorandum of 16-5-1971, referred to above.

[F.D. letter No. F. 6 (14)-Reg. 6/72, dated 29-12-1972.]

S. No.31. —

In para 1 (b) of O.M. No. F.1(14). Reg. (6)/72, dated 21-10-1972, it has been laid down that the ²⁷⁴Federal Govt. servants of East Pakistan domicile should be asked to give option & those who opt for West Pakistan should be eligible for anticipatory pension in the same manner and subject to the same conditions as in the case of ²⁷⁵Federal Govt. servants of West Pakistan domicile referred to in para I(a). In this connection it is clarified that in the case of retired ²⁷⁶Federal Govt. servants of East Pakistan domicile who might

²⁷³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁷⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁷⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁷⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

die/have died before exercising the option, the necessary option should be exercised by the recipient of the family pension of such Govt. servants.

[G.P.F.D. O.M. No. F. 1(18)-Reg.6/72, dated the 8th January, 1973.]

S. No.32. —

It has been decided that in cases of expiry of life of the indemnity bond submitted in accordance with the instructions contained in this Division O.M. No.F.5(5)-Reg.(6)/76 dated 20th 1976 the pensioner concerned may be required to submit a fresh indemnity bond in accordance with sub-clause (III) of clause (a) of this Division O. M. No. F. 1(14)-Reg.(6)/72, dated the 21st October, 1972, equal to his anticipatory pension fixed multiplied by 24 and having a life of another two years, whereupon he may be allowed to draw his anticipatory pension subject to the other prescribed conditions for the period covered by the fresh bond or till the date of the finalization of his pension case which ever be the shorter period.

[F.D. O.M. No. F. 5(5)-Reg.(6)/76, date 10-10-1977].

CHAPTER—IX. REVISION OF PENSION RULES AND RATES

SECTION NO.1

Pension Rules, 1966

S. No.1. — Finance Division's O. M. No. OB.2/12/63-Imp. (I), dated:—18-08-1966.

SUBJECT:— **Revision of Pension Rules and Rates—Recommendations of the Pay and the Services Commission.**

Please see S. No. 2 in Section V.

S. No. 2.—

A point has been raised whether the rates of ordinary pension laid down in the New Pension Table appended to this Ministry's Office Memorandum No. O.B. 2/12/63-Imp.(I), dated the 18th August, 1966, are in replacement of the rates of ordinary pension only or both the ordinary as well as those of special pension under the old rules. It may be stated that the term existing pension plus the increase in service pension admissible before that date (1st July, 1966) used in para 11 of the Office Memorandum referred to above covers all kinds of pensions including Special Additional Pension under the old rules. The rates under any pension laid down in the New Pension Table referred to above, therefore, replace the rates of ordinary pension as well as those of Special Additional Pension, where admissible, under the old rules.

[M.F. O.M. No. O.B.2/12/63-IMP (1), dated the 28th November, 1967].

S. No. 3.—

Reference this Ministry O.M. No. OB-2/12/63-Imp. (I), dated the 18th August, 1966. It has been decided that Government servant who elect pensionary rights in lieu of existing contributory provident fund benefits will count service for pension in accordance with the Civil Service Regulations. The concluding part of paragraph 7(2) of the Office

Memorandum referred to above may be deemed to have been modified to the extent indicated above.

[M.F. O.M. No. O.B. 2/12/63-IMP (1), dated the 29th November, 1967.]

S. No. 4.—

It had been brought to the notice of this Ministry that a number of cases of revision of pensions of persons who had retired from government service before 15th August, 1947, cannot be finalised for want of the relevant record and necessary information from Indian authorities. The President has been pleased to decide that in such a case if the requisite information is not available, the pensioner concerned may be asked to furnish necessary information supported by an affidavit by a Notary Public and on that basis, the pension should be revised.

[M.F. O.M. No. F. 8(1)-R-6/68, dated the 29th March, 1968.]

S. No. 5.—

Doubts have been expressed in certain quarters regarding the admissibility of pensionary benefits to the temporary Government servants in terms of para 3 of the O.M. dated 18-8-1966. It is hereby clarified for general information that temporary Government servants who retire from service in the usual-course i.e. on attaining the age of superannuation or on being declared incapacitated for further service or who elect to retire under para 5 of the above mentioned O.M., are treated at par with permanent Government servants and as such are entitled to gratuity or pension, as the case may be, in accordance with para 2 (1) of that O.M. If, however, a temporary Government servant is discharged from service owing to abolition of his post on replacement by a qualified candidate he is entitled to an ordinary pension at the rates and subject to the conditions laid down in the New Pension Table on completion of qualifying service of 25 years or more and to a gratuity, not exceeding one month's emolument for each completed year of qualifying service subject to a maximum of Rs.25,000 on completion of 10 years but less than 25 years qualifying service. No gratuity or pensions admissible to such temporary Government servants, who, at the time of discharge, have rendered service of less than 10 years.

[M.F.O.M. No. F. 8(14)-R.-6/63, dated 25th November, 1968.]

S. No. 6.—

OB.2/12/63-Imp(I), dated 18th August 1966 of this Ministry on the above noted subject, and to say that according to para 9 of Government servants in non-pensionable service who were entitled to the benefits of contributory provident fund were allowed to opt for the pensionary benefits sanctioned in that O.M., provided such option was exercised within the prescribed time limit. Subsequently, the rates for calculating the amount of lump sum gratuity admissible under the Pension-cum-Gratuity Scheme were revised upward under this Ministry's O.M. No. F. 2 (8)-R6/68, dated 28th January 1970. Consequent upon this revision, it has been decided that the Government servants covered by para 9 of this Ministry's O.M. referred to above, who did not opt for the pensionary benefits within the prescribed time limit may be afforded another opportunity to elect the Revised Pension Rules, 1966, in lieu of the contributory provident fund

benefits. The option should be exercised in writing within three months from the date of issue of these orders and communicated in writing to the appropriate authority in accordance with the procedure laid down in para 8 of this Ministry's O.M. dated 18th August 1966, referred to above. If, however, a Government servant is on leave or temporary deputation outside Pakistan, he may exercise option and communicate it within three months from the date of return from leave or deputation abroad.

[G.P. F.D. No. F.6(11)-Reg.(6)/72, dated 15th April, 1972]

S. No. 7.—

In accordance with para 13 of this Ministry's O.M. No.O.B.2/12/63-Imp(I), dated 18-8-1966, the pensionary benefits sanctioned therein were not admissible inter alia to those Pakistani pensioners who had received or were entitled to receive increases under various Pension (Increases) Acts of the British Government. Such pensioners were, therefore, not entitled to the revision of their pensions in terms of para 11 of this Ministry's O.M. referred to above. It has been decided that the provisions of para 13 mentioned above shall also be applicable in the case of a Government servant, irrespective of his domicile, who was in service on 1-7-1966 and has retired thereafter. Consequently, a Government servant who, on retirement from service on or after 1-7-1966 stands to benefit from the increases in pensions admissible under the British Acts would be deemed to have been excluded from the purview of the Revised Pension Rules, 1966 and his pensionary entitlements would continue to be determined in accordance with the rules which were in force before 1-7-1966 and were applicable to the officers of the Service or category to which he belonged at the time of retirement.

[G.P. F.D. O.M. No. 6(11)-Reg.6/72, dated 15th April, 1972.]

S. No. 8.—

It has been decided that those Government servants who were in non-pensionable service and were serving in the then East Pakistan on 16-12-1971 and could not exercise their option for pensionary benefits in terms of the above mentioned O.M. due to their internment in Bangladesh or India shall be allowed to exercise the said option within three months from the date of the issue of these orders.

[F.D. O.M. No. 8(3) Reg.(6)/71, dated 20th September, 1978.]

S. No. 9.—

The question of revision of the amount of gratuity/commutation due to revision of pension with retrospective effect, as a result of issue of this Division's Notification No. F.4(4)-Reg.(6)/72, dated the 8th December, 1972, has been considered and it has been decided that the amount of gratuity/commutation may be revised and the balance paid to the Government servants who have been retired from service on or after 8-12-1972, and whose pension has been revised, as a result of issue of this Division's Notification mentioned above.

[F.D. letter No. 11(4)-Reg.(6)/76, dated 13th June, 1977.]

S. No.10.— Finance Division's O. M. No. F. 6(1)-Rev. 1/75, dated:—07-01-1977.

SUBJECT:— Liberalized Pension Rules for Civil Servants.

Please see S. No. 3 in Section V.

S. No.11.— Please see S. No. 4 in Section-V.

[F. D. O. M. No. 6(1) Rev. 1/75, dated 25th January, 1977.]

S. No.12.— Please see S. No. 5 in Section-V.

[F. D. O. M. No. 6(1) Rev. 1/75, dated 8th February, 1977.]

S. No. 13.— Please see S. No. 6 in Section-V.

[F. D. O. M. No. 6(1) Rev. 1/75, dated 11th March, 1977.]

S. No.14.— Please see S. No. 7 in Section-V.

[F. D. O. M. No. 6(1) Rev. 1/75, dated 12th March, 1977.]

S. No.15.— Please see S. No. 8 in Section-V.

[F. D. O. M. No. 6(1) Rev. 1/75, dated 15th March, 1977.]

S. No. 16.— Please see S. No. 9 in Section-V.

[F. D. O. M. No. 6(1) Rev. 1/75, dated 29th March, 1977.]

S. No. 16-A.—Please see S. No. 10 in Section-V.

[F. D. O. M. No. 6(1) Rev. 1/75, dated 14th January, 1979.]

S. No. 16-B.—Please see S. No. 11 in Section-V.

[F. D. O. M. No. 6(1) Rev. 1/75, dated 3rd February, 1979.]

S. No. 17.—

The provisions contained in para 7 of the Ministry of Finance O.M. No. dated 7-1-1977, regulated the rates of pension/gratuity in the case of injury or death of a Government servant while on duty, as modified therein, in respect of ²⁷⁷Federal Civil Services (Extra Ordinary Pension) Rules. It is presumed that the provisions contained therein will take effect from 1-2-1977 and the extraordinary pension cases already dealt with under the existing rules and rates will be re-giving monetary benefit w.e.f. 1-2-1977.

²⁷⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

2. Prior to introduction of Liberalized Pension Rules vide Finance Division O.M. dated 7-1-77, the rates of pension/gratuity under ²⁷⁸Federal Civil Services (Extra Ordinary Pension) Rules were modified under Schedule II and III circulated under Finance Division O.M. No. F.2 (2)-Reg.7/71 dated 12-1-1972. It was further clarified under Finance Division letter No.324-R 7/77, dated 16-5-77 that the rate substituted under their O.M. dated 12-1-72 would apply to all cases dealt with under ²⁷⁹Federal Civil Services (Extra Ordinary Pension) Rules. It is presumed that Schedules circulated under above cited Finance Division O.M. dated 12-1-77 stood superseded by the rates of pension/gratuity as mentioned in para of the Finance Division O.M. dated 7-1-77.

3. The above presumption, if correct, may kindly be confirmed to finalize the cases pending in this office.

[AGPR Memo. No. HA/7-1/Vol. XIII/666, dated:-22-08-1977]

S. No. 18.—

Reference A.G.P.R's memo No. HA/7-I/Vol. XIII/933, dated the 24th January, 1978. Schedules II and III to ²⁸⁰Federal Civil Services (Extraordinary Pension) Rules should be deemed to have been superseded by the rates of pension/gratuity as mentioned in para 7 of this Division O.M. No. F. 6(I)-Reg.1/75, dated the 7th January, 1977.

2. As regards the re-opening of the cases already decided, the revision of extraordinary pensions already granted by retrospective revision of medical reports/classification of injuries was not contemplated. As such the cases already closed need not to be re-opened.

(F.D. O.M. No. F.11(7)-Reg.(7)/78, dated 06-03-1978).

S. No. 19.— Please see S. No. 10 in Section-V.

[F. D. O. M. No. 6(1) Rev. 1/75, dated 14th January, 1979.]

S. No. 20.— Please see S. No. 11 in Section-V.

[F. D. O. M. No. 6(1) Rev. 1/75, dated 3th February, 1979.]

S. No. 21.—

Further liberalisation of existing pensionary benefits has been under the consideration of Government of Pakistan for some time past. It has now been decided that with effect from 1st July, 1980, the amount of pension in excess of Rs.2000 (instead of Rs.1000) shall be reduced by 50 per cent. Therefore, the figure of Rs.1000 shall be substituted by the figure of Rs.2000 referred to in para 3 (a) of the Finance Division Office Memorandum No. F.6 (I)-Rev.1/75, dated the 7th January, 1977, and in the Note below the Revised Pension Table at Annexure-I thereto.

²⁷⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁷⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁸⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

2. It has also been decided that where the enhancement of the cut-off point to Rs.2000, as mentioned in para I above, results in no increase or an increase of less than Rs.40 in the pension, it shall be so determined that a minimum benefit of Rs.40 p.m. is ensured.

(F.D.O.M. No. F.6(3)-Reg.(6)/79, dated 28-06-1980).

S. No. 22.—

The orders issued by this Division regarding special ad-hoc increase admissible to civil pensions existing on or before 30th June, 1980 have created certain anomalies vis-a-vis pensions occurring after 30th June, 1980. In order to remove the anomalies, the President has been pleased to decide that if employees in grade 11-16 and 17-18 get an increase of less than Rs.70 p.m. and Rs.100 p.m. respectively by the enhancement of the cut-off point to Rs.2000, the increase shall be so determined that a minimum benefit of Rs.70 p.m. or Rs.100 p.m., as the case may be, is ensured.

2. If the increase allowed under this Division O.M. dated the 28th June, 1980 on the above subject read with the present O.M. result in an increase of less than special ad-hoc increase, viz.

NPS									Rs. p.m.
1-10	40
11-16	70
17-18	100
19-20	150
21-22	200

In Family Pension, Extra-Ordinary Family Pension, Disability Pension and Compassionate Allowance accruing on or after 01-07-1980, they shall, be so determined that a minimum benefit equal to the special ad-hoc increase mentioned above is ensured.

(F.D. O.M. No. F.6(3)-Reg.(6)/79, dated 23-07-1980).

S. No. 23.—

It has further been decided that the families of those Government servants who died while in service within 10 years preceding to 1st March, 1972, will also be entitled to family pension for another period of five years. In other words, the total period of family pension in such cases will not exceed 10 years.

(F.D.O.M. No. F.1(1)-Reg.(6)/80, dated 27-08-1980).

S. No. 24.—

It was clarified in this Division's O.M. No. F. 6 (I)-Rev.1/75, dated the 14th January, 1979 that in case of pensioner who does not opt to draw gratuity equal to 25% of his gross pension, he can commute upto 50% of the gross pension. The matter has since

been further reviewed. It has been decided that the aforesaid orders of 14-1-79 will be treated to be effective from the 1st February, 1977; the date from which the financial benefits under the Liberalized Pension Rules were allowed. It has further been decided that those retired civil servants who had drawn gratuity for 25% of gross pension on or after 1-2-1977 but before the issue of this Division's O.M. dated 14-1-1979, will be allowed to change their option from 50% commutation and the difference, if any, may be paid to them.

(F.D. O.M. No. F.15(2)-Reg.(6)/81, dated 04-01-1982).

S. No. 25.—

The undersigned is directed to refer to this Division O. M. No. F. 6(3)-Reg.(6)/ 79, dated the 28th June, 1980, and to state that a doubt exists in certain quarters as to whether the orders regarding enhancement of the cut off point from Rs.1000 to Rs.2000 entailing reduction of the amount of pension in excess of Rs.2000 (instead of Rs.1000) by 50 percent are also applicable in the case of Government servants' date of retirement fell on a date prior to 1st July, 1980. In this connection, reference is invited to para 15 of Manual of Pension Procedures (1980 Edition) issued by O & M Division in consultation with the Finance Division and the Auditor General of Pakistan wherein it was clarified that "Persons whose retirement takes effect on or after 1st July, 1980 will however, have the amount of pension in excess of Rs.2000 (instead of Rs.1000) reduced by 50 percent, ensuring to the pensioner the minimum benefit as allowed under the Finance Division O.M. No. F. 6 (3)-Reg.6/79 dated the 23rd July, 1980. It is hereby reiterated that the revised formula is applicable only to the Government servants whose retirement takes/took effect on or after the 1st July, 1980. The said orders, therefore, do not apply in the case of Government servants who had retired prior to 1st July, 1980 and whose pension in excess of Rs.1000 was reduced by 50 percent, as laid down in this Division O.M. No. F. 6 (1) Rev.1/75, dated the 7th January, 1977.

(F.D. O.M. No. F.6(3)-Reg.(6)/80, dated 03-10-1983).

S.No.26.—

Further Liberalization of Liberalized Pension Rules for Civil Servants—Family Pension

The undersigned is directed to refer to para 6 of this Division O.M. No. F.6(l)Rev.1/75, dated the 7th January, 1977 and Article 474-D of Civil Service Regulations according to which family pension is admissible for a maximum period of 10 years at 50 per cent of the gross pension and to say that it has been decided that w.e.f. 1-7-1983 the family pension will be admissible to the widow for life or until remarriage of the widow. In the case of death of widow, the family pension will be admissible to the sons, if any, until they attain the age of 21 years and the unmarried daughters, if any, until they are married or attain the age of 21 years, whichever is earlier. The actual payment will be made in accordance with the instructions contained in the Pension-cum-Gratuity Scheme of 1954.

2. The other instructions on the subject will continue to be in force as existed prior to 1st July, 1983.

[F.D. O.M. No. 12(13)-Reg.(6)/82 (A), dated 18th August, 1983.]

S.No.27.—**SUBJECT—Grant of Dearness Increase in Pension to Civil Pensioners of the Federal Government.**

The President has been pleased to sanction, w.e.f. the 1st July, 1983, and until further orders, a further Dearness Increase in Pension @ 10% of pension subject to a maximum of Rs.200/- per month to civil pensioners of the Federal Government, including those paid from the Defence Services Estimates who retired upto the 30th June, 1983. For the purpose of admissibility of the increase sanctioned in this O. M., the term "pension" means gross pension (i.e. pension before commutation and/or surrender of 1/4th thereof) plus dearness/ad-hoc increases in pension sanctioned from time to time, where admissible.

2. If a person is in receipt of more pensions than one, the Dearness Increase will be calculated on the aggregate of all his gross pensions subject to the prescribed maximum of Rs.200.

3. The Dearness Increase will also be admissible on family pensions granted under the Pension-cum-Gratuity Scheme, 1954/Liberalized Pension Rules, 1977 and on pensions sanctioned under the ²⁸¹Federal Civil Services (Extraordinary Pension) Rules, as well as on the Compassionate Allowance under CSR 353.

4. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part IV of Appendix III to the Account Code, Volume I, the amount of the Dearness Increase will be apportioned between the Federal Government and the other Governments concerned on proportionate basis.

5. Commutation of any part of the Dearness Increase will not be permissible.

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

7. The Additional ad-hoc increase in pension sanctioned in this Division O. M. No. F. 12(I)-Reg. (6)/81, dated 25-7-1981 was admissible to those government servants who retired upto 31-12-1982. The dearness increase in pension which was sanctioned vide this Division O.M. No. F. 12(1)-Reg. (6)/82, dated 17-6-1982 was admissible to those who retired upto 30-6-1982 as well as to those who would retire after that date. It has since been decided that the dearness increase sanctioned in the said O. M. of 17-6-1982 will be admissible only to those who have retired upto 30-6-1983.

[F. D. O. M. No. 12(I3)-Reg. (6)/82 (B), dated 18-8-1983.]

²⁸¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

S.No.28.—

**SUBJECT.— Further Liberalization of Liberalized Pension Rules for Civil Servants-
Cut off Point.**

The undersigned is directed to state that, according to the existing orders pension is calculated at the rate of 70 per cent of average emoluments on completion of 30 years qualifying service. Where qualifying service is less than 30 years but not less than 10 years, proportionate reduction in percentage is made. Any amount of pension in excess of Rs.2000 is reduced by 50 per cent. It has now been decided that with effect from the 1st July, 1983, the aforesaid cut-off point of Rs.2000 shall be further increased to Rs.2500 in the case of those Government servants who retired after the said date of 1st July, 1983 or will retire after the date.

[F. D. O. M. No. 12(13)-Reg. (6)/82 (C), dated 18th August, 1983.]

S.No.29.—

**SUBJECT.— Scheme of Basic Pay Scales and Fringe Benefits of Civil Employees of
the Federal Government 1983.**

The undersigned is directed to refer to para 25 of this Division Office Memorandum No. F1(1)-Imp./83, dated the 18th August, 1983, on the subject mentioned above under which option has been allowed to Government Servants for encashment of L.P.R. upto a maximum period of six months. In this connection it is clarified for the guidance of the Government Servants that a written option for encashment or grant of L.P.R. may be submitted by the Government Servants at least three months before the date of the commencement of L.P.R.

[F. D. O. M. No. 591-Reg. 4/83, dated 4th September, 1983.]

S.No.30.—

SUBJECT.—Encashment of L.P.R. under Basic Pay Scales Scheme (1983).

The undersigned is directed to refer to this Division's O. M. No. 1(1)-Imp/83 dated 18-8-1983 on the above subject and to say that the option for encashment of L.P.R. referred to in para 25 of the Scheme shall not be available to those employees who proceeded on L.P.R. prior to 18-8-1983 i.e. the date of issue of the Scheme.

[F. D. O. M. No. 1 (1)-Imp./83 Pt., dated 26th September, 1983.]

S.No.31.—

SUBJECT:—Scheme of Basic Pay Scales—Encashment of L. P. R.

The undersigned is directed to say that in accordance with the instructions contained in this Division's O. M. No F. 1(1)-Imp/83(pt), dated 26-9-1983, the option under para. 25 of this Division's O. M. No. F. 1(1)-Imp/83 dated 8-8-1983, would not be available to those civil servants who had proceeded on L.P.R. prior to 18-8-1983. Queries have

been received from certain quarters about the date from which the encashment of L.P.R. shall be admissible in cases of civil servants who could but did not proceed on L.P.R. prior to 18-8-1983 and exercised option in favour of encashment.

2. It is hereby clarified that in such cases the civil servants shall be entitled to the encashment for the actual period of L.P.R. w.e.f. 1-7-1983 subject to the maximum period of six months.

[F. D. O. M. No. 1(19)-R-3/83, dated 23rd October, 1983.]

S.No.32.—

SUBJECT:— Further liberalization of Liberalized Pension Rules for Civil Servants— Family Pension.

Please see S. No. 12 in Section-V.

[F. D. O. M. No. 1(13) Reg. 6/83, dated 23rd October, 1983.]

S.No.33.—

SUBJECT:— Further Liberalization Of Liberalized Pension Rules For Civil Servants Family Pension.

The undersigned is directed to refer to this Division's O. M. No. 1(13)-Reg. (6)/83, dated the 23rd October, 1983, on the subject noted above and to state that for clauses (ii) and (in) of sub-para (2) of para 8 thereof, the following may please be substituted:—

- “(ii) failing a widow or husband, as the case may be, to the eldest surviving son till he attains the age of 21 years;
- (iii) failing (i) and (ii) to the eldest surviving unmarried daughter till she attains the age of 21 years or till her marriage whichever is earlier; if the eldest daughter marries or dies then the next eldest daughter till she attains the age of 21 years or until her marriage whichever is earlier “.

[Amended vide F. D. O. M. No. 1(13)-Reg. (6)/83 Vol. II, dated 19th January, 1984.]

S.No.34.—

SUBJECT:— Grant Of Dearness Increase In Pension To Civil Pensioners Of The Federal Government.

The undersigned is directed to refer to this Division's O. M. No. F.12(13)Reg. (6)/82(B) dated the 18th August, 1983 on the subject noted above, and to say that the dearness increase in pension sanctioned therein would be admissible to those Pakistan civil pensioners also, who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 and are either not entitled to or not in receipt of pension increases under the British Government's Pension (Increases) Acts. The payment of the dearness increase in all cases shall be made at the official rate of exchange in force at the time the payment is made.

[Vide O. M. No. 12(3)-Reg. (6)/82, dated 9-2-1984.]

S.No.35.—**SUBJECT:— Further Liberalization Of Liberalized Pension Rules For Civil Servants—
Family Pension**

The undersigned is directed to state that a doubt has been expressed in certain quarters as to whether in cases of death occurring on or after 1-7-1983, of these pensioners who had drawn pension for a period of 10 years or more from the date of their retirement the family pension will be admissible to widows for life or not. It is clarified that family pension will be admissible to the widow for life or until re-marriage in case of death of the pensioner occurring on or after 1-7-1983 even though he had drawn his pension for 10 years or more before his death.

[Amended vide O. M. No. 1(13)-Reg. (6)/83-Vol. III, dated 15-4-1984]

S.No.36.—**FURTHER LIBERALIZATION OF LIBERALIZED PENSION RULES FOR CIVIL
SERVANTS—FAMILY PENSION**

The undersigned is directed to say that according to the instructions as contained in this Division's O. M. No. F. 12(13)-Reg.(6)/82(A) dated 18-08-1983, read with this Division's O.M. No. F.1 (13)-Reg.(6)/83 dated 23-10-1983, the family pension in case of death of the widow is admissible to the sons, if any, until they attain the age of 21 years and the unmarried daughters, if any, until they are married or attain the age of 21 years, which-ever is earlier. A doubt has since been expressed whether the family pension granted to a son or unmarried daughter of a deceased Government servant or of a pensioner under the previous instructions (i.e. Pension-cum-Gratuity Scheme, 1954 as amended in 1977) which was in course of payment on 01-07-1983, will continue or not beyond 01-07-1983 for the full term of 10 years or un-expired portion of 10 years, as the case may be, despite the son or unmarried daughter having attained the age of 21 years on or after 01-07-1983.

2. It is clarified that the instructions, referred to in para 1 above, are effective from the 1st July, 1983. These instructions do not affect the title to family pension admissible to a son or unmarried daughter of a deceased Government servant or of a pensioner under the previous instructions (i.e. Pension-cum-Gratuity Scheme, 1954 as amended in 1977) which was in existence on 01-07-1983. In such cases the son or unmarried daughter, as the case may be, will continue to get family pension as existed on 01-07-1983 for the full term of 10 years or un-expired portion of 10 years despite he or she having attained the age of 21 years on or after 01-07-1983.

[Finance Division O.M. No. F. 1 (13)-Reg.(6)/83.Vol. III, dated the 16th July, 1984.]

S.No.37.—**REVIVAL OF THE FAMILY PENSIONS CEASED TO BE PAYABLE
BEFORE 01-07-1983.**

The undersigned is directed to refer to para 2 of this Division's Office Memorandum No.F.1 (3)-Reg.(6)/83 dated the 23rd October, 1983, in which it was

indicated that family pension of a widow which had ceased to be payable before 01.07.1983 was not to be revived for life from that date. The President has been pleased to decide that the pension of such widows which ceased to be payable before 01.07.1983 on account of expiry of prescribed period of 5/10 years will also be revived for life with effect from the dates these ceased to be payable. The amount of family pension that will be revived shall be equal to the same amount of family pension as was drawn and payable immediately before it ceased to be admissible. In cases in which the gross pension is required to be re-calculated on account of elimination of the reduction of pension due to cut off points referred to in this Division Office Memorandum No. F.10(7)-Reg. (6)/85 dated the 25th June, 1985, the amount of family pension may be worked out on the basis of re-calculated amount of gross pension.

2. No arrears will, however, be payable for the period prior to 01.07.1985.

3. The other instructions on the subject will be the same as applicable to family pensions which were in existence on 01.07.1983.

[Finance Division O. M. No. F.5(2)-Reg.(6)/85, dated the 25th June, 1985].

S.No.38.—

**RATE OF COMMUTATION ON RETIREMENT OF A CIVIL SERVANT ON
60 YEARS OF AGE.**

The undersigned is directed to state that under the existing rules a civil servant can apply for commutation before the age of sixty years but he is allowed the commuted value at the rate prescribed for 61 years of age under the commutation Table. The President has been pleased to decide that a civil servant retiring on or after 1st July, 1986 after attaining the age of 60 years shall be allowed commuted value of pension as applicable at the age of 60 years instead of at the age of 61 years if he applies for commutation while in service.

2. In all other cases the commuted value of pension shall continue to be admissible under the formula of "age next birthday" as heretofore.

[Finance Division O. M. No. F.10(3)-Reg.(6)/86, dated the 1st July, 1986.]

S.No.39.—

CALCULATION OF PENSION ON LAST PAY/EMOLUMENTS DRAWN.

The undersigned is directed to refer to this Division's O. M. of even number dated the 1st July, 1986 on the subject noted above and to state that a question has been raised whether the 'special pay' sanctioned to a person for holding current charge of the higher post/additional charge of the equivalent post will be included in the pay last drawn for calculation of pension. It is clarified that in such cases only the pay of the post held on regular basis will be the pay last drawn. Such special pays drawn will be divided by 12 months for ascertaining the average in terms of Article 486 CSR. This average will be included in the pay last drawn for calculation of pension.

[Finance Division O. M. No. F.10(4)-Reg.(6)/86, dated the 17th July, 1986.]

S.No.40.—**REVISION OF RATES OF COMMUTATION.**

Please see S. No. 5 in Section-V.

[Finance Division O. M. No. F.10(3)-Reg. (6)/86(II), dated 1st July, 1986.]

S.No.41.—**BENEFIT FOR EXTRA YEARS OF SERVICE AFTER COMPLETION OF 30 YEARS.**

The undersigned is directed to state that under the existing rules a civil servant is entitled to full pension on completion of 30 years qualifying service. In order to provide additional benefit to those civil servants who serve beyond 30 years of service, the President has been pleased to decide that a civil servant, who shall retire on or after 1st July, 1986 shall be allowed benefit to the extent of 2 per cent of his gross pension for each extra year of service put in by him beyond 30 years qualifying service subject to a maximum of 10 per cent of his gross pension.

[Finance Division O. M. No. F.11(2).Reg.(6)/86, dated the 1st July, 1986].

S.No.42.—

Please see S. No. 21 in Chapter V.

[Finance Division O. M. No. F.10(4)-Reg.(6)/86, dated the 1st July, 1986].

S. No. 43.—**RESTORATION OF 1/4TH AMOUNT OF GROSS PENSION SURRENDERED
COMPULSORILY IN LIEU OF GRATUITY UNDER THE PENSION-CUM-GRATUITY
SCHEME 1954.**

Please see S. No. 13 of Section-V.

[Finance Division O. M. No. F.10(5)-Reg. (6)-/86(II), dated 1st July, 1986.]

S.No. 44.—**BENEFIT TO THE GOVERNMENT SERVANTS WHO RETIRED ON OR
AFTER 1ST JULY, 1986.**

Reference A.G.P.R. u. o. No. PN-II/Supdt-Misc/Coord/4614, dated the 9th July, 1986 on the subject noted above.

2. The points raised in the above u. o. are clarified as under:—

- (i) The benefit of extra years of service will be admissible only on the completed years of service;

- (ii) The pension accrued as a result of the benefit of extra years of service will be the integral part of the gross pension on which commutation will be available; and
- (iii) The benefit of annual increments accrued during L.P.R. is already admissible under Article 486 of C.S.R. However, in case of the employees who were on L.P.R. on 1st July, 1986 and retired after this date the 'indexed pay' will reckon as emoluments for the purpose of calculation of pension on notional basis.

[Finance Division U. O. No.1206-Reg. (6)86, dated the 17th July, 1986
addressed to A.G.P.R., Islamabad.]

S.No.45.—

**GRANT OF DEARNESS INCREASE IN PENSION TO CIVIL PENSIONERS
OF THE FEDERAL GOVERNMENT.**

The undersigned is directed to refer to para 7 of this Division O. M. No. F.12(13)-Reg.(6)82(B), dated 18th August, 1983 on the subject noted above, wherein it was indicated that the dearness increase sanctioned vide this Division O. M. No. F. 12 (1)-Reg.(6)82, dated 17th June, 1982 and under the said O. M. of 18th August, 1983 would be admissible only to those who had retired upto 30th June, 1983. Thus the pensioners who retired between the period from 1st July, 1983 to 30th June, 1984 were not allowed the benefit of any dearness increase in their pension. It has now been decided that the amount of pension of the pensioners who retired during the said period, viz. from 1st July, 1983 to 30th June, 1984 would be so calculated and determined that the amount of their pension including above dearness increases should not be less than those who had retired on or before 30th June, 1983. While re-calculating their pensions, only those reckonable emoluments which they had drawn on or before 30-6-1983 would be taken into account thereby adjusting the excess amount of pension and gratuity/commutation drawn after 01-7-1983 on higher emoluments.

2. No arrears for the period prior to 1st November, 1986 would be admissible to the pensioners referred to above.

[Finance Division O. M. No. F.1(16).Reg.(6)83.Vol. IV, dated the 11th November, 1986]

S.No.46.—

**INDEXATION OF PENSION OF THOSE WHO RETIRED DURING
THE PERIOD FROM 1ST JANUARY, 1986 TO 30TH JUNE, 1986**

The undersigned is directed to refer to para 2 of this Division's O. M. Of even number dated the 1st July, 1986, on the subject noted above and to clarify that the pension of those civil servants who retired during the period from 1st January, 1986 to 30th June, 1986 is to be calculated by the office of A.G.P.R./Audit authority at the choice of the pensioner concerned. In each case the pension is payable from the actual date of retirement. The amount of commutation/gratuity will be recalculated on the basis of the

presumptive pension as on 31st December, 1985 and adjustment made against the amounts drawn on the basis of actual pension on the date of retirement between 1st January, 1986 to 30th June, 1986. An illustration regarding benefit of indexation is given below:—

(1)	Actual date of retirement of a civil servant	16-2-1986.
(2)	Gross pension worked out taking presumptive pay/emoluments on 31-12-1985.	Rs.4000.00
(3)	Net pension after ½ of commutation and amount surrendered in lieu of gratuity on 31-12-1985.	Rs.2000.00
(4)	Benefit of indexation allowed vide para 2 of O. M. No. F. 11(1).Reg.(6)/85 dated 26-6-1985 at 10% of gross pension.	Rs.400.00
(5)	Net amount of pension/indexation payable on the actual date of retirement viz from 16-2-1986 upto 30-6-1986.	Rs.2400.00
(6)	Additional amount of indexation of pension allowed from 1-7-1986 @ 3-1/2% of gross pension under O. M. No. F.11(1).Reg.(6)/86 (A) dated 1-7-1986.	Rs.140.00
(7)	Total amount of pension payable w.e.f 1-7-1986	Rs.2540.00

[Finance Division O. M. No. F. 11(I)-Reg. (6)/86 (B), dated 18th November, 1986.]

S.No.47.—

DISPOSAL OF CASES OF OVERPAYMENT OF PENSION

Finance Division has received number of cases in the past, regarding waiver of overpayment due to wrong calculation of pension by the audit offices. It seems that due care has not been taken in the past to calculate pensions in the light of instructions issued by this Division, from time to time. Later when the pensioners were asked to refund the excess amount, they protested strongly on the basis of hardship.

2. In view of the above situation and the fact that in most cases the fault did not lie with the pensioners, it has been decided that for the purpose of dealing with the overpayments made so far, waiver may be allowed as follows:—

- (i) The entire amount, if a pensioner/widow is more than 75 years of age on 30th November, 1986.
- (ii) Half of the amount if a pensioner/widow is between 70 and 75 years of age on 30th November, 1986.

- (iii) One-third of the amount if the pensioner is between 65 and 70 years of age on 30th November, 1986; and
- (iv) Full recovery may be made from pensioners/widows who are below 65 years of age on 30th November, 1986.

3. It may please be brought to the notice of concerned officers that in cases of overpayments of pension in future, the officials responsible for such lapses will be located and proceeded against under the rules. The Auditor General of Pakistan is requested to issue administrative instructions to all audit offices for strict compliance of this decision.

[F. D. U. O. No. F. 18(2).Reg. (6)/86, dated 24-12-1986 addressed to the Auditor General of Pakistan]

S.No.48.—

**PAYMENT OF FAMILY PENSION IN THE CASE OF EMPLOYEES
WHO REMAIN MISSING FOR 7 YEARS**

The undersigned is directed to state that under Article 124 of Qanun-E-Shahadat, 1984 a person is presumed to be dead if he has not been heard of for 7 years by those who would naturally have heard of him had he been alive. Despite the above provision in law delays occur in sanctioning family pension to the heirs of such persons for want of death certificate in the case of those civil servants who remain missing and unheard of for 7 years. To mitigate the hard-ship involved in such cases, the President has been pleased to decide that if an employee remains missing or unheard of for a period of 7 years to the satisfaction of the Department concerned family pension may be allowed to his heirs as admissible under the prescribed rules.

[Finance Division O. M. No F. 5 (1).Reg.(6)/87, dated the 4th March, 1987.]

S.No.49.—

**GRANT OF FAMILY PENSION TO THE WIDOWS OF CIVIL SERVANTS WHO HAD
DIED WHILE IN SERVICE PRIOR TO 24TH MARCH, 1954.**

The undersigned is directed to refer to this Division's O.M No. F. 5 (2)/ Reg. (6)/85 dated the 25th June, 1985, 5th August, 1985 and 10th December, 1985 regarding grant of family pension and to state that the orders contained therein do not cover the widows of civil servants who had died while in service prior to 24th March, 1954. The President has been pleased to decide that such widows may also be paid family pension w.e.f. 1st July, 1987 for life at the rate of 50 per cent of the gross pension admissible to the deceased civil servant in each case.

- 2. No arrears for the period prior to 1st July, 1987 would be admissible.
- 3. The family pension shall be admissible to the widow for life or until remarriage.

4. The other instructions on the subject will be the same as applicable to family pension which were in existence on 1st July, 1983.

[Finance Division O. M. No. F.5(4).Reg.(6)87, dated the 11th August, 1987, and Finance Division O. M. No. F. 5(4).Reg. (6)/87, dated the 23rd August, 1987].

S.No.50.—

MINIMUM PENSIONS.

The President has been pleased to direct that with effect from 1st July, 1988 no gross pension of a retired government employee, including those paid from Defence Services Estimates as sanctioned under the Rules would be less than Rs.300 per month.

2. For the purposes of these orders, the term gross pension would mean gross pension before commutation and or surrender of 1/4 thereof plus any dearness/adhoc increase and indexation sanctioned from time to time including indexation allowed vide this Division O. M. No. F 9(10)/Reg. (6)/88. dated 1st July, 1988.

3. Similarly, family pension allowed to the family of a retired government employee including those paid from Defence Services Estimates under the Pension-cum-Gratuity Scheme 1954 and Liberalized Pension Rules, 1977 would not be less than Rs.150 per month. The family pension for the purpose of these orders, would mean pension plus dearness/adhoc increases and indexation allowed from time to time including indexation allowed vide this Division O. M.No. F.9(10)/Reg. (6)/88, dated 1st July, 1988.

4. If any of the above-mentioned pensions sanctioned by the Federal Government is shared with any other government in accordance with the rules laid down in part IV of Appendix III to the Account Code (Vol. I), the amount will be apportioned between the governments concerned on proportionate basis.

5. Commutation of any part of the increase allowed vide this O. M. will not be admissible.

[Finance Division O. M. No. 9(12)-Reg.(6)88 (A), dated 1st July, 1988].

S.No.51.—

BENEFIT FOR EXTRA YEAR OF SERVICE AFTER COMPLETION OF 30 YEARS.

The undersigned is directed to state that under the existing rules and orders civil servant retired prior to 01.07.1986 are not entitled to any benefit of service rendered after completion of 30 years qualifying service. It has been decided that the civil servants retired prior to 01.07.1986 shall also be allowed the benefit to the extent of 2% of gross pension for each extra year of service put in by him beyond 30 years qualifying service subject to a maximum of 10% of his gross pension from 01.07.1986. No arrears will be allowed prior to 01.07.1986.

2. Commutation/gratuity of any part of the additional amount will not be admissible.

3. Indexation on pension and Adhoc relief allowed from 01.07.1986, (i.e. 4 ½% of pension upto Rs.1500/- and 3 ½% of pension above Rs.1500/-), 01.07.1987, 01.07.1988 and 01.07.1990 respectively will also be admissible on the above amount.

4. The above benefit will also be applicable/admissible to family pensions.

[Finance Division O.M.No.F.6(2)Reg.(6)/91, dated 13th June, 1991.]

S.No.52.—

**RESTORATION OF PENSION SURRENDERED IN LIEU OF GRATUITY/
COMMUTAION.**

Please see S. No. 6 in Section-IV.

[Finance Division O. M. No. F. 7(3)-Reg. (6)/91, dated 3rd July, 1991.]

S.No.53.—

**TREATMENT OF SENIOR POST ALLOWANCE AS 'EMOLUMENT' RECKONABLE
FOR PENSION.**

The undersigned is directed to state that with effect from 01.07.1991 Senior Post Allowance admissible to officers in B-20 to B-22 retired prior to 01.03.1977 will also be treated as emolument reckonable for pension in term of clause (b) of CSR-486. Additional benefit to the extent of 2% of pension for each extra year of service put in after 30 years service subject to maximum of 10% of pension will also be admissible on pension accrued on amount of Senior Post Allowance.

2. Indexation on pension, Adhoc relief and dearness increase allowed from 01.07.1985 to-date will also be admissible on the pension admissible under para 1 above.

3. The above benefit will also be admissible on family pension in course of payment on or after 01.07.1991.

4. No arrears will be admissible for the period prior to 01.07.1991.

[Finance Division O.M.No.F.6(2)/R.6/77-Vol-II-952/91, 19th September, 1991]

S.No.54.—

**INCENTIVES FOR GRADE 21-22 OFFICERS TO RETIRE ON COMPLETION OF 25
YEARS OF SERVICE**

The undersigned is directed to state that on the recommendation of the Committee set up by the Government for the purpose, the President has been pleased to approve that all civil officers in BPS-21 and 22 who opt to retire on completion of 25 years service or more, shall be allowed the following benefits with effect from 19.02.1991:—

- i. Maximum limit of one year LPR will be relaxed in their case. Leave at full pay will be calculated at 4 days per month of service, less leave on full pay availed during the service. The balance would be allowed as LPR on full pay;
- ii. On retirement after LPR, they should be entitled to pension based on their service as on the date of proceeding on LPR plus LPR availed, plus a grace period 2 years; provided the above period does not exceed the age of superannuation prescribed in section 13 of the Civil Servant Act, 1973.

- iii. For purpose of commutation, the factor, relevant to actual age on conclusion of LPR will be applied as under existing rules/orders.

2. On retirement, a government officer in BPS-20, 21 and 22 would be allowed a special additional pension equal to the admissible pre-retirement orderly allowance.

[Finance Division O.M.No.F.1(2)/Reg.(6)/91, dated 29th September, 1991.]

S.No.55.—

PENSION BENEFITS AFTER RETIREMENT.

In suppression of Finance Division (Regulations Wing-II) Office Memorandum No.F.6(3)/R.6/91, dated 22nd August, 1991 regarding grant of Adhoc increase in pension to the pensioners of the Government of Pakistan, the President has been pleased to grant the benefits as follows:—

2. Pensioners who retired prior to 1st May, 1977 be allowed an increase in pension w.e.f. 01.06.1991 at 20% on existing pension (inclusive of Adhoc increase). All pensioners be allowed increase in their pension at the rate of 12% w.e.f. 01.06.1991. For pensioners who retired before 01.05.1977, this increase will be over and above the increase of 20% mentioned above.

- (i) The above increases will not be admissible to those retired on or after 01.06.1991.
- (ii) For the purpose of admissibility of the Adhoc increase sanctioned in this O. M. the term 'pension' means before commutation and/or surrender of 1/4th for gratuity plus dearness/adhoc increases Indexation/Adhoc relief in pension sanctioned from time to time.
- (iii) The adhoc increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the ²⁸²Federal Civil Services (Extra-Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.
- (iv) If the gross pension sanctioned by the Federal Government is shared with any other government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume I, the amount of the adhoc increase will be apportioned between the Federal Government and the other government concerned on proportionate basis.
- (v) Commutation/Gratuity of any part of adhoc increase will not be permissible.
- (vi) In the case of re-employed pensioners, the adhoc increase sanctioned in this Office Memorandum shall not be admissible to them during the period of their re-employment.

²⁸²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

- (vii) The benefit of adhoc increase sanctioned in this O. M. will also be admissible to those civil Pensioners of the Federal 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 (Increases) Act. The payment will be made at the existing official rate of exchange.

3. Government servants who have retired on or after 01.07.1990 till the introduction of revised pay scales i.e. 01.06.1991, be allowed pension/commutation on the basis of pay that would have been admissible to them had the pay revision been effected on the date of their retirement, discounted by 12%.

4. Pension shall be calculated for all pensioners from time to time in accordance with the latest rules.

5. The above benefits will also be admissible on family pension.

[Finance Division O.M.No.F.6(4)/Reg.(6)/91, dated 3rd October, 1991.]

S.No.56.—

FURTHER LIBERALIZATION OF LIBERALIZED PENSION RULES FOR CIVIL SERVANTS – FAMILY PENSION.

Under existing rules/orders on the subject, family pension is admissible to widower of a deceased female civil servant for a period of 10 years or un-expired portion of 10 years and to a widow for life or until re-marriage. The undersigned is directed to state that with effect from 01-03-1992 the widower of the deceased female civil servant will also be entitled to family pension for life or until re-marriage.

2. The other instructions on the subject will continue.

[Finance Division O.M.No.F.2(3)/Reg.(6)/91, dated 12th March, 1992.]

S.No.57.—

CALCULATION OF PENSION IN REVISED SCALES OF 1977 ON NOTIONAL BASIS OF THOSE RETIRED OFFICERS/OFFICIALS WHO WERE ON LPR ON 01.05.1977

The undersigned is directed to state that it has been decided to allow the benefit of revised pay scales of 1977 for fixation of pay on notional basis for the purpose of calculation of pension only to those retired officer/officials who were on LPR on 01.05.1977 and whose pay were not revised in terms of revision of pay scales of 1977 w.e.f 01.05.1977.

[Finance Division O.M.No.F.6(3)/R.6/91, dated 23rd August, 1993]

S.No.58.—**PENSION & RETIREMENT BENEFITS:—**

Please see S. No. 7 in Section-IV.

[Finance Division O. M. No. F.1(2)-Imp/94(i), dated 15th June, 1994.]

S.No.59.—**REVISION OF PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES OF THE FEDERAL GOVERNMENT (B 1-22).**

The undersigned is directed to refer to Finance Division's O.M. No. F. 1(2)/Imp./94(i), dated 15.06.1994 on the subject noted above and to convey the sanction of the President for fixation of pay in the Revised Pay Scales 1994 on national basis, in respect of those civil servants who are on LPR on 01.06.1994 for the purpose of calculations of their pension.

[Finance Division O.M. No. F. 1(2)/Imp./94(i), dated 13th September, 1994]

S.No.60.—**REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (B 1-22) OF THE FEDERAL GOVERNMENT.**

Please see S. No. 8 in Section-IV.

[Finance Division O. M. No. F.4(10) Reg.6/94-I, dated 11th June, 1995.]

S.No.61.—**REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (B 1-22) OF THE FEDERAL GOVERNMENT (1994).**

In continuation of Finance Division's O.M.No1(2)-Imp/94(i) dated 15th June, 1994 on the above subject, the undersigned is directed to say that a doubt has arisen as to whether the medical examination will be required for additional amount of commutation accrued due to the revision of pay scales for pension purpose in terms of para 9 thereof. In this regard it is clarified that medical examination will be must on additional amount of commutation if it is applied after 15.06.1995 i.e. after one year of the issue of this Division's O. M. dated 15.06.1994.

[Finance Division O.M.No.F.4(10)/Reg.6/94, Islamabad, 11th June, 1995.]

S.No.62.—**REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (B 1-22) OF THE FEDERAL GOVERNMENT (1994).**

The undersigned is directed to refer to para 8(b) of this Division's O. M. No. 1(2)-Imp/94(i) dated 15th June, 1994 regarding grant of family pension to dependent disabled/retarded children for life without any age limit w.e.f. 1.6.1994 and to say that queries have been received in this Division:—

- (ii) Whether the word 'dependent' includes all the relatives or it is only meant for children?
- (ii) Whether the comma (,) after the word 'dependents' has been erroneously typed in para 8 and may be read as 'dependents retarded and incapacitated children' which may cover the condition (b) of the said para 8?

2. It is clarified that:—

- (i) The word 'dependent' does not include all the relatives but it is only meant for children.
- (ii) The comma (,) after the word dependent in para 8 has been erroneously typed and may be read as dependent/ retarded and incapacitated children.

[Finance Division O.M.No.F.2(4)/Reg.6/94, dated 28th January, 1996]

S.No.63.—

STEPS TO BE TAKEN BY THE AUTHORITIES CONCERNED AND THE RETIRING CIVIL SERVANT FOR TIMELY SANCTION OF PENSION.

Please see S. No. 45-B in Chapter-VII.

[Finance Division O. M. No. F. 13(4)/Reg.6/89, dated 14th June, 1996.]

S.No.64.—

FURTHER LIBERALIZATION OF LIBERALIZED PENSION RULES FOR CIVIL SERVANTS – FAMILY PENSION.

The undersigned is directed to refer to para 8(2)(b) (i) (ii) of this Division's O. M. No.1(13)-Reg.6/83, dated the 23rd October, 1983 according to which in the event of no pension being payable under clause (a) of the above referred O. M. dated 23.10.1983 the family pension is granted for the period of 10 years or unexpired portion of 10 years:—

- (i) to the father;
- (ii) failing the father to the mother;

and to say that it has been decided that w.e.f. 01.01.1996 the family pension will be admissible to the father and failing father to the mother for life in the event of no pension being payable under clause (a) of the above referred O. M. dated 23.10.1983.

[Finance Division O.M.No.F.2(2)/Reg.6/96, dated 21st August, 1996.]

S.No.65.—

FURTHER LIBERALIZATION OF LIBERALIZED PENSION RULES FOR CIVIL SERVANTS – FAMILY PENSION.

The undersigned is directed to refer to this Division's O. M. No.1(13)-R.6/83 dated the 23rd October, 1983 on the subject noted above and to state that for clause (iii) of sub-para (2) of para 8 thereof, the following may please be substituted w.e.f. 01.07.1997:

- “(iii) failing (i) and (ii) to the eldest surviving unmarried daughter till her marriage; if the eldest daughter marries or dies the next eldest daughter till her marriage.”

[Finance Division O. M. No.F.2(2)/Reg.6/96, dated 3rd July, 1997.]

S.No.66.—

MEDICAL EXAMINATION FOR THE PURPOSE OF COMMUTATION OF PENSION ON INVALIDATION.

The undersigned is directed to state that under the provision of Fundamental Rule 10A the authority competent to fill the post held by a government may require the govt. servant to appear before a medical authority for medical examination if, in the opinion of the competent authority, the govt. servant is suffering from a disease which renders him/her unfit for the proper and efficient discharge of his duties or from a disease which is communicable and is likely to endanger the health of other govt. servants. The Forms of medical certificate are set out under Supplementary Rule 4AA. If the Medical Board finds that the govt. servant concerned is suffering from disease which renders him permanently unfit for government service and recommends that he/she may be invalidated from government service, then the competent authority may require the govt. servant to retire from service and may grant him such invalid pension and/or gratuity as may be admissible to him/her under the Rules.

2. Under Rule 3 of Civil Pension (Commutation) Rules, 1925, a govt. servant is entitled to commute for lump payment any portion, not exceeding one half, of any pension which has been or may be granted to him under Civil Rules 6(2) of these Rules inter alia provides that commutation shall become absolute, that is, the title to receive the commuted portion of the pension shall cease and the title to receive the commuted value shall accrue, on the date on which the Medical Board signs the medical certificate. The requirement of medical examination under the Civil Pension (Commutation) Rules, 1925, is a separate and distinct requirement of medical examination required for invalidation of govt. servants. This requirement of medical examination was valid in case of retirement on superannuation, on invalidation or on retirement on retiring pension. This requirement was however waived off if commutation was asked for within one year of the date of retirement, but in cases of premature retirement on medical grounds, the requirement of medical examination for the purpose of commutation of pension was NOT waived off as stated in Finance Division O.M.No.5(1)-Reg.6/77, dated 20.05.1978.

3. The above requirement of second medical examination in case of invalidated pensioners was eliminated vide para 8(c) of the Finance Division O.M No.F.1(2)-Imp/94(i) dated 15.06.1994. A question has arisen as to when the commutation now becomes 'absolute' in terms of the Civil Pensions (Commutation) Rules, 1925. The matter has been re-examined in the Finance Division. The exact intent of para 8(c) of Finance Division O. M. dated 15.06.1994 referred to above is that the Medical Board which is convened for invalidation of a govt. servant may also assess expected age in terms of the Civil Pensions (Commutation) Rules, 1925, and the govt. servant retired on invalid pension may be saved the trouble of second medical examination for the purpose of commutation. In other words the requirement of medical examination for the purpose of Civil Pension (Commutation) Rules, 1925, per se was not waived off. It has therefore been decided that when a Medical Board is convened for invalidation of a govt. servant, that Medical Board may also be specifically requested to report its recommendation in FORM 'C' appended to the Civil Pensions (Commutation) Rules, 1925 along-with Medical Certificate under SR 4AA.

4. These instructions shall take immediate effect and will also be applicable to cases of invalidation already referred to Medical Board but medical certificate not recorded on the date of issue of this O. M.

[Finance Division O. M. No.F.5(1)/Reg.6/98, dated 14th November, 1998.]

S.No.67.—

PAYMENT OF FAMILY PENSION IN THE CASE OF PENSIONERS WHO REMAIN MISSING FOR 12 MONTHS.

In continuation of Finance Division's O. M. No.F.2(1)-Reg.6/97 dated 25.09.1997 on the above cited subject, the undersigned is directed to say that the concession admissible there-under shall also be admissible in cases a pensioner remains missing or unheard of for a period of 12 months to the satisfaction of the Department concerned, family pension may be allowed to his heirs as admissible under the prescribed rules and subject to the condition mentioned in O. M. dated 25.09.1997 referred to above.

[Finance Division O. M. No.F.2(1)/Reg.6/99, dated 8th May, 1999.]

S.No.68.—

BENEFIT FOR EXTRA YEAR OF SERVICE AFTER COMPLETION OF 30 YEARS.

The undersigned is directed to refer to Finance Division's O. M. No.F.6(2)-Reg.6/91, dated 13.06.1991, under the existing rules and orders a civil servant is allowed the benefit to the extent of 2% of gross pension for each extra year of service put in by him beyond 30 years qualifying service subject to a maximum of 10% of his gross pension from 01.07.1986. The benefit of extra year of service has normally been allowed on completed year of service. Superior courts in certain cases, however, allowed the benefit for the fraction of an year by counting more than six months service put in by a civil servant beyond 30 years as one year.

2. The case has been re-considered in the light of the judgment of Supreme Court of Pakistan and existing regulations on the subject. In terms of CSR-423(1) a deficiency of a period not exceeding six months in qualifying service of an officer is deemed to have been condoned automatically. Cases of pension under reference should henceforth be dealt with in accordance with the above referred CSR.

[Finance Division O. M. No.F.1(1)/R.6/99, dated 2nd June, 1999.]

S.No.69.—

GRANT OF COMMUTATION TO THE WIDOW OF GOVT. SERVANT RETIRED ON SUPERANNUATION BUT EXPIRED BEFORE SIGNING THE PENSION/ COMMUTATION CLAIMS.

Please see S. No. 34 in Chapter-IV.

[Finance Division O. M. No. F.13(1)/Reg.6/94, dated 6th June, 1999.]

S.No.70.—**GRANT OF MINIMUM PENSION TO EX-BURMA POLICE PENSIONERS.**

The undersigned is directed to state that the President has been pleased to decide that the ex-gratia minimum pension of the ex-Burma Police pensioners and their surviving widows drawing pension from Pakistani Treasuries, be raised to Rs.300/- p.m. and Rs.150/- p.m. respectively (without accepting the final responsibility/liability) with effect from 1st August, 2000 with no arrears.

2. The expenditure on account of these pensions should continue to be maintained in a separate head.

3. Any increase in pension allowed to Pakistani pensioners is not admissible to these pensioners.

[Finance Division O.M.No.F.2(3)/Reg.6/93-IV, dated 8th August, 2000]

S.No.71.—**LIBERALIZED PENSION RULES FOR CIVIL SERVANTS-FAMILY PENSION.**

The undersigned is directed to refer para 8(2)(i) of this Division's O. M. No.1(13)-Reg.6/83, dated the 23rd October, 1983 on the subject noted above.

2. Enquiries have been received in this Division whether a share in the family pension of the widow or the children after some-time who become ineligible will be transferred to the surviving eligible heirs? The matter has been considered in this Division and it has been decided that a share of the widow or children who after some time become ineligible will be transferred or divided equally to the other surviving widows or children as the case may be.

[Finance Division O.M.No.No.F.2(2)/Reg.6/96-V, dated 8th August, 2000.]

S.No.72.—**GRANT OF COMMUTATION TO THE WIDOW OF GOVT. SERVANT RETIRED ON INVALIDATION BY MEDICAL BOARD BUT EXPIRED BEFORE SIGNING HIS PENSION/COMMUTATION CLAIMS.**

The undersigned is directed to refer to Finance Division's O.M. No.10(3)-Reg.6/86(II) dated 01.07.1998, and to state that Commutation up to 50% of gross pension is admissible to a civil pensioner at his option. Under the existing procedure, the entitlement of commuted value up to 50% of gross pension becomes valid as and when a govt. servant, while in service or on retirement, exercises his option for commuted value of pension on prescribed Form (CSR-25 Revised). Few references have been received in this Division wherein govt. 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 benefit of the commuted value of pension under the existing rules and orders.

2. The case has been considered and it has been decided that the family of a deceased govt. servants, 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.

[Finance Division O.M.No.F.13(1)-Reg.6/94, dated 22nd May, 2001]

S.No.73.—

GRANT OF COMMUTATION TO THE WIDOW OF GOVT. SERVANT COMPULSORILY RETIRED FROM SERVICE BUT EXPIRED BEFORE SIGNING HIS PENSION/ COMMUTATION CLAIMS.

Please see S. No. 39 in Chapter-IV.

[Finance Division O. M. No. F.13(1)-Reg.6/94-III, dated 4th March, 2002.]

S.No.74.—

REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BPS 1-22) OF THE FEDERAL GOVERNMENT (2001).

Please see S. No. 40 in Chapter-IV.

[Finance Division O. M. No. F.4(2)-Reg.6/94-III, dated 5th March, 2002.]

S.No.75.—

Please see S. No. 10 in Section-IV.

[Finance Division O. M. No. F.5(2)-Reg.6/2002, dated July 2, 2002.]

S.No.76.—

REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS IF CIVIL EMPLOYEES BS.1-22 OF THE FEDERAL GOVERNMENT (2001).

The undersigned is directed to refer to this Division's O. M. No. F.4(2)-Reg. 6/2001-III, dated 5.3.2002, thereby extending the benefit of fixation of pay under para 18 of the subject scheme for the purpose of family pension of those govt. servants who expired during the period from 1.7.2001 to 30.11.2001 and to clarify that the similar benefit is admissible for the purpose of payment of Gratuity where admissible in cases where the govt. servants couldnot exercise option for the revised Basic Pay Scales scheme and the family so opts.

[Finance Division O. M. No.F.4(2)-Reg.6/2001, dated 14th Sept., 2002]

S.No.77.—

POLICY GUIDELINES FOR THE PAYMENT OF PENSION CONTRIBUTION.

The undersigned is directed to state that policy guidelines/instructions relating to payment of pension contribution for services rendered to government by employees of autonomous/semi-autonomous organization or by the govt. servants in autonomous/semi-autonomous organization have been issued from time to time as per communications mentioned *below. It has been observed that Ministries / Divisions are making references to this Division for approval of payment of pension contribution and endorsement of sanction letters on this account.

2. All Ministries/Divisions are requested to process and decide the subject cases in the light of the parameters prescribed under the policy enunciated in the above-mentioned communications in consultation with AGPR, at their own end. It is further clarified that sanctions to the payment of pension contribution covered under the above rules do not require any endorsement from the Finance Division.

*Finance Division (Regulations wing)'s O.M. No. F.5(2)-Reg.7/81-1352, dated 31.12.1981 read with O.M. No. F.5(5)- Reg.7/79-1407, dated 15.12.1981, No. F.5(2)-Reg.7/81-1168, dated 16.11.1982 and No. F.5(2)-Reg.7/81(Vol.II), dated 4.9.1985

[Finance Division O.M. No. F.1(1)Reg.7/2002-665, dated 11.10.2002]

S.No.78.—

EARLY FINALIZATION OF PENSION PAPER-PRESIDENT OF PAKISTAN'S DIRECTIVE.

Please see S. No. 46 in Chapter VII.

[Finance Division O. M. No. F.11(2)-Reg.6/2002, dated 25th November, 2002.]

S.No.79.—

INCREASE IN EX-GRATIA PENSION OF PENSIONERS/FAMILY PENSIONERS OF FORMER EAST PAKISTAN (NOW BANGLADESH).

Please see S. No. 43 in Chapter IV.

[Finance Division O. M. No. F.11(1)-R. 7/96(Pt)-537/03, dated 23rd July, 2003.]

S.No.80.—

FURTHER LIBERALIZATION OF LIBERALIZED PENSION RULES FOR CIVIL SERVANTS – FAMILY PENSION.

The undersigned is directed to refer to Finance Division's O. M. No.1(13)-Reg.6/83, dated 23rd October, 1983 on the above subject and to state that for clause (iv) of sub-para 2(b) of para 8 thereof, the following may please be substituted with immediate effect:—

“failing (i) to (iii) to the eldest surviving un-married sister for life or till her marriage; if the eldest un-married sister marries or dies, the next eldest un-married sister for life or till her marriage.”

[Finance Division O. M. No.F.2(2)-Reg.6/96-X, Dated 24th February, 2005.]

S.No.81.—

REVISION OF PENSION AND COMMUTATION UNDER REVISED PAY SCALES 2005

Please see S. No. 11 in Section IV.

[Finance Division O. M. No. F.1(1)/Imp/2005, dated 1st July, 2005.]

S.No.82.—**GRANT OF COMMUTATION TO THE WIDOW OF GOVT. SERVANT VOLUNTARY/
PRE-MATURE RETIREMENT FROM SERVICE BUT EXPIRED BEFORE SIGNING
HIS PENSION/COMMUTATION CLAIMS.**

Please see S. No. 48 in Chapter IV.

[No. F. 13(1)-Reg.6/94-VI, dated 6th June, 2007.]

S.No.83.—**COMPUTING PERSONAL ALLOWANCE/SECRETARIAT ALLOWANCE FOR THE
PURPOSE OF PENSIONABLE EMOLUMENTS.**

I am directed to refer to Finance Division's O.M. No. F.1(32)-Imp-II/88 dated 1st July, 1988 on the above subject and to state that in pursuance of judgement, dated 05.04.2007 passed by Supreme Court of Pakistan in civil miscellaneous petition No.2683 of 2006, it has been decided to allow the inclusion of Secretariat Allowance / Personal Pay/ Personal Allowance in the emoluments reckonable towards pension to all those civil servants who retired between 01.07.1988 to 23.05.1996 while receiving Secretariat Allowance / Personal Pay/ Personal Allowance.

[No. F.13 (4)-Reg.6/2007, dated: 11.02.2008.]

S.No.84.—**RESTORATION OF PENSION SURRENDERED IN LIEU OF
COMMUTATION/GRATUITY.**

Please see S. No. 12 in Section IV.

[No. F. 13(16)-Reg.6/2003, dated 29th February, 2008.]

S.No.85.—**MINIMUM PENSION.**

The undersigned is directed to refer to Finance Division's O.M. No.9(12)-Reg.6/88-(A) dated 01.07.88 on the subject cited above and to state that the President has been pleased to sanction with effect from 1st July, 2008 the increase in minimum pension from Rs. 300/- p.m. to Rs. 2000/- p.m. to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as Armed Forces personnel.

2. Similarly, family pension allowed to the family of a retired government employee including those paid from Defence Service Estimates under the Pension-cum-Gratuity Scheme 1954, and Liberalized Pension Rules, 1977 has also been increased from Rs.150/- p.m. to Rs.1000/- p.m.

3. Commutation of any part of the increase allowed vide this O.M. will not be admissible.

[No. F.15(1)-Reg.6/2008, dated: 2nd July, 2008]

S.No.86.—**GRANT OF ADHOC INCREASE ON TWO PENSIONS.**

I am directed to refer to Office of the Military Accountant General's U.O.No.84/80/PEN/3278-XXXIII, dated:-7-6-2008 on the above subject and to clarify that if a person is in receipt of more than one pension, he/ she is entitled to the increase in pension on aggregate amount of two pensions.

[No. F.1(6)-Reg.6/2005, dated: 25.08.2008]

S.No.87.—**REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (B 1-22) OF THE FEDERAL GOVERNMENT (1994).**

Please see S. No. 13 in Section IV.

[No. F. 4(10)-Reg. 6/94-III, dated 8th September, 2008.]

S.No.88.—**CONDONATION OF DEFICIENCY IN QUALIFYING SERVICE FOR PENSION/ GRATUITY.**

The undersigned is directed to state that in pursuance of FST's judgement, dated:6-12-2007, upheld by the Supreme Court of Pakistan vide its Order, dated:-31-3-2008, it has been decided that the benefit of condonation of a period of not exceeding six months deficiency in qualifying service for pension under CSR-423(i) may be extended to all retiring civil servants who have at least completed 9 years 6 months at the time of superannuation for the purpose of pension etc. except voluntary pension on premature retirement after completion of 25 years of service.

2. This supersedes Finance Division's instructions issued vide Office Memorandum No. 12(8)R-6/81, dated 13th November, 1982 and O.M. No.12(8)R-6/81, dated 7th August, 1985. However, the cases already decided under these O.Ms. may not be re-opened.

[No. F. 14(1)-R-7/2007-230, dated: 28th November, 2008]

S. No. 89.—**ADMISSIBILITY OF INCREASES IN PENSION TO RE-EMPLOYED PENSIONERS.**

Please see S. No. 51 in Chapter IV.

[No. F. 4(1)-Reg. 6/99-VIII, dated 26th March, 2009.]

S. No. 90.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 52 in Chapter IV.

[Finance Division O. M. No. F. 4(1)-Reg. 6/2009, dated 13th July, 2009.]

S.No.91.—**FURTHER LIBERALIZATION OF LIBERALIZED PENSION RULES FOR CIVIL SERVANTS – FAMILY PENSION**

The undersigned is directed to refer to para 8(1) of Finance Division's O.M. No. F.1(13)-Reg.6/83, dated 23-10-1983 on the above subject and to convey the sanction of

the President for increase in the rate of family pension from 50% to 75% of Gross or Net Pension, as the case may be, with effect from 01-07-2010.

2. No arrears on any part of increase in gross or net pension being allowed through this O.M. will be admissible, in the cases of family pension pertaining to the period prior to 01-07-2010.

[Finance Division O.M. No.F.2 (3)-Reg.6/2010/786, dated 5th July, 2010]

S.No.92.—

FURTHER LIBERALIZATION OF LIBERALIZED PENSION RULES FOR CIVIL SERVANTS — FAMILY PENSION

I am directed to refer to Finance Department, Government of Khyber Pakhtunkhwa's letter No.FD(SOS R-II)4-111/2009, dated 22nd September, 2010 on the above subject and to clarify that the increase in the rate of family pension from 50% to 75% of the cases pertaining to the period prior to 01-07-2010 will take effect from 01-07-2010 without arrears and the benefit will also be admissible to new family pension cases in terms of Finance Division's O.M. No.2 (3)-Reg.6/2010-786 dated 05-07-2010 w.e.f. 01-07-2010.

[Finance Division's letter No. F.2 (3)-Reg.6/2010-1099, dated 8th October, 2010 addressed to Deputy Secretary (Reg.I), Finance Department, Government of K P K, Peshawar]

S.No.93.—

FURTHER LIBERALIZATION OF LIBERALIZED PENSION RULES FOR CIVIL SERVANTS — FAMILY PENSION

Kindly refer to your letter No.176/CGA/Reg./3-8/2011/71, dated 05-04-2012 on the above subject.

It is clarified that the increase in the rate of family pension from 50% to 75% of the cases pertaining to the period prior to 01-07-2010 will take effect from 01-07-2010 without arrears and the benefit will also be admissible to new family pension cases in terms of Finance Division's O.M. No.2 (3)-Reg.6/2010-786, dated 05-07-2010 w.e.f. 01-07-2010.

[Finance Division's letter No. F.2 (3)-Reg.6/2010-598, dated 18th April, 2012 addressed to Accounts Officer (Reg), Office of Controller General of Accounts, Islamabad]

S.No.94.—

FURTHER LIBERALIZATION OF LIBERALIZED PENSION RULES FOR CIVIL SERVANTS — FAMILY PENSION.

The undersigned is directed to refer to this Division's O.M. No. F.1(13)-Reg.6/83, dated 23rd October, 1983, on the above subject and to state that the President has been pleased to extend the benefit of family pension to the widowed daughter/divorced

daughter of deceased pensioner by making following amendments, applicable with effect from 01-07-2015, in para 8 (2) (a) of the above referred O.M.

(iv) “failing (i) to (iii), to the widowed daughter for life or till her re-marriage.”

(v) “failing (i) to (iv), to the divorced daughter for life or till her re-marriage.”

Note: —Remaining serial numbers of para 8 (2) (a) may be corrected accordingly.

[Amended vide F.D. O.M. No.2(2)-Reg.6/96-IX-700, dated 7th July, 2015.]

S.No.95.—

CONSULTATION WITH THE FINANCE DIVISION IN LEGAL CASES INSTITUTED AGAINST THE GOVERNMENT IN COURTS HAVING FINANCIAL IMPLICATIONS.

A case involving financial implications has come to the notice of this Division wherein a report was furnished to the Lahore High Court without consultation with this Division or the Law Division. Besides, the report was not in proper form and did not project Government's stand on the point at issue correctly. Action taken by the Office concerned to file the said report with the Lahore High Court was in contravention of para 35 of the prescribed instructions regarding the conduct of cases of the Federal Government in Courts etc. circulated by the Law Division vide their Office Memorandum No.F.7(4)78-Sol.I, dated the 1st February, 1979 (copy enclosed). Since such action is fraught with the danger of spoiling Government's case, Ministries/Divisions/Departments/Offices are advised not to send any report or comments to any Court/Tribunal in any legal case having financial implications without obtaining prior clearance from Finance Division.

[F.D. O.M. No. F.19(4)-Reg.(6)/84, dated the 15th July, 1984.]

No. F. 7(4)/78-Sol-I

GOVERNMENT OF PAKISTAN

MINISTRY OF LAW AND PARLIAMENTARY AFFAIRS

(Law Division)

Islamabad, the 1st February, 1979

OFFICE MEMORANDUM

SUBJECT:—CONDUCT OF CASES OF THE FEDERAL GOVERNMENT IN COURTS

The undersigned is directed to invite a reference to this Division's circular O.M. No.F.7(15)/74-Sol (I), dated the 2nd July, 1974, on the above subject and to state with profound regrets, that the instructions contained therein are not being followed by many Divisions and offices meticulously with the result that the Government litigation suffers.

2. It has also been observed that after the nomination of a counsel by this Division, the Division/Department concerned does not keep watch over the case and if the counsel also does not take interest in it, it is lost by default. As it is eventually the Government that suffers, it is necessary that the administrative Division/Department concerned should keep a watch over the progress of the case till it is finally decided.

3. Due to unawareness of the legal provisions the department do not give due importance to the factor of urgency in court cases and cases are sometime referred to this Division for advice and/or appropriate action after the date of hearing has expired and in some cases even after the ex-parte proceedings have been ordered against the Government due to default on the part of the administrative department.

4. Detailed and more elaborate instructions on the subject, in which the salient provisions of law of procedure and limitation have also been mentioned, are, therefore, enclosed once again for the guidance of and observance by the administrative departments concerned. The administrative Division should ensure that these provisions of law are strictly observed as there can be no remedy available to Government if a case is decided against by the court and the remedial action is not taken within the prescribed period of limitation.

5. Secretaries of the Divisions are requested to ensure that these instructions are fully observed by their subordinate officers both in the Divisions and in the attached and subordinate offices. When a case is finally disposed of and decided against the Government, he should have an inquiry instituted in the matter and take appropriate action against the concerned official where the judgement has gone against the Government because of the non-observance of the rules of procedure on the part of the dealing officials. Where any lacuna in law or procedure is revealed, steps should be taken to amend the law or rules, as the case may be, if considered necessary and expedient.

INSTRUCTIONS REGARDING THE CONDUCT OF CASES OF THE FEDERAL GOVERNMENT IN COURTS, ETC.

Suit or legal proceedings by Government

1. No civil suit or legal proceedings shall be instituted or initiated on behalf of the Federal Government by any Division/Department without the prior consultation with the Law Division.

2. When the administrative Division/Department concerned considers it advisable that a suit or legal proceedings be instituted or initiated on behalf of the Government, a detailed and clear report should be furnished to the Law Division showing:—

- (a) The circumstances which, in the opinion of the administrative Division/Department, render institution of the suit or legal proceedings necessary.
- (b) The subject of the claim and the relief sought.

- (c) The steps which have been taken so far to obtain satisfaction of the claim.
- (d) The pleas or objections, if any, which have been urged by the opposite party against the claim.
- (e) The evidence, which is believed to be obtainable and which it is proposed to adduce in support of the claim.
- (f) Any other facts which the administrative Division/Department may consider material or relevant to the case.
- (g) List of property moveable and immovable, and/or securities from which it is proposed to realise the amount claimed, if decreed.

3. Copies of all documents referred to in the report should, as far as possible, accompany the report. Where for any reason, the copies cannot be supplied the original should be submitted.

4. If the law Division agrees, it will nominate a counsel to file and conduct the suit or legal proceedings.

Defence of suit, etc.

5. No suit/ legal proceedings be defended if the claim and relief sought is justified and genuine.

6. The object of the notice prescribed by section 80 of the Code of Civil Procedure is to allow ample time to the Government to enquire into the genuineness or otherwise of the claim or relief sought and to effect a settlement of all just claims before a suit is brought and the best use should be made of the opportunity thus given by the law towards equitable and amicable adjustment of claims.

7. When notice of an intended suit is given under section 80 of the Code of Civil Procedure, the officer to whom it is delivered, or the head of office at which it is left, should forthwith endorse or cause to be endorsed, on the notice:—

- (a) the date and time of receipt;
- (b) the manner of delivery; and
- (c) the signature of the officer making the endorsement, with date.

8. The departmental officer concerned should, immediately on receiving any notice of an intended suit, proceed to enquire into the matter and to consider the claim put forward and move the proper authority to decide, in consultation with the Law Division, whether any and, if so, what steps should be taken to adjust the claim (whether in whole or in part) or whether the notice-giver be left to take such legal action as he may deem proper.

9. When the departmental authority having power to deal with the case is clearly of the opinion that the whole or any part of the claim put forward is justly due, he should, in consultation with the Law Division, proceed to endorse settlement thereof accordingly.

10. Any amount held to be justly due to the claimant should be formally and unconditionally tendered to him without prejudice and without requiring him to give an acquittance in full adjustment of his claim, but upon a receipt for the sum tendered. No tendered payments should be made after the suit has been brought except with the approval of and in accordance with the instructions of the Law Division.

11. Under Order V, rule 2, C.P.C, the summons in a suit is required to be accompanied by a copy of the plaint or concise statement thereof. If a summons is not accompanied by a copy of plaint/petition, or concise statement service should be refused, if possible, with a note requesting for a copy of the plaint/petition and the matter should be brought to the notice of the Law Division forthwith. In no case, the duplicate copy of the summons, when received, should be returned to the court before showing the case to the Law Division.

12. At subsequent stage if a suit, and if appeals, copy of plaint/petition, or of memo of appeal is not sent with the notice and quite often Ministries/Divisions find it difficult to link those notices with the main case in dispute. It is, therefore, imperative that in each Division/department, a Section, hereinafter referred to as the Litigation Section, should be earmarked for dealing with or coordinating the litigation cases. This Section should receive all summons/notices from courts, maintain a nominal index of litigation cases in the following form, in a Register, and keep a watch over their progress:—

Name of parties	Nature of cases	Subject	Court	Counsel	File No.	Result
A B C vs Pakistan	Civil suit or appeal	Service matter, Arbitration	High Court Peshawar	A.G. Peshawar		Dismissed

13. Where service of summons/notice not accompanied by a copy of plaint has been effected, the court issuing the summons, not being a High Court or the Supreme Court, should be immediately requested to supply the same and extend the date of hearing, accordingly. The matter should simultaneously be reported to the Law Division for further advice and appropriate action in the matter. The envelopes of such summons/notice should be kept intact.

14. When a summons has been duly served, the Litigation Section should, after noting its particulars in the nominal Index Register, pass it on to the concerned officer or department who should collect relevant information and documents/ papers from the concerned quarters, examine the matter thoroughly and then refer it to the Solicitor to the Government of Pakistan in the Law Division for further examination and nomination of an Advocate to undertake the defence of the case if considered necessary.

15. Where a summons does not give adequate time for examination and arranging defence, an authorised officer of the administrative department concerned should appear in person in the court and apply, under rule 5, Order XXVII of the First

Schedule to the Code of Civil Procedure, for a reasonable extension of time. In the absence of prior notice under section 80 CPC, the court is obliged to give at least 3 months time for the filing of written statement and first hearing.

16. In case of applications for interim injunction *pendent lite*, time allowed is usually 3 to 7 days. If, for any reason, it is not possible to arrange defence in time, some recognised agent, i.e. a person holding power-of-attorney in this behalf, should appear in the court on the date of hearing and seek adjournment for about 15 days. Thereafter the case should be referred to the Solicitor with utmost despatch.

Usually, plaints are to be read as part of the application for interim injunctions but quite often copies of plaints are not supplied by courts along with notices for the hearing of such applications. Where copies of plaints are not so received, the same should be procured from the court before referring the case to the Law Division.

17. After the Law Division has examined the case and nominated an Advocate to defend/conduct it in a court of law, a responsible officer of the administrative department concerned, well-conversant with the facts of the case, and preferably stationed at or near the seat of the court, should contact and brief the counsel at the earliest and well before the next date of hearing of the case. *This responsibility should never be left to the subordinate staff.*

18. Although it should not be necessary for the departmental representative to be present in the court on each date of hearing, he should remain in touch with the counsel and keep watch over the progress of the case. Whenever required by the counsel he must present himself in the court and render all possible assistance to the counsel in the conduct of the case, as if it was his personal case. Where, however, a department has an office at the station where the suit is pending, someone may be deputed to attend the court and assist the counsel on each date of hearing, if possible.

Action on Termination of Proceedings

19. As soon as suit is decided, particularly when the decision is adverse to the Government, the administrative department concerned should apply, in the enclosed form, to the concerned Deputy Commissioner or District Judge for copies of judgement and decree-sheet "for official use". These would be supplied free of cost. In addition, the counsel should also be asked to apply separately for certified copies of judgement and decree-sheet.

Appeals

20. If the decision is either wholly or partially adverse to the Government, the matter should be reported immediately to the Solicitor. Complete record of the case, along with copies of the judgement and decree-sheet, should be sent to him thereafter as soon as these copies become available.

21. Although the time is essence in litigation in general, in appeal it is of utmost important because the time allowed for appeals is limited and appeals filed after expiration of limitation period are ordinarily dismissed as barred by time and no appeal lies against the refusal of the court to condone delay. It is, therefore, very necessary that the litigation cases in general and appeals in particular should be handled with

promptness and diligence. *When time left for filing an appeal is less than 7 days, an officer of the administrative department, not below the rank of Deputy Secretary, should bring the file personally to Solicitor.*

22. The periods of limitation prescribed for various kinds of appeals etc. are as under: —

No. of Article of the First Schedule to the Limitation Act, 1908, or other relevant rule and description of appeal or application	Period of limitation
151. From a decree or order of a High Court in the exercise of its original jurisdiction.	20 days
152. Under the Code of Civil Procedure to the court of a District Judge.	30 days
156. Under the Code of Civil Procedure to a High Court.	90 days
158. Application to set aside or to get an award remitted for reconsideration.	30 days from the date of service of notice of filing of the award.
161. For a review of judgement by a court of Small Causes	15 days
162. For a review of judgement by a High Court.	20 days
164. Application by defendant to set aside a decree passed ex-parte.	30 days from the date when he has knowledge of the decree.
178. Application for the filing, in court, of an award.	90 days from the date of service of notice of making of award.
Order XIII, Supreme Court Rules, 1956	For petition for special leave to appeal to Supreme Court.
30 days where leave to appeal is refused by the High Court, otherwise 60 days.	
Order XII, Rule 6B, Supreme Court Rules, 1956	For appeal to the Supreme Court where certificate of fitness is granted by a High Court.
30 days from the date of grant of certificate.	

23. In computing the period of limitation, the day from which such period is to be reckoned and in case of appeals, or application for review, the day on which the judgement complained of is pronounced and the time requisite for obtaining a copy of the judgement/decree appealed from or sought to be reviewed is to be excluded.

Execution

24. A decree favourable to government may be executed either by the court which passed it or such other court in whose jurisdiction the judgement debtor voluntarily resides or carries on business, or personally works for gain or owns property sufficient to

satisfy the decree. While referring a case for execution of a decree, it is, therefore, necessary that an inventory of the moveable property containing a reasonable accurate description of the same and a list of immovable property, containing a description and location of such property sufficient to identify the same, and a specification of the judgement-debtor's share or interest in such property, should be furnished to the Solicitor.

If an appeal is instituted by the opposite party and the execution of the decree is stayed by the order of the court, the interval before the decision of the appeal should be made use of in making inquiries as to property of the judgement-debtor.

Writ Petitions

25. The instructions in the preceding paragraphs apply *mutatis mutandis* to Writ Petitions. It is, however, to be noted that High Courts usually call for reports/comments from the administrative department concerned before admitting the petitions to regular hearing. Failure to comply with the orders of the High Court may lead to the admission of petitions to regular hearing which may then take long time to be decided. It is, therefore, imperative that the reports/comments asked for should be promptly supplied to the High Courts, and where it is not possible, the High Court may be requested, before the expiry of the time allowed, for reasonable extension. The reports/comments should be shown to the Law Division before sending the same to the High Court.

Arbitration

26. According to Government decision, no provision is to be made in agreements with domestic contractors for resolution of disputes through arbitration. However, if the agreements already concluded by or on behalf of the Government contained any condition of getting any question, difference or dispute decided by reference to arbitration, then the same has to be acted upon and the instructions contained herein before apply *mutatis mutandis* to the conduct of arbitration proceedings to which a Ministry/Division/Department of the Federal Government is a party.

Expenses

27. All expenses on the conduct of litigation, including costs, court fees, counsel fees, not being the decretal amount or costs payable to the other party under the decree or order of the court or payable by the Law Division out of the funds placed at its disposal. The penal costs ordered by the court to be paid to the other party for any default on the part of the Government and the charges payable to the witnesses are, however, to be paid by the administrative department concerned.

All expenses in criminal cases are payable by the administrative department concerned.

Mode of submission of cases

28. To ensure quick disposal of files and to avoid unnecessary correspondence and delay, a self-contained summary of the case indicating the point or points on which the advice of the Law Division is required should be placed on the file, in duplicate, in the opinion cases and at least, in triplicate, in court cases. In court cases, parawise comments on plaints/petitions should also be furnished, in triplicate.

29. Draft of para-wise comments etc., should be typed in double space and half-margin should be left to enable the Law Division to carry out amendments wherever considered necessary.

30. Standardised court labels (S. 209A to 212.B) obtainable from the Controller of Stationery and Forms should be used while sending a court case to the Law Division.

31. If a reference is made to any earlier advice of this Division, the number and date of that advice must invariably be quoted and if possible, a copy of the same be placed on the file. Wherever a case is referred to the Law Division and any previous opinion of the Law Division on the point at issue is within the knowledge of the referring Division, it should also invariably be quoted in the referring note indicating the number and date of that previous opinion.

32. Unnecessary reference on which the Ministries/Divisions should themselves be able to formulate opinion should not be referred to this Division. With particular reference to drafting of pleadings and affidavits, it should be noted that while an officer signing any pleading or affidavit on behalf of the Government has every right to be satisfied that there is no mis-statement of facts, equal drafting pleading and affidavits and the choice of wording have always been the privilege and the responsibility of the counsel conducting a case on behalf of the Government. Therefore, so long as facts are correctly set out in the pleadings or affidavit, there should hardly be any occasion for objection as to the contents arrangement or wording used by counsel in such pleadings or affidavit and should not normally be referred to this Division for vetting.

For list of officers authorised to sign and verify complaints/written statements, Law Division's Notification No. SRO-1018(K)/71 dated 28-8-71 may please be consulted.

Under paragraph 40 of the Secretariat Instructions, only the following Attached and Subordinate offices of the Government of Pakistan are authorised to make un-official references to Law Division:—

- (a) ²⁸³Federal Board of Revenue,
- (b) Pakistan Post Office Department,
- (c) Pakistan Telegraph and Telephone Department,
- (d) Intelligence Bureau,
- (e) Pakistan Public Works Department,
- (f) Securities and Exchange Authority of Pakistan, and
- (g) Departments the Heads of which hold *ex-officio* Secretariat status.

Statutory and autonomous bodies and other attached and subordinate offices which are not authorised to make direct references to the Law Division should, therefore, route their references only through the Ministries/Divisions concerned.

²⁸³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

34. References even from the Ministries/Divisions should be at fairly senior level — at least at the level of Deputy Secretary and not at the level of Section Officer. In case of departments authorised to correspond directly with the Law Division, the references should come under the signature of a fairly senior officer, in case of departments mentioned in para 33 (g) above, the officers sending the reference should indicate their *ex-officio* Secretariat status.

35. The cases touching upon service matters and interpretation of financial rules and regulations should be referred to the Establishment Division or, as the case may be, to the Ministry of Finance in the first instance and the assistance of this Division should be sought only if a question of law is involved.

36. Where a Division obtains an opinion from the Law Division, the referring Division should not in announcing Government's decision (i.e. that Division's own decision) disclose that the Law Division was consulted. Care should be taken that endorsement in such cases meant for the Law Division are not carried out in the copies meant for other Divisions and Departments.

37. While the Law Division would welcome, where considered expedient, back references from the administrative Divisions for reconsideration of its opinions, but such references should be at least from the same level at which legal opinion was tendered in the Law Division.

38. Where in any case there is a difference of opinion between the Law Division and the Division concerned and the latter desires to consult the Attorney-General, it should send to the former all relevant papers together with a self-contained summary of the case precisely indicating the points on which the advice of the Attorney-General is sought. *Under no circumstances, a case is to be referred to the Attorney-General by the administrative Divisions directly.*

39. The Secretary in each Division will be personally responsible for the observance of these instructions by his subordinates including the officers in the attached and subordinate offices. He should ensure that his subordinates do not disregard these instructions. When a case is finally disposed off and decided against the Government he should have an inquiry instituted in the matter and take appropriate action against the concerned officials where the judgement has gone against the Government because of the non-observance of the rules of procedure on the part of the dealing officials. Where any lacuna in law or procedure is revealed, steps should be taken to amend the law or the rules, as the case may be, if considered necessary and expedient.

S.No.96.—

SIMPLIFICATION OF PROCEDURES REGARDING PENSIONS.

The undersigned is directed to say that para 1 (i) of this Division's O.M. No.F.5(1)-Reg.(6)/77, dated 24th February, 1977 reads as under:—

- (i) 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 wilful act of the

Government servant, like unauthorised absence, resignation or removal from service. Interruption due to removal on account of reduction and retrenchment of post shall, however, be deemed to have been condoned. The periods of such interruptions shall not, however, count as qualifying service for pension. The action in respect of break in service should be completed by the head of the administrative Division or Department before forwarding the papers to the Audit Office.

A doubt has been expressed in certain quarters as to whether the term "service" used in second and third sentences of the above para means qualifying service or otherwise. It is hereby clarified that the word "service" used therein means "qualifying service" only.

[F.D. O.M. No.F.5 (1)-Reg.(6)/77, dated 5th February, 1985.]

S.No.97.—

GRANT OF DEARNESS INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT.

The undersigned is directed to refer to this Division's O.M. No. F.12(13)-Reg.(6)/82(B), dated 18th August, 1983, on the subject noted above and to say that the dearness increase in pension sanctioned therein would also be admissible to those Pakistani civil pensioners who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-8-1947 and are either not entitled to or are not in receipt of pension increases under the British Government's Pension (Increases) Acts. The payment of the dearness increase in all cases shall be made at the official rate of exchange in force at the time the payment is made.

[F.D. O.M. No.F.12(1)-Reg.(6)/81-82, dated the 16th May, 1985.]

S.No.98.—

CALCULATION OF PENSION WITHOUT APPLYING ANY REDUCTION DUE TO CUT OFF POINTS.

The undersigned is directed to state that according to the existing orders pension is calculated at the rate of 70 per cent of average emoluments on completion of 30 years qualifying service. Where qualifying service is less than 30 years but not less than 10 years, the pension is calculated at the percentage applicable according to length of service. Any amount of pension in excess of Rs.2500 is reduced by 50 per cent. The President has been please to decide that with effect from the 1st July, 1985, the reduction by 50 per cent of the pension in excess of Rs.2500 shall not be applied in the case of those government servants who will retire on or after 1-7-1985. In all such cases the pension shall be calculated at the rate of 70 per cent of average emoluments or other percentage rate applicable according to length of qualifying service without applying any reduction.

2. The President has also been please to decide that the pension/family pension of those who retired/died between the period 1-7-1966 to 30-6-1985 and in whose case the reduction of pension in excess of the cut off points of Rs.600, 1000, 2000 and 2500 existing at the time of their retirement/death was applied, shall also be that as calculated

previously without applying any reduction subject to the condition that the amount of re-calculated pension governed by the Pension Rules, 1966 shall not exceed the maximum limit of pension referred to in the pension table annexed to this Division Office Memorandum No.OB 2/12/63-Imp (I) dated 18-8-1966. In such cases gratuity or commutation will not be revised or re-calculated. The pensioner concerned or his family will only be allowed the benefit of enhanced pension with effect from 1-7-1985 without any arrears.

3. The benefit of gratuity or commutation will also not be admissible on the revised enhanced pension in cases where in the pensioners concerned did not exercise their option to draw any gratuity or commutation at the time of their retirement. In such cases, the benefit of gratuity or commutation will continue to be admissible on the original amount of gross pension in accordance with the prescribed rules.

[F.D. O.M. No.F.10(7)-Reg.(6)/85, dated the 25th June, 1985.]

S.No.99.—

RESTORATION OF COMMUTED PORTION OF PENSION.

Please see S. No. 1 in Section IV.

[F. D. O. M. No. F. 10(8)-Reg. (6)/85, dated 25th June, 1985.]

S.No.100.—

Please see S. No. 2 in Section IV.

[Finance Division O. M. No. F. 10(8)-Reg. (6)/85, dated 25th June, 1985.]

S.No.101.—

RESTORATION OF COMMUTED PORTION OF PENSION.

Please see S. No. 3 in Section IV.

[F. D. O. M. No. F. 11(1)-Reg. (6)/85, dated 18th July, 1985.]

S.No.102.—

RESTORATION OF COMMUTED PORTION OF PENSION-RE-COMMUTATION OF.

Please see S. No. 4 in Section IV.

[Finance Division O. M. No. F. 10(8)-Reg. (6)/85, dated 2-10-1985.]

S.No.103.—

PART III-PENSION AND COMMUTATION

Please see S. No. 36 in Chapter IV.

[Finance Division O. M. No. F. 1(5)-Imp/2001, dated 4th September, 2001.]

S.No.104.—

RESTORATION OF PENSION SURRENDERED IN LIEU OF COMMUTATION/GRATUITY.

Please see S. No. 10 in Section IV.

[Finance Division O. M. No. F. 5(2)-Reg. 6/2002, dated 2nd July, 2002.]

S.No.105.—**PART III – PENSION AND COMMUTATION**

Please see S. No. 11 in Section IV.

[Finance Division O. M. No. F. 1(1)-Imp/2005, dated 1st July, 2005.]

S.No.106.—

ORDER PASSED IN APPEAL NO. 887 TP 890, 912 TO 915, 922 TO 925 & 930 TO 934 (R) CS-2011, 1166, 1265, 1416 TO 1420, 1455, 1575 & 1794 (R) CS-2011 FILED BY MIRZA MUHAMMAD ISHAQUE, GHULAM MUSTAFA & OTHERS VS MINISTRY OF FINANCE.

Please see S. No. 15 in Section IV.

[Finance Division O. M. No. F. 13(13)-Reg. 6/2011, dated 21th January, 2013.]

S.No.107.—

ORDER PASSED IN APPEAL NO. 887 TO 890, 912 TO 915, 922 TO 925 & 930 TO 934 (R) CS-2011, 1166, 1265, 1416 TO 1420, 1455, 1575 & 1794 (R) CS-2011 FILLED BY MIRZA MUHAMMAD ISHAQUE, GHULAM MUSTAFA & OTHERS VS MINISTRY OF FINANCE.

Please see S. No. 16 in Section IV.

[F. D. O. M. No. F. 13(13)-Reg. (6)/2011, dated 11th March, 2013.]

S.No.108.—**RESTORATION OF COMMUTED PORTION OF PENSION.**

Please see S. No. 18 of Section IV.

[Authority: Finance Division O. M. No. F. 15(2)-Reg.6/2015-699, dated 7th July, 2015.]

S.No.109.—**RESTORATION OF COMMUTED PORTION OF PENSION.**

Please see S. No. 19 of Section IV.

[Authority: Finance Division O. M. No. F. 5(2)-Reg.6/2015-1210, dated 9th February, 2016.]

S.No.110.—**INDEXATION OF PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT.**

The President has been pleased to direct that w.e.f. 1st July, 1985, the pension of all the existing civil pensioners of the Federal Government including those paid from Defence Services Estimates as well as to those who shall retire hereafter shall be indexed in relation to the cost of living. Under this arrangement, the pension admissible at any time will be pension due under the normal rules multiplied by the index applicable from time to time.

2. For the fiscal year 1985-86, the index will be as follows:-

- (a) Pensioners drawing pension upto Rs.1500 p.m. 1.135
- (b) Pensioners drawing pension of more than Rs.1500 p.m. .. . 1.100

provided that a pensioner falling in category (b) will not be allowed less pension than Rs.1703.

3. For the purpose of indexation, the term "Pension" means gross pension i.e. pension before commutation and or surrender of 1/4th thereof including any dearness/ad-hoc increase in pension sanctioned from time to time in the past and additional amount of pension worked out on account of elimination of the reduction of pension due to cut off points referred to in this Division Office Memorandum No.F.10(7)-Reg.(6)/85, dated the 25th June, 1985 which was sanctioned before 1st January, 1986.

4. If a person is in receipt of more pensions than one, the pensions will be aggregated for the purpose of these orders.

5. Family pension granted under the Pension-cum-Gratuity Scheme, 1954/Liberalized Pension Rules, 1977 and pensions sanctioned under the ²⁸⁴Federal Civil Services (Extra Ordinary Pension) Rules, as well as on the Compassionate Allowance under C.S.R. 353 will also be indexed in the same manner as indicated above.

[F.D. O.M. No. F.11(1)-Reg.(6)/85, dated the 26th June, 1985.]

S.No.111.—

GRANT OF FAMILY PENSIONS TO THOSE WIDOWS WHOSE HUSBANDS DIED AFTER DRAWAL OF PENSION FOR 5/10 YEARS BEFORE 1ST JULY, 1983.

The undersigned is directed to refer to this Division's Office Memorandum No.F.5(2)-Reg.(6)/85, dated the 25th June, 1985, on the subject noted above and to state that according to the instructions contained therein, the pensions of such widows which ceased to be payable before 1st July, 1983 on account of expiry of prescribed period of 5/10 years have been revived for life with effect from 1st July, 1985. There is yet another category of widows of government servants whose husbands had died before 1st July, 1983 after withdrawal of pension for 5/10 years. The President has been pleased to decide that such widows may also be paid family pension for life at 50% of the pension (net or gross as the case may be) w.e.f. 1st July, 1985 without any arrears.

2. In case where the gross pension is required to be re-calculated on account of elimination of the reduction of pension due to cut-off points referred to in this Division's Office Memorandum No.F.10(7)-Reg.(6)/85, dated the 25th June, 1985, the amount of family pension may be worked out on the basis of re-calculated amount of gross pension.

3. The other instructions on the subject will be the same as applicable to family pensions which were in existence on 1st July, 1983.

[F.D. O.M. No.F.5(2)-Reg.(6)/85, dated the 5th August, 1985]

²⁸⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

S.No.112.—**CONDONATION OF DEFICIENCY IN QUALIFYING SERVICE FOR PENSION/GRATUITY.**

The undersigned is directed to refer to this Division's Office Memorandum No.F.12(8)-Reg.(6)/81, dated the 13th November, 1982, on the subject noted above and to state that it was clarified therein that the benefit of condonation of deficiency in qualifying service of a Government servant in terms of clauses (1) and (2) of Article 423—CSR, will not be admissible in a case where service rendered by a Government servant does not by itself qualify for PENSION OR GRATUITY under the rules.

2. A doubt has still been expressed in certain quarters whether the said clarification applies also in cases of death while in service or retirement on superannuation or on invalidation on medical grounds for purposes of grant of pension/gratuity. It is hereby clarified that the clarification referred to in para 1 above, equally applies for the purposes of grant of pension/gratuity in cases of death while in service or retirement on superannuation, or on invalidation on medical grounds. In other words, the benefits of condonation of deficiency in qualifying service is not admissible in any case where service rendered by a Government servant does not by itself qualify for pension or gratuity under the prescribed rules.

[F.D. O.M. No.F.12(8)-Reg.(6)/81, dated the 7th August, 1985].

S.No.113.—**GRANT OF BENEFIT OF INDEXATION OF PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT RESIDING ABROAD.**

The undersigned is directed to refer to this Division's Office Memorandum No.F.11(1)-Reg.(6)/85, dated the 26th June, 1985, on the subject noted above and to say that the benefit of indexation of pension sanctioned therein would be admissible to those Pakistani civil pensioners also, who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15th August, 1947 and are either not entitled to, or are not in receipt of pension increases under the British Government's Pension (Increases) Acts. The payment of the indexed pension in all cases shall be made at the official rate of exchange in force at the time the payment is made.

[F.D. O. M. No.F.11(3)-Reg.(6)/81, dated the 4th September, 1985].

S.No.114.—**CALCULATION OF PENSION WITHOUT APPLYING ANY REDUCTION DUE TO CUT-OFF POINTS.**

Reference Auditor General's U.O. No.863-A/14-81(II), dated the 18th August, 1985, on the subject noted above.

2. It is clarified that the dearness increases sanctioned from time to time prior to 1st July, 1985 shall not be recalculated with reference to the enhanced pension on elimination of cut-off points vide this Division's O.M. No.F.10(7)-Reg.(6)/85, dated 25th

June, 1985, so as to work out the gross pension admissible with effect from the 1st July, 1985.

3. For the sake of observing uniformity, all the Audit and Accounts offices may please be informed on the lines of para 2 above.

[F.D.U.O. No.F.10 (7)-Reg.(6)/85-1681, dated the 8th September, 1985, addressed to the Auditor General of Pakistan].

S.No.115.—

INDEXATION OF PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT—PENSION/GRATUITY CASE OF MR. M.H. MAHMOOD, SUPERINTENDENT (RETD).

I am directed to refer to your letter No.PN/2-616/85-86/2461, dated the 11th August, 1985, on the subject noted above and to inform you that according to the clarification issued vide this Division's O.M. No.F.1(4)-Imp.II/85, dated 22nd August, 1985, the indexed pay will be treated as pay for calculation of pension and the pension of those retiring on or after 1st July, 1985 but before 1st January, 1986 will also be indexed in terms of this Division's O.M. No.F.11(1)-Reg.(6)/85, dated 26th June, 1985.

[F.D. letter No. F.11(1)-Reg.(6)/85, dated the 8th September, 1985 addressed to the Chief Accounts Officer, Ministry of Foreign Affairs.]

S.No.116.—

INDEXATION OF PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT.

AGPR may please refer to their U.O. No.PN-II/General Order 85-86/676, dated 18th August, 1985, on the subject noted above.

2. It is clarified that in terms of this Division's Office Memorandum No.F.11(1)-Reg.(6)/85, dated 26th June, 1985, the benefit of indexation on pension will also be admissible on family pensions which ceased to be payable after the expiry of the prescribed period of 5/10 years before 1st July, 1983 and have been revived vide this Division's O.M. No.F.5(2)-Reg.(6)/85, dated 25th June, 1985.

3. It is also clarified that the indexation will be admissible on the net amount of family pension and not on the gross pension of the husband of the widow. For the purpose of indexation, the term "family pension" means 50 per cent of the pension (net or gross of the deceased as the case may be) plus dearness/ad-hoc increases in family pension sanctioned from time to time and actually drawn in the past and additional amount of family pension worked out on account of elimination of cut off point of pension as from 1st July, 1966 to 30th June, 1985, wherever applicable.

4. This issues with the approval of the Finance Secretary.

[F.D. U.O. No.F.5 (2)-Reg.(6)/85, dated the 18th September, 1985 addressed to A.G.P.R. Islamabad].

S.No.117.—

**INDEXATION OF PENSION TO CIVIL PENSIONERS OF
THE FEDERAL GOVERNMENT.**

The undersigned is directed to refer to this Division's O.M. F.11 (1)-Reg.(6)/85, dated the 26th June, 1985 on the subject noted above and to clarify that benefit of indexation will also be admissible to the re-employed pensioners in addition to the benefit of indexation on their pay.

2. The dearness increases sanctioned to the pensioners in the year 1980, 1981, 1982 and 1983 may be taken into account presumptively for working out the indexed amount of pension of re-employed pensioners as illustrated below:-

(a) Gross pension	Rs.2,000.00
(b) Dearness increase from 1-7-1980	Rs.150.00
(c) Dearness increase from 1-7-1981	Rs.200.00
(d) Dearness increase from 1-7-1982	..		Rs.200.00
(e) Dearness increase from 1-7-1983	..		Rs.200.00
Total:			Rs.2,750.00
(f) Addl. Indexation on pension @ 10%	..		Rs.275.00
Total:			Rs.3,025.00
(g) Less the 50% of gross pension surrendered for Gratuity and commutation	Rs.1,000.00
(h) Indexed pension admissible from 1-7-1985			Rs.2,025.00
(i) Less Dearness increase at (b) to (e) above	..		Rs. 750.00
(j) Net Indexed pension admissible to re-employed pensioners	Rs.1,275.00

3. The dearness increases referred to at (b) to (e) above will be restored to the pensioners with effect from the date when they are no more in re-employment.

4. Ministries/Divisions are requested to take necessary action accordingly in respect of the re-employed pensioners with whom they are concerned.

[F.D. O.M. No.F.11(1)-Reg.(6)/85, dated the 4th November, 1985.]

S.No.118.—**COUNTING OF INDEXED PAY TOWARDS RECKONABLE EMOLUMENTS FOR PENSION.**

The undersigned is directed to refer to para 2 of this Division's Office Memorandum No.F.9 (1)-Reg.(6)/81, dated the 1st November, 1981 in which it was clarified that the gross pension of a retired civil servant of the Federal Government would be the greater of —

- (i) the amount of gross pension calculated in accordance with para 3(a) of this Division's O.M. No.6(1)-Rev.1/75, dated 7th January, 1977, i.e. on the basis of 70 per cent of average emoluments as defined in the O.M. (inclusive of dearness allowance sanctioned by the Government from time to time); and
- (ii) the amount of gross pension (inclusive of dearness increases) that would have been admissible under the existing rules, i.e. the rules on the subject obtaining prior to 7th January, 1977, plus Rs.45 (on qualifying service of 30 years or more), vide para 3(b) of the said O.M.

2. The term "existing rules", mentioned in para 1 (ii) above, means the Revised Pension Rules, 1966 as contained in this Division O.M. No. O.B.2/12/63-Imp.(I), dated the 18th August, 1966. After the sanction of the Indexed Pay as from 1st July, 1985 to the Government servants, a doubt has been expressed whether the said indexed pay will form part of reckonable emoluments of a Government servants if his pension is calculated under para 3(b) of this Division's O.M. dated 7th January, 1977 as mentioned in para 1(ii) above. It is clarified that as the Indexed Pay did not form part of reckonable emoluments for pension under the Revised Pension Rules, 1966, referred to above, it cannot be treated to form part of reckonable emoluments for calculation of pension in accordance with para 3(b) of this Division's O.M. dated 7th January, 1977 in respect of those Government servants who retired or will retire on or after 1st July, 1985.

[F.D. O.M. No.F.9(1)-Reg.(6)/81, dated the 1st December, 1985.]

S.No.119.—**GRANT OF FAMILY PENSION TO THE WIDOWS OF THOSE CIVIL SERVANTS WHO HAD RETIRED BEFORE 24TH MARCH, 1954 OR WHO DID NOT OPT FOR THE PENSION-CUM-GRATUITY SCHEME, 1954.**

The undersigned is directed to refer to this Division's Office Memorandum of even number dated the 25th June, 1985 and 5th August, 1985 regarding revival/ grant of Family Pensions and to state that the orders contained therein do not cover the categories of the widows of the following Government servants:—

- (i) who had retired before 24th March, 1954 i.e. before the Pension-cum-Gratuity Scheme was introduced by the Government of Pakistan; and
- (ii) who did not opt for the Pension-cum-Gratuity Scheme and whose pension was sanctioned under the rules in force prior to 24th March, 1954.

2. The President has been pleased to decide that such widows may also be paid family pension for life at 50 per cent of the pension (net or gross, as the case may be) with effect from 1st July, 1985, without any arrears.

3. The other instructions on the subject will be the same as applicable to family pensions which were in existence on 1st July, 1983.

[F.D. O. M. No.F.5(2)-Reg.(6)/85, dated the 10th December, 1985].

S.No.120.—

**CALCULATION OF PENSION OF CIVIL PENSIONERS OF
THE FEDERAL GOVERNMENT.**

The undersigned is directed to refer to the Ministry of Railways O.M. No.E.IV/84-PCI/20, dated the 12th January, 1986 on the subject noted above and to clarify the points made therein ad seriatim below:

- (1) Family Pension has been made for life for widows only. This benefit is not admissible to any other beneficiary for life.
- (2) The benefit of indexation on pension is admissible to those who had retired on or before 31st December, 1985. This benefit is not admissible in the case of those retiring on or after 1st January, 1986.
- (3) The benefit of increase to re-employed pensioners in pension due to elimination of cut off points is admissible. Similarly the commuted portion of pension to the extent of 1/4th of gross pension will also be restored in their case as and when they out-live the period of commutation.
- (4) In order to improve the living condition of the pensioners, the President was please to set up a Pension Committee in 1979. The Report of the Committee was submitted to the President towards the end of March, 1980. The decisions, taken on the recommendations of the Committee were announced by the Finance Minister in his Budget speech for 1980-81 which read as under:—

“Under the existing rules pension is allowed at 70% of reckonable emoluments but the excess over Rs.1000 is reduced by half. In respect of Government servants who are retired after 1st July, 1980, this cut-off point is being raised to Rs.2000 with the proviso that the minimum benefit shall not be less than Rs.40 per month.”

In pursuance of the above decisions, Government orders in respect of civil servants were issued vide Finance Division's O.M. No.F.6(3)-R.6/79, dated 28th June, 1980 (copy enclosed). It was provided therein that with effect from 1st July, 1980 the amount of pension in excess of Rs.2000 instead of Rs.1000 would be reduced by 50%. Therefore the figure of Rs.1000 would be substituted by the figures of Rs.2000 referred to in para 3(a) of Finance Division's O.M. No.F.6(1)-Reg.I/75, dated 7th January, 1977 and the note below the revised pension table given therein.

The pensioners, who had retired on or before 30th June, 1980 were sanctioned special ad-hoc increase ranging from Rs.40 to Rs.200 p.m. according to the grade of service from which they had retired vide another O.M. issued by Finance Division bearing No.F.6(3)-R.6/ 79, dated 28th June, 1980 (copy enclosed).

Thereafter, another O.M. No.F.6(3)-R.6/79, dated 23rd July, 1980 (copy enclosed) was issued with reference to O.M. dated 28th June, 1980 regarding further liberalization of liberalized pension Rules for civil service. It was stated therein that the orders issued by this Division regarding special ad hoc increase admissible to civil servants existing on or before 30th June, 1980 had created certain anomalies vis-a-vis a pensions accruing after 30th June, 1980 (i.e. pensions calculated under para 3(a) of this Division's O.M. dated 7th January, 1977). Further that in order to remove the anomalies, it was decided that if employees in Grade 11—16 and 17—18 got an increase of less than Rs.70 p.m. and Rs.100 p.m. by the enhancement of cut-off point of pension of Rs.2000, the increase would be so determined that a minimum increase of Rs.70 p.m. or Rs.100 p.m. as the case might be would be ensured.

It would thus be seen that the minimum benefit of Rs.70 p.m. or Rs.100 p.m. referred to above was to be made admissible only in cases in which the pension was to be calculated under para 3(a) of O.M. dated 7th January, 1977. This minimum benefit of special ad-hoc increase was/is not admissible in the case of pensions which are calculated under para 3(b) ibid in the case of those retiring on or after 1st July, 1985.

- (5) In accordance with the position explained in (4) above, special adhoc increase is not to be taken into account in the case of pensions falling under para 3(a) or 3(b) of this Division O.M. of 7th January, 1977. The illustration given in (B) thus seems to be correct except that the special ad-hoc increase of Rs.70 is not to be taken into account.
- (6) Subject to the instructions contained in this Division O.M. No.F.12(8)-R 6/81 dated 13th November, 1982 and even number dated 7th August, 1985 the pension will be admissible to a Government servant who enters service at the age of 45 and retires on superannuation of a qualifying service of 15 years. The question of condoning deficiency in his qualifying service does not arise as his qualifying service is of 15 years. In the other case, retirement on superannuation after 24 years 11 months and 15 days service, the deficiency can be condoned under the said article as mentioned in this Division's O.M. referred to above.

2. This issues with the approval of Joint Secretary (R.I).

[F.D. O.M. No.F.5(2)-Reg.(6)/85, dated the 14th January, 1986, addressed to Min. of Railways, Railway Board].

S.No.121.—

INDEXATION OF PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT / PROVINCIAL GOVERNMENT —CLARIFICATION OF THE.

I am directed to refer to your letter No. FD (SR-III)/3/59-85, dated the 27th January, 1986, on the subject noted above and to clarify the points as under:—

1. Effect of Indexation Formula:

(v) For calculation of pension.

(1) Under para 3 (A) (v), the indexed pay is allowed to be counted towards average emoluments for last twelve months for calculation of pension. Thus in case of persons who will retire after 1-7-1985 will get the benefit of indexed pay in calculation of average emoluments and pension so arrived will be the pension from time to time as defined in para 5 (i) *ibid* and that pension will have to be indexed again at the rates shown in para (4) (ii) (a) and (b) *ibid* for the financial year 1985-86. So kindly confirm the views.

(1) The pensions of those who retired on or after 1-7-1985 but before 1-1-1986 will only be indexed.

2. Effect of Indexation Formula:

(iv) For the grant of increments and fixation of pay and promotion.

(2) Under para 3 (B) (iv), the annual increment is allowed in regular Basic pay irrespective of any effect of indexed pay and that pay is defined as pay admissible to an employee at any time under para 2 (i) *ibid* and is to be indexed during financial year 1985-86. Thus annual increment earned by employee in existing basic pay on 1-12-1985 is also to be indexed. Kindly confirm the view.

(2) The presumption is confirmed.

3. Effect of Indexation Formula:

(A) Indexed pay will be treated as pay for the purposes.

Under para 3 (a) *ibid* the criteria for counting indexed pay is given at serial Nos. (i to vii) wherein it is not shown as admissible during leave including LPR though leave salary during such leave period as pay last drawn. Pay last drawn includes pay in existing Basic Pay Scale plus indexed pay. So kindly clarify as to whether indexed pay is admissible during leave including LPR.

Employees who were on leave/LPR on or before 1-7-1985 will not be allowed the benefit of indexation of pay during leave. In the case of employees who were on leave, benefit of indexation of pay will be allowed on the date of resumption of duty. In the case of employees who were on LPR the benefit of indexation of pay will be allowed on notional basis. In case of those employees who proceeded on leave/LPR after 1-7-1985 will draw indexed pay as leave salary.

4. Under provisions of para 2 (a) and 2 (b) of Liberalized Pension Rules of

(4) The grade-wise increases ranging from Rs.40/- to Rs.100/- allowed w.e.f.

February, 1977 the pension is still being calculated under both the formulae whichever is beneficial as illustrated below:

2(a) = 70% of average emoluments of last twelve months = Gross Pension

2(b) = Average emoluments of last twelve months = multiplied by service/50

Addl. Increases :

(i) 1-6-1973 Circular FD (SR-II) 12-16/73, dated 23-2-1974

(ii) 1-8-1974 Circular FD (SR-II) 47-22/73, dated 5-9-1973

(iii) 8-6-1974 Circular FD (SR-II) 17-6/74, dated 26-8-1974

(iv) 7-4-1975 Circular FD (SR-II) 17-21/74, dated 26-4-1975

(v) 1-7-1980 as per fixed amounts
as per grades 1-10 Rs.40/-
11-16 Rs.70/-
17-18 Rs.100/-

It may kindly be clarified in view of para 5 (calculation of pension without applying any reduction to cut off points) of Circular under reference whether the pension for those who will retire after 1-7-1985 will have to be calculated under formula 2 (a) & 2 (b) both whichever is beneficial.

4-A. Indexation of Pension :

Para-4 (iii). — Under this para the indexation on gross pension will be allowed in cases of pension sanctioned before 1-1-1986. It is understood that a pensioner who will be allowed pension w.e.f. 1-1-1986 will not be entitled to the indexed pension.

Para-4 (v). — According to this para, the family pension granted under the West Pakistan Civil Services Pension Rules, 1963, as amended from time to time, will also be indexed. It is not clear as to whether the indexation of pension may be allowed to those family pension cases which ceased to be payable before 1-7-1983 and revived w.e.f. 1-7-1985.

1-7-1980 will not be admissible as from 1-7-1985. The pension will, however, continue to be calculated under para 3 (a) or 3 (b) of Finance Division O.M. of 7-1-1977 except that under para 3 (b), grade-wise increase will not be admissible as from 1-7-1985. Also under para 3 (b), 'indexed pay' will not be included in the reckonable emoluments.

4 (iii) Reply to this point is in the affirmative.

4 (v) The benefit of indexation of family pension will also be allowed on the net amount of family pensions plus benefit of cut off point which ceased to be payable before 1-7-1983 and revived with effect from 1-7-1985.

5. Calculation of pension without applying any reduction due to cut off points:

Para-5 (i). — Whether pension in all cases is to be calculated at the rate of 70% of average emoluments on completion of 30 years qualifying service or at percentage applicable to length of service where qualifying service is less than 30 years or formula 2(b) i.e. total emoluments multiplied by length of service divided by 50 plus increases sanctioned from time to time may continue to be applicable where beneficial to the pensioner.

Indexation in cases of family pension will be admissible on net pension of the family and not on the gross pension of the husband of the widow. This may also please be confirmed.

Para-5 (ii). — Whether the maximum limit of pension for Rs.1000/- only referred to in Annex-I (Pension Table) Annexed to Finance Department Circular letter No.SO(SR)V-257/67, dated 27-4-1967 will be applicable only in the cases where cut off points was applied at the stage of Rs.600 or also in the cases where pension was reduced due to cut off points at the stage of Rs.1000, Rs.2000 and Rs.2500 or they may be allowed full pension without effecting the cut off at Rs.1000, 2000 and 2500.

Reply is the same as in para 4 above.

The benefit of indexation in cases of family pension will be admissible on the “net amount of family pension” plus benefit of cut off point as already clarified vide Finance Division U.O. No.F.5(2)-Reg.(6)/85, dated 18-9-1985, a copy of which was forwarded vide Finance Division O.M. of even number dated 27-11-1985.

The maximum limit of pension of Rs.1000 will be applicable only in the cases where cut off point was applied at the stage of Rs.600 vide Finance Division O.M. No.OB.2/12/63-Imp(I), dated 18-8-1966.

6. Restoration of commuted portion of pension:

Para-6. Whether the restoration of commuted portion of pension will also be applicable in the cases of family pension.

Reply to this point is in the negative.

[F.D. letter No.F.11(1)-Reg.(6)/85, dated the 26th February, 1986 addressed to the Finance Department, Government of Sind.]

S.No.122.—

INDEXATION OF PENSION OF PENSIONERS OF THE FEDERAL GOVERNMENT.

The undersigned is directed to refer to this Division's Office Memorandum No.F.11(1)-Reg.(6)/85, dated the 4th November, 1985 on the subject noted above.

2. It is clarified that in cases of re-employment/induction where pay has been allowed equal to the pay last drawn minus pension, the amount of pension which used to be deducted from civil pay prior to indexation of pension will continue to be deducted.

[F.D. O.M. No.F.6(24)-Reg.(3)/85, dated the 9th March, 1986.]

S.No.123.—

**INDEXATION OF PENSION TO CIVIL PENSIONERS OF
THE FEDERAL GOVERNMENT.**

The undersigned is directed to refer to this Division's Office Memorandum No.F.11(1)-Reg.(6)/85, dated the 26th June, 1985, on the subject noted above and to clarify that gratuity/commutation in respect of any part of the indexed amount of pension will not be admissible in any case. Nor it will be admissible in the case of Government servants who retired between the period from 1st July, 1985 to 31st December, 1985.

2. The adjustment of the overpaid amount, if any, in such cases may please be made accordingly.

[F.D. O.M. No.F.11(1)-Reg.(6)/85-II, dated the 16th April, 1986.]

S.No.124.—

**INDEXATION OF PENSION TO CIVIL PENSIONERS OF
THE FEDERAL GOVERNMENT.**

The President has been pleased to direct that w.e.f. 1st July, 1986, the pension upto Rs.1500 of all the existing civil pensioners including those paid from the Defence Services Estimates who retired upto 31st December, 1985 would be indexed (inclusive of the rate of indexation of last year) @ 18%. Pension in excess of Rs.1500 would be indexed at the rate of 13.5%, provided that a pensioner drawing pension more than Rs.1500 will not be allowed less pension than Rs.1770. In regard to pensions earned from 1st January, 1986 to 30th June, 1986, instructions on the subject have been issued separately.

2. For the purpose of indexation, the term "pension" means gross pension i.e. pension before commutation and/or surrender of 1/4th thereof including any dearness/ad-hoc increases in pension sanctioned from time to time in the past.

3. If a person is in receipt of more pensions than one, the pension will be aggregated for the purpose of these orders.

4. The indexation will also be admissible on the net amount of family pensions granted under Pension-cum-Gratuity Scheme, 1954/Liberalized Pension Rules, 1977 and pensions sanctioned under the ²⁸⁵Federal Civil Service (Extra-ordinary Pension) Rules, as well as on the compassionate allowance under CSR-353 plus dearness/ad-hoc increase and indexation sanctioned in the past and where admissible.

²⁸⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

5. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part IV of Appendix III to the Account Code (Vol.1), the amount of the index will be apportioned between the Governments concerned on proportionate basis.

6. Commutation of any part of the indexed amount will not be permissible.

7. The benefit of indexation of pensions sanctioned in this O.M. will also be admissible to those Civil pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15th August, 1947 and are not entitled to, or are not in receipt of pension increases under the British Government's Pension (Increases) Acts. The payment will be made at the existing official rate of exchange.

[F.D. O.M. No.F.11(1)-Reg.(6)/86(A), dated the 1st July, 1986.]

S.No.125.—

INDEXATION OF PENSION OF THOSE WHO RETIRED DURING THE PERIOD FROM 1ST JANUARY, 1986 TO 30TH JUNE, 1986.

The undersigned is directed to state that this Division's O.M. No.11(1)-R.6/85, dated the 26th June, 1985, the benefit of indexation on pension was admissible to those civil servants who retired during the period from 1st July, 1985 to 31st December, 1985 at the following rates:—

- (a) Pensioners drawing pension upto Rs.1500 p.m. 1.135
- (b) Pensioners drawing pension of more than Rs.1500 p.m. 1.100

Provided that a pensioner falling in category (b) above was not to be allowed less pension than Rs.1703.

2. The stoppage of the benefit of indexation referred to in para (1) above as from 1st January, 1986 resulted in financial hardship to those who retired during the period from 1st January, 1986 to 30th June, 1986. The President has, therefore, been pleased to decide that the civil servants who retired during the said period from 1st January, 1986 to 30th June, 1986 shall be allowed the benefit of indexation at the following rates:—

- (a) Pensioners drawing pension upto Rs.1500 p.m. 4%
- (b) Pensioners drawing pension of more than Rs.1500 p.m. 3%

OR

They would be allowed the same amount of pension inclusive of the benefit of indexation as sanctioned vide this Division Office Memorandum No.F.11(1)-Reg.(6)/86(A) dated 1st July, 1986, as would have been admissible to them had they retired on 31st December, 1985, if it would be more beneficial to them.

[F.D. O.M. No. F.11(1)-Reg.(6)/86(B), dated the 1st July, 1986]

S.No.126.—**REVISION OF RATES OF COMMUTATION.**

Please see S. No. 5 of Section IV.

[Finance Division O. M. No. F. 10(3)-Reg.(6)/8(II), dated 1st July, 1986.]

S.No.127.—**INDEXATION OF PENSION TO CIVIL PENSIONERS OF
THE FEDERAL GOVERNMENT.**

Reference this Division's Office Memorandum of even number dated the 1st July, 1986 on the subject noted above.

2. The words "and indexation" occurring in para 2 after the word "increases" in the above O.M. shall be treated to have been deleted *ab-initio*.

[F.D. Corrigendum No. F.11(1)-Reg.(6)/86 (A), dated the 6th July, 1986.]

S.No.128.—**REVISION OF RATES OF COMUTATION.**

The undersigned is directed to refer to this Division O.M. No.F.10(3)-Reg.(6)/86(II), dated the 1st July, 1986, on the subject noted above (copy attached for ready reference) and to state that a question has been raised whether the commuted value of pension in case of those who have retired before 1st July, 1986 will be determined in accordance with the Old Commutation Table even if such retired civil servants apply for commutation on or after 1st July, 1986. In this connection, Rule 7 of the Civil Pension (Commutation) Rules is reproduced below:—

"The lump sum payable on commutation shall be calculated in accordance with a table or tables of present values prescribed by the President. For the purpose of this rule, the age in the case of impaired lives shall be assumed to be such age, not being less than the actual age, as the certifying medical authority may direct. In the event of the table of present values applicable to an applicant having been modified between the date of administrative sanction to commutation and the date on which commutation is due to become absolute, payment shall be made in accordance with the modified table, but it shall be open to the applicant if the modified table is less favourable to him than that previously in force to withdraw his application by notice in writing despatched within 14 days of the date on which he receives notice of the modification".

2. According to the above rule, if the Commutation Table is modified between the date of administrative sanction of commutation and the date on which commutation is due to become absolute, the payment shall be made in accordance with the modified Table. In the context of O.M. referred to in para 1 above, therefore, it is clarified that where a civil servant who had retired before 1st July, 1986 applies for commutation after this date, the commuted value in that case will be determined in accordance with the modified Table as per rule 7 cited in para 1 above. However, the cases of commutation finalized before 1st July, 1986 under the old Commutation Table will not be reopened.

[F.D. O.M. No. F.10 (3)-Reg.(6)/86, dated the 16th October, 1986.]

S.No.129.—**INDEXATION OF PENSION TO CIVIL PENSIONERS OF
THE FEDERAL GOVERNMENT.**

With reference to para 1 of this Division's Office Memorandum of even number dated the 1st July, 1986 on the subject noted above, the undersigned is directed to clarify that pension of the existing pensioners including those paid from the Defence Services Estimates who retired upto 31st December, 1985 shall be indexed (inclusive of the rate of indexation of the last year) w.e.f. 1st July, 1986 as under :-

- | | |
|--------------------------------------------------------------|-------|
| (a) Pensioners whose pension does not exceed Rs.1500 p.m. .. | 18% |
| (b) Pensioners whose pension exceeds Rs.1500 p.m. .. | 13.5% |

Provided that a pensioner falling in category (b) above will not be allowed less pension than Rs.1770.

[F.D. O.M. No. F.11(1)-Reg.(6)/86(A), dated the 19th October, 1986.]

S.No.130.—**GRANT OF DEARNESS INCREASE IN PENSION TO CIVIL PENSIONERS OF
THE FEDERAL GOVERNMENT WHO RETIRED DURING THE PERIOD
FROM 1ST JULY, 1983 TO 30TH JUNE, 1984**

The undersigned is directed to refer to this Division O.M. No.F.1 (16)-Reg.(6)/83-Vol.IV, dated the 11th November, 1986 on the subject noted above and to state that the benefit of dearness increases sanctioned therein for the pensioners who retired during the period from 1st July, 1983 to 30th June, 1984 is optional. A written option may, therefore, be given by each pensioner if he would like to avail of that benefit.

[F.D. O.M. No.F.1(16)-Reg.(6)/83-Vol.IV, dated the 13th April, 1987]

S.No.131.—**INDEXATION OF PENSION TO CIVIL PENSIONERS OF
THE FEDERAL GOVERNMENT.**

The President has been pleased to direct that with effect from 1st July, 1987, the pension of all the existing civil pensioners including those paid from the Defence Services Estimates who retired between 1st July, 1986 and 30th June, 1987 would be indexed at the rate of 4% of Gross Pension. Those who have retired earlier will continue to draw the indexation already allowed to them in addition to the indexation now being allowed.

2. For the purpose of indexation, the term "pension" means gross pension i.e. pension before commutation and/or surrender of 1/4th thereof including any dearness/ad-hoc increases in pension sanctioned from time to time in the past.

3. If a person is in receipt of more pensions than one, the pension will be aggregated for the purpose of these orders.

4. The indexation will also be admissible on the net amount of family pension granted under Pension-cum-Gratuity Scheme, 1954/Liberalized Pension Rules, 1977, and pensions sanctioned under the ²⁸⁶Federal Civil Service (Extra-ordinary Pension) Rules, as well as on the compassionate allowance under CSR-353 plus dearness/ad-hoc increase sanctioned in the past and where admissible.

5. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part IV of Appendix III to the Account Code (Vol.1), the amount of the indexation will be apportioned between the Governments concerned on proportionate basis.

6. Commutation of any part of the indexed amount will not be permissible.

7. The benefit of indexation of pensions sanctioned in this O.M. will also be admissible to those Civil pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15th August, 1947 and are not entitled to, or are not in receipt of pension increases under the British Government's Pension (Increases) Acts. The payment will be made at the existing official rate of exchange.

[F.D. O.M. No.F.11(4)-Reg.(6)/87, dated the 1st July, 1987.]

S. No. 132.—

INTRODUCTION OF REVISED PENSION APPLICATION FORM CSR-25

Please see S. No. 45-A in Chapter VII.

[F. D. O. M. No. F. 28(18)-Reg. (6)/86, dated 30th July, 1987.]

S.No.133.—

**INDEXATION OF PENSION OF THOSE WHO RETIRED BETWEEN
1ST JANUARY, 1986 AND 30TH JUNE, 1986.**

In partial modification of this Division's O.M. of even number dated the 1st July, 1986, and in supersession of the O.M. of the even number dated the 18th of November, 1986, on the subject noted above, the undersigned is directed to state that it has been decided that the Government servants retiring between 1st January, 1986 and 30th June, 1986 would be allowed pension admissible to them on the date of their actual retirement under the normal rules plus so much benefit of indexation that their pension including indexation will not be less than the pension including indexation of those who retired on 31st December, 1985.

[F.D. O.M. No.F.11(1)-Reg.(6)/86(B), dated the 29th March, 1988.]

S.No.134.—

INDEXATION OF PENSION.

The President has been pleased to direct that with effect from 1st July, 1988, the pension of all Government employees including those paid from Defence Services

²⁸⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

Estimates who have retired upto 30th June, 1988 would be indexed at the rate of 7% of Gross Pension.

2. If a person is in receipt of more pensions than one, the pension will be aggregated for the purpose of these orders.

3. For the purpose of indexation, the term "pension" would mean gross pension before commutation and/or surrender of 1/4th thereof plus any dearness/ad-hoc increases in pension sanctioned from time to time in the past.

4. The indexation at the rate of 7% would also be admissible on the net amount of family pensions granted under Pension-cum-Gratuity Scheme, 1954/Liberalized Pension Rules, 1977, and pensions sanctioned under the ²⁸⁷Federal Civil Service (Extraordinary Pension) Rules, as well as on the compassionate allowance under CSR-353 plus dearness/ad-hoc increases sanctioned in the past and where admissible.

5. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part IV of Appendix III to the Account Code (Vol-1), the amount of the indexation will be apportioned between the Governments concerned on proportionate basis.

6. Commutation of any part of the indexation amount will not be permissible.

7. The benefit of indexation of pensions sanctioned in this O.M. will also be admissible to those Civil pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15th August, 1947 and are not entitled to, or are not in receipt of pension increases under the British Government's Pension (Increases) Acts.

[F.D. O.M. No.F.9(10)-Reg.(6)/88, dated the 1st July, 1988.]

S.No.135.—

**GRANT OF INCREASES ON FAMILY PENSION STOPPED BEFORE 1ST JULY, 1983
AND REVIVED FROM 1ST JULY, 1985.**

The President has been pleased to direct that with effect from 1st July, 1988, family pension of widows which had ceased to be payable before 1st July, 1983 and were revived from 1st July, 1985 shall be allowed all dearness/ad hoc increases which would have been admissible if these pensions had not ceased to be payable. No arrears prior to 1st July, 1988 shall, however, be payable.

2. Indexation on pension sanctioned vide O.M. No.F.9(10)-Reg.(6)/88, dated 1st July, 1988 and earlier shall be calculated on pension plus increases restored under this O.M.

²⁸⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

3. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in part IV of Appendix III to the Account Code (Vol. I), the amount of the increases will be apportioned between the Governments concerned on proportionate basis.

4. The other instructions on the subject will be the same as applicable to family pensions which were in existence on 1st July, 1983.

[F.D. O.M. No.F.9(11)-Reg.(6)/88, dated the 1st July, 1988.]

S.No.136.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL RETIRED IN BPS 1 TO 16.

The undersigned is directed to refer to Finance Division's O.M. of even number dated 11-3-1997 on the subject noted above and to say that queries have been received in this Division:—

- (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 Government servants who were retired upto 28-2-1997 or also to those who will retire on or after 1-3-1997?

2. It is hereby clarified that:—

- (i) The benefit of 10% increase in pension is also admissible to those pensioners who were in BPS-17 by virtue of move-over 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.

[F.D. O.M. No.F.4(3)-R.6/97, dated the 29th March, 1997]

S.No.137.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT INCLUDING CIVILIANS PAID FROM DEFENCE ESTIMATES.

The President has been pleased to allow increase in pension with effect from 1st July, 1999 to civil pensioners of the Federal Government including civilians paid from Defence Estimates at the following rates:—

INCREASE IN PENSION

- | | |
|-----------------------------------|-----|
| (i) Pensioners in BPS-1 — 16 | 25% |
| (ii) Pensioners in BPS-17 & above | 20% |

2. For the purpose of admissibility of the increase in pension sanctioned in this O.M. the term 'Pension' means pension before commutation and or surrender of $\frac{1}{4}$ for gratuity plus dearness/adhoc increases/indexation/adhoc 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 increases 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 ²⁸⁸Federal Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

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 Federal Government is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal 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 O.M. will also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15th August, 1947 and are not entitled to, or are not in receipt of pension increase under the British Government's Pension (Increases) Acts. The payment will be made at the existing official rate of exchange.

[F.D. O.M. No.F.4(1)-R.6/99, dated the 23rd July, 1999]

S.No.138.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 42 in Chapter IV.

[Finance Division O. M. No. F. 4(2)Reg.(6)/2003, dated 30-6-2003.]

²⁸⁸Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

S.No.139.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 45 in Chapter IV.

[Finance Division O. M. No. F. 4(1)Reg.(6)/2004, dated 2-7-2004.]

S.No.140.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 47 in Chapter IV.

[Finance Division O. M. No. F. 4(3)Reg.6/2006, dated 30-6-2006.]

S.No.141.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 49 in Chapter IV.

[Finance Division O. M. No. F. 4(2)Reg.6/2007, dated 13-7-2007.]

S.No.142.—**COMPUTING PERSONAL ALLOWANCE / SECRETARIAT ALLOWANCE FOR THE PURPOSE OF PENSIONABLE EMOLUMENTS.**

I am directed to refer to Finance Division's O.M. No. F.1(32)-Imp-II/88 dated 1st July, 1988 on the above subject and to state that in pursuance of judgement dated 05.04.2007 passed by Supreme Court of Pakistan in civil miscellaneous petition No.2683 of 2006, it has been decided to allow the inclusion of Secretariat Allowance / Personal Pay/ Personal Allowance in the emoluments reckonable towards pension to all those civil servants who retired between 01.07.1988 to 23.05.1996 while receiving Secretariat Allowance / Personal Pay/ Personal Allowance.

[Finance Division's No. F.13(4)-Reg.6/2007 Dated: 11-02-2008.]

S.No.143.—**RESTORATION OF PENSION SURRENDERED IN LIEU OF COMMUTATION/GRATUITY**

Please see S. No. 12 of Section IV.

[Finance Division's O. M. No. F. 13(16)-Reg.6/2003, Dated: 29-02-2008.]

S.No.144.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 50 in Chapter IV.

[Finance Division O. M. No. F. 4(1)Reg.6/2008-808, dated 30-6-2008.]

S.No.145.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 52 in Chapter IV.

[Finance Division O. M. No. F. 4(1)Reg.6/2009, dated 13-7-2009.]

S.No.146.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 53 in Chapter IV.

[Finance Division O. M. No. F. 4(1)Reg.6/2010/721, dated 5th July, 2010.]

S.No.147.—**MINIMUM PENSION**

Please see S. No. 54 in Chapter IV.

[Finance Division O. M. No. F. 15(1)Reg.6/2010/777, dated 5th July, 2010.]

S.No.148.—**GRANT OF MEDICAL ALLOWANCE TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT.**

The undersigned is directed to convey the sanction of the President to the introduction of Medical Allowance with effect from 1st July, 2010 to all civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as Civil Armed Forces at the following rates :—

- (i) Pensioners who retired in BPS 1-15 @ 25% of pension drawn.
- (ii) Pensioners who retired/will retire in BPS 16 -22 @ 20% of pension drawn.

2. The medical allowance will be allowed after allowing increases in family pension, pension and minimum pension notified vide following O.Ms. :—

- (i) No. F.2(3)-Reg.6/2010 dated 05-07-2010
- (ii) No. F.4(1)-Reg.6/2010 dated 05-07-2010
- (iii) No. F.15(1)-Reg.6/2010 dated 05-07-2010

3. The re-employed pensioners will be allowed medical allowance after allowing increases in pension on notional basis as increases in pension are not admissible to them during re-employment.

4. The existing facility of reimbursement of amounts spent on account of purchase of medicines by the retired Government servants and local purchase of medicines by Government Hospitals for Outdoor Patients (OPD) will be discontinued. However, the existing facilities for consultation and diagnostic investigations at OPD will continue as before. Reimbursement/Local Purchase on account of Cancer, Hepatitis B, C and Insulin dependent diabetes would be admissible for OPD patients. The existing facility of reimbursement of all kinds of expenditure on account of Indoor Medical Treatment will continue as before.

[Finance Division O.M. No.F.16(1)-Reg.6/2010/778, dated 5th July, 2010]

S.No.149.—**REVISION OF BASIC PAY SCALES, ALLOWANCES AND PENSION OF CIVIL SERVANTS OF THE FEDERAL GOVERNMENT.**22. Medical Allowance for the Pensioners:

- i. Medical Allowance admissible to the existing retired Civil Servants in BPS-1 to BPS-15 and in BPS-16 to BPS-22 @ 25% and 20% of the net pension respectively shall continue to be admissible at the frozen level of its admissibility as on 30-06-2011 and until further orders.
- ii. All the Civil Servants in BPS-1 to BPS-15 and in BPS-16 to BPS-22, who shall retire on or after 01-07-2011 onwards, shall be allowed Medical Allowance @ 25% and 20% of the net pension respectively and shall stand frozen at the same level.

[Finance Division O. M. No. F. 1(5)-Imp/2011-419, dated 4th July, 2011.]

S.No.151.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 56 in Chapter IV.

[Finance Division O. M. No. F. 4(1)-Reg.6/2012-1144, dated 2nd July, 2012.]

S.No.152.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 57 in Chapter IV.

[Finance Division O. M. No. F. 13(11)-Reg.6/2011, dated 17th October, 2012.]

S.No.153.—**INCLUSION OF COST OF LIVING ALLOWANCE @ 7% IN THE PENSIONABLE EMOLUMENTS.**

Please see S. No. 58 in Chapter IV.

[Finance Division U. O. No. F. 13(10)-Reg.6/2008-1234, dated 07-06-2013 addressed to Section Officer (IF-II), Finance Division, Islamabad.]

S.No.154.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 59 in Chapter IV.

[Finance Division O. M. No. F. 4(1)-Reg.6/2013-1375, dated 16th July, 2013.]

S.No.155.—**MINIMUM PENSION**

Please see S. No. 60 in Chapter IV.

[Finance Division O. M. No. F. 15(1)-Reg.6/2010-1375, dated 16th July, 2013.]

S.No.156.—**MINIMUM PENSION**

Please see S. No. 61 in Chapter IV.

[Authority: Finance Division O. M. No. F. 15(1)-Reg.6/2014, dated 7th July, 2014.]

S.No.157.—**ADMISSIBILITY OF MEDICAL ALLOWANCE ON RESTORATION OF
COMPUTED PORTION OF PENSION**

I am directed to refer to Office of Controller General of Accounts letter No.251/CGA Reg/1-6/13/94 dated 28-08-2013 on the above subject and to clarify that medical allowance is also admissible on the restored amount of commuted value of pension from the date on which the same has been restored between the period from 01-07-2010 to 30-06-2011.

[Finance Division's letter No. F.16 (1)-Reg.6/2010-1518, dated 22nd October, 2013 addressed to Accounts Officer (Reg), Office of Controller General of Accounts, Islamabad]

S.No.158.—**INCLUSION OF COST OF LIVING ALLOWANCE @ 7% IN
THE PENSIONABLE EMOLUMENTS.**

Please see S. No. 62 in Chapter IV.

[Finance. Division's letter No. F. 13(10)-Reg.6/2008-476, dated 20th May, 2014 addressed to Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad.]

S.No.159.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL
GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 63 in Chapter IV.

[Finance Division O. M. No. F. 13(11)-Reg.6/2011-280, dated 9th June, 2014.]

S.No.160.—**GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL
GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.**

Please see S. No. 64 in Chapter IV.

[Finance Division O. M. No. F. 4(1)-Reg.6/2014, dated 7th July, 2014.]

S.No.161.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT AS WELL AS RETIRED ARMED FORCES PERSONNEL.

Please see S. No. 65 in Chapter IV.

[Authority: Finance Division O. M. No. F. 4(1)-Reg.6/2015-697, dated 7th July, 2015.]

S.No.162.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT.

Please see S. No. 66 in Chapter IV.

[Authority: Finance Division O. M. No. F. 4(1)-Reg.6/2016-870, dated 1st July, 2016.]

S.No.163.—

GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE FEDERAL GOVERNMENT.

Please see S. No. 67 in Chapter IV.

[Authority: Finance Division O. M. No. F. 4(1)-Reg.6/2017-831, dated 3rd July, 2017.]

CHAPTER-X — ASSISTANCE PACKAGE

S.No.1.—

ASSISTANCE PACKAGE FOR FAMILIES OF GOVERNMENT EMPLOYEES WHO DIE IN SERVICE.

The undersigned is directed to refer to the subject noted above and to convey the approval of Prime Minister of Pakistan to the following assistance package for government employees who die in service:—

Item	In Service Deaths		Security related Details	
	BS	Amount	BS	Amount
Lump Sum Grant	➤ Upto Rs.1.0 million, according to following scales:-		➤ Upto Rs.1.5 million according to following scales:-	
	1-4	Rs. 200,000	1-15	Rs. 500,000
	5-10	Rs. 300,000	16-19	Rs. 1,000,000
	11-15	Rs. 400,000	20 & above	Rs. 1,500,000
	16-17	Rs. 500,000		
	18-19	Rs. 800,000		
	20 & above	Rs. 1,000,000		
Pension	➤ 75% pension to the spouse or eldest son till the youngest child attains the age of 18 years. ➤ Normal pension to the spouse after that for life.		➤ Full pension to the spouse or eldest son till the youngest child attains the age of 18 years. ➤ Normal pension to the spouse after that for life. ➤	
Accommodation	➤ Retention of Government house or payment of rent for hired house for 05 years or till the age of super-annuation, whichever is earlier but for a minimum period of 03 years. ➤		➤ Retention of Government House or payment of rent for hired house till superannuation, or for 05 years whichever is later.	
Employment	➤ Employment for posts in BS-01 to BS-15 on two years contract without advertisement.		➤ Employment for posts in BS-01 to BS-15 on two years contract without advertisement. ➤	
Education	➤ Free education to one child upto the age of 18 years.		➤ Free education to all the children upto the age of 18 years. ➤	
Health	➤ Free health facilities to widow for life and for children upto age of 18 years in government hospitals.		➤ Free health facilities to widow for life and for children upto age of 18 years in government hospitals. ➤	

Plot of Land	<ul style="list-style-type: none"> ➤ Allotment of a plot as per FGEHF policy against 2% quota fixed for deceased employees. ➤ The widow would also be eligible to be considered for allotment of plot as per FGEHF policy applicable to service Federal Government Employees. However, allotment of plot against one category would render her ineligible for consideration in second category. 	<ul style="list-style-type: none"> ➤ Allotment of a plot as per FGEHF policy against 2% quota fixed for deceased employees. ➤ The widow would also be eligible to be considered for allotment of plot as per FGEHF policy applicable to service Federal Government Employees. However, allotment of plot against one category would render her ineligible for consideration in second category. ➤
House Building Advance	<ul style="list-style-type: none"> ➤ In case of advance against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balance to be waived. 	<ul style="list-style-type: none"> ➤ In case of advance against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balance to be waived.

2. All Ministries/Divisions are requested to take further necessary action in the matter accordingly.

[Authority: Establishment Division's letter No.7/40/2005-E.2, dated the 13th June, 2006]

S.No.2.—

SUBJECT:— ASSISTANCE PACKAGE FOR FAMILIES OF GOVERNMENT EMPLOYEES WHO DIE IN SERVICE.

The undersigned is directed to refer to the subject noted above and to say that the Prime Minister has been pleased to constitute a Committee under the chairmanship of Secretary Finance to re-examine the policy of death benefits.

2. Till such time the report of the Committee is finalized, the death benefits notified vide this Division's OM No.8/10/2013-E.2, dated 20th October, 2014, shall remain held in abeyance.

3. All concerned are requested to take further necessary action accordingly.

[Authority: Establishment Division's O.M. No.8/10/2013-E.2, dated, the 9th February, 2015]

S.No.3.—

SUBJECT:—ASSISTANCE PACKAGE FOR FAMILIES OF GOVERNMENT EMPLOYEES WHO DIE IN SERVICE.

The undersigned is directed to refer the subject cited above and to state that reference/queries on following aspects of Prime Minister's Assistance Package are often received in this Division:

- i. Whether the services of contract employees appointed under the said package can be regularized? If so, under what rules?
- ii. Whether, on expiry of their terms, the contract of employees, appointed under the said package, can be extended? If so, under what rules?
- iii. Whether, upon holding in abeyance of the revised package issued vide this Division's OM No.8/10/2013-E.2, dated 20th October, 2014, what is the status of benefits to be granted to the widows/children of deceased Government Servants?

2. Aforesaid queries are clarified as under for general information of all concerned:

- i. Regularization of services of employees appointed on contract basis are governed by Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.
- ii. Extension in contract appointments is governed by instructions contained in this Division's O.M. No.8/10/2000-CP-I dated 23-12-2000 (copy enclosed).
- iii. Revision made to the subject Package vide this Division's O.M. No.8/10/2013-E-2, dated 20th October, 2014 has since been held in abeyance, therefore, all cases are to be dealt under this Division's O.M. No.7/40/2005-E-2 dated 13-06-2006, till further orders/instructions.

[Authority: Establishment Division's O.M. No.8/10/2013-(E-II), dated the 25th May, 2015]

S.No.4.—

SUBJECT:— REVISION OF ASSISTANCE PACKAGE FOR FAMILIES OF GOVERNMENT EMPLOYEES WHO DIE IN SERVICE.

The undersigned is directed to refer to this Division's O.M. No.7/40/2005-E-2, dated 13th June, 2006, O.M. No.8/10/2013-E-2, dated 20th October, 2014, O.M. No.8/10/2013-E-2, dated 9th February, 2015 and O.M. No.8/10/2013 (E-II) (PT) dated 25th May, 2015 including amendments thereof issued from time to time on the subject noted above and to state that the Prime Minister has been pleased to approve the following revised Assistance Package for Government employees, who die in service, w.e.f. 9th February, 2015:—

ITEM	IN SERVICE DEATHS	SECURITY RELATED DEATHS										
Lump sum Grant	300% increase over the package-2006 for in service death of civilian employees. This increase will be given on the 2006 package as per following scales:-											
	BS	Amount										
	1-4	Rs.600,000										
	5-10	Rs.900,000										
	11-15	Rs.1,200,000										
	16-17	Rs.1,500,000										
	18-19	Rs.2,400,000										
	20 & above	Rs.3,000,000										
		a. Upto Rs.10 million, according to following scales:-										
		<table border="1"> <thead> <tr> <th>BS</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1-16</td> <td>3 Million</td> </tr> <tr> <td>17</td> <td>5 Million</td> </tr> <tr> <td>18-19</td> <td>9 Million</td> </tr> <tr> <td>20 & above</td> <td>10 Million</td> </tr> </tbody> </table>	BS	Amount	1-16	3 Million	17	5 Million	18-19	9 Million	20 & above	10 Million
BS	Amount											
1-16	3 Million											
17	5 Million											
18-19	9 Million											
20 & above	10 Million											
		b. Rs.700,000/- to the officers/officials incapacitated and released from service for having become invalid as a result of injury in encounters/bomb blasts, riots/watch and ward duty or terrorist activity.										
		c. Rs.500,000/- to the officers/officials incapacitated as a result of the injury in accidents as stated in para "b" above but who are still serving in the department.										
Pension	100% pension to the families of a deceased Government servants as per their length of service and last pay drawn. In case of less than 10 years service of the deceased employees, rate of minimum 10 years service will be applicable.	100% pension to the families of a deceased Government servants as per their length of service and last pay drawn. In case of less than 10 years service of the deceased employees, rate of minimum 10 years service will be applicable.										
Accommodation	Retention of Government house or payment of rent of hired house till the age of superannuation.	Retention of Government house or payment of rent of hired house till the age of superannuation.										
Education	Free education to all the children of the deceased government employees up to graduation in any public / government educational institution including expenses of tuition fee, books related material and living allowances etc.	Free education to all the children of the deceased government employees up to graduation in any public / government educational institution including expenses of tuition fee, books related material and living allowances etc.										
Allotment of Plot	Discontinuation of the entitlement of 2% quota for allotment of plot. Payment of lump sum grant in lieu of plot subject to the condition that no plot had been allotted in the past, as per scale given below:-											
	BS	Amount										
	1-8	2 Million										
	9-16	5 Million										
	17 and above	7 Million										
		Discontinuation of the entitlement of 2% quota for allotment of plot. Payment of lump sum grants in lieu of plot subject to the condition that no plot had been allotted in the past, as per scale given below:-										
		<table border="1"> <thead> <tr> <th>BS</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1-8</td> <td>2 Million</td> </tr> <tr> <td>9-16</td> <td>5 Million</td> </tr> <tr> <td>17 and above</td> <td>7 Million</td> </tr> </tbody> </table>	BS	Amount	1-8	2 Million	9-16	5 Million	17 and above	7 Million		
BS	Amount											
1-8	2 Million											
9-16	5 Million											
17 and above	7 Million											
Employment	Employment for posts in BS-01 to BS-15 on two years contract without advertisement.	Employment for posts in BS-01 to BS-15 on two years contract without advertisement.										
Marriage Grant	Marriage grant amounting to Rs.8 lac on wedding of one daughter may be granted to family of deceased Government employees.	Marriage grant amounting to Rs.8 lac on wedding of one daughter may be granted to family of deceased Government employees.										
Health	Free health facilities as per their entitlement during service.	Free health facilities as per their entitlement during service.										
House Building Advance	In case of advance against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balance to be waived.	In case of advance against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balance to be waived.										
Nomination of an officer as council	An officer of BS-17 or BS-18 may be nominated by each Ministry/Division/ Department as council who will be responsible for finalization/provision of all the facilities under the package, to the families of Govt. employees who die in service within one month of the incident.	An officer of B5-17 or BS-18 may be nominated by each Ministry/Division/ Department as council who will be responsible for finalization/provision of all the facilities under the package, to the families of Govt. employees who die in service within one month of the incident.										
Special Lump Sum Grant from Benevolent Fund	A special lump sum grant from Benevolent Fund ranging from Rs.200,000 to Rs.500,000											
	#	Pay Scales (BS)										
	1	1 – 10										
	2	11 – 16										
	3	17 – 19										
4	20 and above											
		Lump Sum Grant (Rs)										
		200,000										
		300,000										
		400,000										
		500,000										

Monthly Benevolent Grant	Sr. #	Pay Slabs		Grant	Sr. #	Pay Slabs		Grant
		Minimum	Maximum			Minimum	Maximum	
	1	Upto	5,000	4,000	1	Upto	5,000	8,000
	2	5,001	5,500	4,150	2	5,001	5,500	8,300
	3	5,501	6,000	4,300	3	5,501	6,000	8,600
	4	6,001	6,500	4,450	4	6,001	6,500	8,900
	5	6,501	7,000	4,600	5	6,501	7,000	9,200
	6	7,001	7,500	4,750	6	7,001	7,500	9,500
	7	7,501	8,000	4,900	7	7,501	8,000	9,800
	8	8,001	8,500	5,050	8	8,001	8,500	10,100
	9	8,501	9,000	5,200	9	8,501	9,000	10,400
	10	9,001	9,500	5,350	10	9,001	9,500	10,700
	11	9,501	11,000	5,600	11	9,501	11,000	11,200
	12	11,001	13,000	5,900	12	11,001	13,000	11,800
	13	13,001	15,000	6,200	13	13,001	15,000	12,400
	14	15,001	17,000	6,500	14	15,001	17,000	13,000
	15	17,001	19,000	6,800	15	17,001	19,000	13,600
	16	19,001	21,000	7,100	16	19,001	21,000	14,200
	17	21,001	23,000	7,400	17	21,001	23,000	14,800
	18	23,001	25,000	7,700	18	23,001	25,000	15,400
	19	25,001	27,000	8,000	19	25,001	27,000	16,000
	20	27,001	29,000	8,300	20	27,001	29,000	16,600
	21	29,001	31,000	8,600	21	29,001	31,000	17,200
	22	31,001	33,000	8,900	22	31,001	33,000	17,800
	23	33,001	35,000	9,200	23	33,001	35,000	18,400
	24	35,001	37,000	9,500	24	35,001	37,000	19,000
	25	37,001	39,000	9,800	25	37,001	39,000	19,600
	26	39,001 & above		10,100	26	39,001 & above		20,200
Pre-requisites for facilitation of family of deceased Government Employees	In case of in service death of a government employee, the following pre-requisites must immediately be fulfilled by the concerned Ministry/ Division/Department so that the family of the deceased government employee may be facilitated without any delay:- a. Immediate submission of family pension case, b. Option form for Direct Credit Scheme (online payment of pension) c. Application for Anticipatory Pension (80% of the total pension). Besides as a pro-active approach each Ministry/Division/Department must observe the following practices regarding their employees:- d. Up to date list of family members of each employee for pension purpose be maintained before hand, e. Nomination for General Provident Fund must be ensured for each employee in his/her life.				In case of in service death (security related) of a government employee, the following pre-requisites must immediately be fulfilled by the concerned Ministry/Division/ Department so that the family of the deceased government employee may be facilitated without any delay:- a. Immediate submission of family pension case, b. Option form for Direct Credit Scheme (online payment of pension) c. Application for Anticipatory Pension (80% of the total pension). Besides as a pro-active approach each Ministry/Division/Department must observe the following practices regarding their employees:- d. Up to date list of family members of each employee for pension purpose be maintained before hand, e. Nomination for General Provident Fund must be ensured for each employee in his/her life.			
GP Fund	Only payable amount of GP Fund shall be paid to the deceased family.				Only payable amount of GP Fund shall be paid to the deceased family.			
Payment of Pension through Direct Credit Scheme (DCS)	The following steps may be taken by the concerned Ministries/ Divisions / Departments for payment of pension through Direct Credit Scheme (DCS) (optional):- a. The Direct Credit Scheme must be made compulsory for all new pensioners/family pensioners w.e.f. 01-01-2015. b. The manual both halves would be discontinued w.e.f. 01-01-2015 for all new pensioners/family pensioners. c. The historical pensioners must be brought into the stream of DCS phase-wise.				The following steps may be taken by the concerned Ministries/ Divisions / Departments for payment of pension through Direct Credit Scheme (DCS) (optional):- a. The Direct Credit Scheme must be made compulsory for all new pensioners/ family pensioners w.e.f. 01-01-2015. b. The manual both halves would be discontinued w.e.f. 01-01-2015 for all new pensioners/family pensioners. c. The historical pensioners must be brought into the stream of DCS phase-wise.			

2. The Prime Minister has also approved that:—
 - (i). Relevant recruitment rules may be appropriately amended to provide for appointments of family members under the instant package; and
 - (ii). A death will be deemed to be a “Security Related death” if it occurs due to a terrorist act or while combating or confronting the terrorist(s), irrespective of the fact that the victim was member of Law Enforcement Agency (LEA) or a Civilian employee. Death of a member of LEA due to a cause, other than a terrorist act, will be classified as an “In-service death”.
3. All Ministries/Divisions are requested to take further necessary action accordingly.

[Authority: Establishment Division’s O.M. No.8/10/2013-E-2 (Pt),
dated the 4th December, 2015]

S.No.5.—

SUBJECT:— REVISION OF PRIME MINISTER’S ASSISTANCE PACKAGE FOR FAMILIES OF GOVERNMENT EMPLOYEES WHO DIE IN SERVICE

The undersigned is directed to refer to this Division’s O.M. No.8/10/2013-E-2 (Pt) dated 4th December, 2015 on the above noted subject and to state that the Prime Minister has approved the following amendment/addition under heading/item of Employment for:

“Employment for posts in BS-01 to BS-15 on Five (05) years contract appointment without advertisement which may further be extendable till the age of superannuation or regularization as the case may be”.

2. All Ministries/Divisions are requested to ensure circulation of the above mentioned amendments to their attached departments and sub-ordinate offices under their administrative control for implementation in letter and spirit.

[Authority: Establishment Division’s O.M.No.8/65/2016-E-2, dated 9th September, 2016]

01-1-1986 to 30-6-1986	Indexation: Pension upto Rs.1500/- p.m. and Pension above Rs.1500/-p.m. to those retired from 1-1-86 to 30-6-86 No.F.11(1)-Reg.(6)/86-B, dated:-01-07-1986	4% 3%
OR		
01-7-1986	Indexation: Pension upto Rs.1500/- p.m. and Pension above Rs.1500/-p.m. to those retired upto 31-12-1985 No.F.11(1)-Reg.(6)/86(A), dated:-01-07-1986	18.0% 13.5% inclusive of index of last year
01-7-1987	Indexation of pension to those retired upto 30-06-1987. No.F.11(4)-R.6/87, dated:-01-07-1987	4%
01-7-1988	Indexation of pension to those reired upto 30.06.1988 No.F.9(10)-Reg.(6)/88, dated:-01-07-1988	7%
01-7-1988	Gross pension of a retired civil servant (irrespective of date of retirement) was fixed at not less than Rs.300/- p.m. and that of family pension not less than Rs.150/-p.m. No.F.9(12)-Reg.(6)/88(A), dated:-01-07-1988	
01-7-1990	Adhoc relief of pension to pensioners No.F.6(7)-Reg.(6)/90, dated:-15-07-1990	5%
01-6-1991	(i) Pensioners who retired prior to 1-5-1977 (ii) Pensioners who retired during 1-5-1977 to 31-5-1991 No.F.6(4)-Reg.(6)/91, dated:-03-10-1991	20%+12% 12%
01-7-1995	(i) Pensioners who retired upto 30-4-1977 (ii) Pensioners who retired between 1-5-1977 to 31-5-1991 (iii) Pensioners who retired between 1-6-1991 to 31-5-1993 No.F.4(3)-Reg.(6)/95, dated:-29-06-1995	15% 10% 5%
01-3-1997	Pensioners who retired in BPS-1-16 (also to BPS-17 by move- over) No.F.4(3)-Reg.(6)/97, dated:-11-03-1997 & 29-03-1997	10%
01-7-1999	(i) Pensioners who retired in BPS-1-16 (ii) Pensioners who retired in BPS-17 & above No.F.4(1)-R.6/99, dated:-23-07-1999	25% 20%

INCREASE IN NET PENSION

01-12-2001	(i) Pensioners who retired prior to introduction of 1991 basic pay scales. (ii) Pensioners who retired prior to introduction of 1994 Basic Pay Scales but on or after the introduction of 1991 Pay Scales. (iii) Pensioners who retired on or after the introduction of 1994 Basic Pay Scales and upto the date of introduction of Revised Basic Pay Scales i.e. 01.12.2001. No.F.1(5)Imp/2001, dated:-04-09-2001	15% 10% 5%
01-7-2003	All pensioners No.F.4(2)-Reg.6/2003, dated:-30-06-2003	15%
01-7-2004	(i) Pensioners who retired prior to revised pay scales of 1994 (ii) Pensioners who retired/retire in revised BPS 1994 and onward No.F.4(1)-Reg.6/2004, dated:-02-07-2004	16% 8%

01-7-2005	All pensioners No.F.1(1)Imp/2005, dated:-01-07-2005	10%
01-7-2006	(i) Pensioners who retired prior to 01-05-1977. (ii) Pensioners who retired on or after 01-05-1977. No.F.4(3)-Reg.6/2006, dated:-30-06-2006	20% 15%
01-7-2007	(i) Pensioners who retired prior to 01-07-1997. (ii) Pensioners who retired between 01-7-1997 to 30-6-2007. No.F.4(2)-Reg.6/2007, dated:-13-07-2007	20% 15%
01-7-2008	All pensioners No.F.4(1)-Reg.6/2008-808, dated:-30-06-2008	20%
01-7-2009	(i) Those pensioners who retired on or before 30-11-2001. (ii) Those pensioners who retired on or after 01.12.2001. No.F.4(1)-Reg.6/2009, dated:-13-07-2009 read with No.F.13(11)-Reg.6/2011, dated:-17-10-2012	20% 15%
01-7-2010	(i) Those pensioners who retired before 01-12-2001. (ii) Those pensioners who retired on or after 01-12-2001. No.F.4(1)-Reg.6/2010-721, dated:-05-07-2010	20% 15%
01-7-2011	(i) Pensioners who retired on or after 01-7-2002. (ii) Pensioners who retired on or before 30-06-2002. No.F.1(5)Imp/2011-419, dated:-04-07-2011	15% 20%
01-7-2012	All pensioners No.F.4(1)-Reg.6/2012-1144, dated:-02-07-2012	20%
01-7-2013	All pensioners No.F.4(1)-Reg.6/2013-1375, dated:-16-07-2013	10%
01-7-2014	All pensioners No.F.4(1)-Reg.6/2014, dated:-07-07-2014	10%
01-7-2015	All pensioners No.F.4(1)-Reg.6/2015-697, dated:-07-07-2015	7.5%
01-7-2016	All pensioners No.F.4(1)-Reg.6/2016-870, dated:-01-07-2016	10%
01-7-2017	All pensioners No.F.4(1)-Reg.6/2017-831, dated:-03-07-2017	10%
01-7-2018	All pensioners No. F. 4(1)-Reg.6/2018-663, dated:-03-07-2018.	10%

SECTION - VII
CONSTITUTION OF PAKISTAN
PART XII
MISCELLANEOUS
CHAPTER 5. — INTERPRETATION

Definitions. 260. (1) In the Constitution, unless the context otherwise requires, the following expressions have the meaning hereby respectively assigned to them, that is to say,—

xxx

xxx

xxx

xxx

xxx

“pension” means a pension, whether contributory or not, of any kind whatsoever payable to, or in respect of, any person and includes retired pay so payable, a gratuity so payable, and any sum or sums so payable by way of the return, with or without interest thereon or any addition thereto, of subscriptions to a provident fund;

CIVIL SERVANT ACT, 1973

19. **Pension and Gratuity.**— (1) On retirement from service, a civil servant shall be entitled to receive such pension or gratuity as may be prescribed.

(2) In the event of the death of the civil servant, whether before or after retirement, his family shall be entitled to receive such pension, or gratuity, or both, as may be prescribed.

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

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

THE PENSIONS ACT, 1871²⁸⁹ACT. NO. XXIII OF 1871[Dated 8th August, 1871]

An Act to consolidate and amend the law relating to Pensions and Grants by Government of money or land-revenue.

Preamble. WHEREAS it is expedient to consolidate and amend the law relating to pensions and grants by Government of money or land revenue; It is hereby enacted as follows:-

I.—PRELIMINARY**Short Title**

1. This Act may be called the Pension Act, 1871.

Extent of Act

²⁹⁰[It extends to the whole of Pakistan];

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2. [Enactments repealed. Saving of Rules.] Rep. by the Repealing Act, 1938 (I of 1938).

²⁸⁹ For Statement of Objects and Reasons, see Gazette of India, 1871 Pt. V, p.141: for Proceedings in Council, see *ibid.*, 1871, Supplement pp.314, 401, 683, 1056, and 1147.

This Act has been declared in force in Baluchistan by the British Baluchistan Laws Regulation, 1913 (2 of 1913), s. 3.

It has been applied to Phulera in the Excluded Area of Upper Tanawal to the extent the Act is applicable in the N.W.F.P., subject to certain modifications; and extended to the Excluded Area of Upper Tanawal (N.W.F.P.) other than Phulera with effect from such date and subject to such modifications as may be notified; see N.W.F.P. (Upper Tanawal) (Excluded Area) Laws Regulation, 1950.

It has been extended to the Leased Areas of Baluchistan, see the Leased Areas (Laws Order, 1950) (G.O.3 of 1950); and applied in the Federated Areas of Baluchistan, see Gazette of India, 1937 Pt. I, p.1499.

This Act has been extended to the Baluchistan States Union, see the Baluchistan States Union (Federal Laws) (Extension) Order 1953 (G.G.O.4 of 1953), as amended by the Baluchistan States Union (Federal Laws) (Extension) (Second Amendment) Order, 1953 (G.G.O.19 of 1953).

It has also been extended to the Khairpur State, see G.G.O.5 of 1953, as amended by G.G.O. 24 of 1953.

This Act has been extended to the State of Bahawalpur see the Bahawalpur (Extension of Federal Laws) Order, 1953 (G.G.O. 11 of 1953).

This Act and all rules notification's, declarations, resolutions and orders made under it, have been extended to the State of Bahawalpur see the Bahawalpur (Extension of Federal Laws) Order, 1953 (G.G.O. 11 of 1953).

²⁹⁰ Sub, by the Central Laws (Statute Reform) Ordinance, 1960 (21 of 1960), section 3 and 2nd Sch., for "It extends to [all the Provinces and the Capital of the Federation]". The words in crotchets were subs., for "the whole of British India" by A.O., 1949, Arts.3(2) and 4.

²⁹¹ The words "And it shall come into force on the date of the passing thereof " rep. by the Repealing and Amending Act, 1914 (10 of 1914).

²⁹² The words "but not so as to affect any suit in respect of a pension or grant of money or land revenue which may have been instituted before such date" rep. by the Amending Act, 1891 (12 of 1891).

Interpretation Section.

3. In this Act the expression “grant of money or land revenue” includes anything payable on the part of Government in respect of any right, privilege, perquisite or office.

Definition.

²⁹³[3A. The expression “the appropriate Government” means, in relation to ²⁹⁴{Federal} pensions, the ²⁹⁵{Federal Government}, and in relation to other pensions, the Provincial Government.]

II.—RIGHTS TO PENSIONS

Bar of Suits relating to pension.

4. Except as hereinafter provided, no Civil Court shall entertain any suit relating to any pension or grant of money or land-revenue conferred or made by the ²⁹⁶[Federal Government or any Provincial Government] or any former Government, whatever may have been the consideration for any such pension or grant and whatever may have been the nature of the payment claim or right for which such pension or grant may have been substituted.

Claims to be made to collector or other authorised officer.

5. Any person having a claim relating to any such pension or grant may prefer such claim to the Collector of the District or Deputy Commissioner or other Officer authorized in this behalf by the ²⁹⁷[appropriate Government]; and such Collector, Deputy Commissioners or other officer shall dispose of such claim in accordance with such rules as the Chief Revenue authority may subject to the general control of the ²⁹⁸ [appropriate Government.] from time to time prescribe in this behalf.

Civil Court empowered to take cognizance of such claims.

6. A Civil Court otherwise competent to try the same shall take cognizance of any such claim upon receiving a certificate from such Collector, Deputy Commissioner or other officer authorized in that behalf that the case may be so tried, but shall not make any order or decree in any suit whatever by which the liability of Government to pay any such pension or grant as aforesaid is affected directly or indirectly.

Pensions for lands held under grants in perpetuity.

7. Nothing in sections 4 and 6 applies to—

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²⁹³ Section 3A ins. by A.O., 1937.

²⁹⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁹⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁹⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. of Pak., Extra., Pp.435-436, dated 01-8-1975.

²⁹⁷ Substituted by A.O., 1937 for “L.G.”.

²⁹⁸ Substituted by A.O., 1937 for “L.G.”.

²⁹⁹ Clause (1) omitted by A.O., 1949, Sch.

^{300*} Pensions heretofore granted by Government in ³⁰¹[the territories subject to the Lieutenant-Governor of Bengal] either wholly or in part as an indemnity for loss sustained by the resumption by a Native Government of lands held under sanads purporting to confer a right in perpetuity. Such pensions shall not be liable to resumption on the death of the recipient but every such pension shall be capable of alienation and descent and may be sued for and recovered in the same manner as any other property.

III.—MODE OF PAYMENT

Payment to be made by Collector or other authorized officer.

8. All pensions or grants by Government of money or land-revenue shall be paid by the Collector to the Deputy Commissioner or other authorized officer subject to such rules as may from time to time be prescribed by the Chief Controlling Revenue-authority.

Saving of rights of grantees of land revenue.

9. Nothing in sections 4 and 8 shall affect the right of a grantee of land- revenue whose claim to such grant is admitted by Government to recover such revenue from the persons liable to pay the same under any law for the time being in force for the recovery of the rent of land.

Commutation of pensions.

10. The ³⁰²[appropriate Government] may with the consent of the holder, order the whole or any part of his pension or grant of money or land-revenue to be commuted for a lump-sum on such terms as may seem fit.

IV.—MISCELLANEOUS

Exemption of pension from attachment.

³⁰³11. No pension granted or continued by Government on political considerations or on account of past services or present infirmities or as a compassionate allowance, and no money due or to become due on account of any such pension or allowance, shall be liable to seizure, attachment or sequestration by process of any Court in ³⁰⁴[Pakistan], at the instance of a creditor, for any demand against the pensioner, or in satisfaction of a decree or order of any such Court.

³⁰⁵[This section applies in ³⁰⁶[Pakistan] also to pensions stated or continued, ³⁰⁷[after the separation of Burma from India, by the Government of Burma.]

³⁰⁰ The number and brackets (2), omitted, *ibid*.

³⁰¹ Subs. by the Federal Laws (Revision and Declaration) Act, 1951 (26 of 1951), s. 4 and III Sch., for "the territories respectively subject to the Lieutenant-Governors of Bengal and North Western Provinces".

³⁰² Subs. By A.O., 1937, for "L.G."

³⁰³ See also s. 60, clause (g) of the Code of Civil Procedure, 1908 (Act 5 of 1908).

³⁰⁴ Subs. by the Central Laws (Statute Reforms) Ordinance, 1960 (21 of 1960), section 3 and 2nd Sch. (with effect from the 14th October, 1955), for "the Provinces and the Capital of the Federation" which was subs., for "British India" by A.O., 1949, Arts 3(2) and 4.

³⁰⁵ Ins. By A.O. 1937.

³⁰⁶ Subs., by the Central Laws (Statute Reform) Ordinance, 1960 (21 of 1960), s.3 and 2nd Sch., (with effect from the 14th October, 1955), for "the Provinces and the Capital of the Federation" which was subs., for "British India" by the A.O., 1949, Arts. 3(2) and 4.

³⁰⁷ I.e. on or after the 1st April, 1937.

Assignments etc., in anticipation of pension, to be void.

12. All assignments, agreements, orders, sales and securities of every kind made by the person entitled to any pension, pay or allowance mentioned in section 11, in respect of any money not payable at or before the making thereof, on account of any such pension, pay or allowance, or for giving or assigning any future interest therein, are null and void.

Reward to informers.

13. Whoever proves to the satisfaction of the ³⁰⁸[appropriate Government] that any pension is fraudulently or unduly received by the person enjoying the benefit thereof shall be entitled to a reward equivalent to the amount of such pension for the period of six months.

Power to make rules.

14. ³⁰⁹[In each Province] the Chief Controlling Revenue authority may, with the consent of the ³¹⁰[appropriate Government] from time to time make rules consistent with this Act respecting all or any of the following matters:—

- (1) the place and times at which, and the person to whom, any pension shall be paid,
- (2) injuries into the identity of claimants;
- (3) records to be kept on the subject of pensions;
- (4) transmission of such records;
- (5) correction of such records;
- (6) delivery of certificates to pensioners;
- (7) registers of such certificates;
- (8) reference to the Civil Court, under section 6, of persons claiming a right of succession to or participation in, pensions or grants of money or land revenue payable by Government.

and generally for the guidance of officers under this Act.

All such rules shall be published in the ³¹¹[official Gazette], and shall thereupon have the force of law.

SCHEDULE.—[Rep. by the Repealing Act. 1938 (I of 1938).

³⁰⁸ Subs. By A.O. 1937, for "L.G."

³⁰⁹ Ins. By A.O. 1937.

³¹⁰ Subs. By A.O. 1937, for "L.G."

³¹¹ Subs. By A.O., 1937 for "local official Gazette".

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