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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

CABINET SECRETARIAT

(Establishment Division)

NOTIFICATION

Islamabad, the 16th October, 2020

S. R. O. 1075(I)/2020.—In exercise of the powers conferred by section 23 of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969), the Federal Government is pleased to make the following rules, namely:—

CHAPTER 1

PRELIMINARY

1. **Short title, commencement and application.**—(1) These rules shall be called the Board of Trustees of the Federal Employees Benevolent and Group Insurance Funds' Servants (Service) Rules, 2019.

(2245)

Price : Rs. 60.00

[6231(2020)/Ex. Gaz.]

- (2) These rules shall come into force at once.
- (3) These rules shall, unless specified otherwise, apply to all persons appointed on regular basis in whole time employment of the Board except-
- (a) Chairman and members of the Board;
 - (b) a person who is on deputation to secretariat of the Board;
 - (c) a person appointed on contract, ad hoc or work-charged basis or who is paid from contingencies; and
 - (d) a person who is a worker or workman as defined in the Factories Act, 1934 (XXV of 1934) or the Workmen's Compensation Act, 1923 (VIII of 1923).

2. **Definitions.**—(1) In these rules, unless there is anything repugnant in the subject or context,—

- (i) “Act” means the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969);
- (ii) “advances” mean house building advance, conveyance advance and any other advance as prescribed for grant to civil servants of the Federal Government;
- (iii) “allowances” mean the allowances approved by the Board;
- (iv) “appellate authority” means an officer or authority to whom an appeal is preferred against an order of the authority;
- (v) “Appendix” means an appendix to these rules;
- (vi) “appointing authority” means the officer or authority competent to make appointment to a post in accordance with these rules;
- (vii) “Chairman” means the Chairman of the Board ;
- (viii) “conveyance allowance” means an allowance granted monthly to a servant to come to office from his residence and back;
- (ix) “daily allowance” means a uniform allowance granted for each day of approved tour programme and for that purpose the Government's rules and instructions shall apply mutatis mutandis;

- (x) “day” means a calendar day beginning and ending at midnight, but an absence from headquarters which does not exceed twenty four hours is reckoned for all purposes as one day at whatever hours the absence begins or ends;
- (xi) “deputationist” means a person whose services have been borrowed by the Board with the prior approval of the parent office of the incumbent;
- (xii) “duty” includes time spent on—
 - (a) probation (the period spent on apprenticeship is not a regular appointment, hence it cannot be treated as time spent on duty);
 - (b) joining time;
 - (c) a duly authorized course of instruction or training, including the time required for the journey to and from the place of such training;
 - (d) attendance at an obligatory departmental examination, including a reasonable time required for journey to and from the place of examination and the day or days of the examination;
 - (e) time spent on authorized tour and leave; and
 - (f) any extra work to be performed, under the orders of or with the permission of the appointing authority;
- (xiii) “family” means a servant’s spouse and children residing with and wholly dependent upon him and shall also include his parents, sisters and minor brothers, if residing with and wholly dependent upon him;
- (xiv) “form” means the Form appended to these rules;
- (xv) “FEB & GIF” means the Federal Employees Benevolent and Group Insurance Funds;
- (xvi) “Government” means the Federal Government;
- (xvii) “holiday” means a day declared as such by the Federal Government;

- (xviii) “honorarium” means a recurring or non-recurring payment granted to a servant from the revenues of the FEB & GIF as remuneration at special occasions or for special and laborious work;
- (xix) “house rent allowance” means an allowance granted to a servant, if secretariat of the Board does not provide residential accommodation to him;
- (xx) “initial appointment” means appointment made otherwise than by promotion or transfer;
- (xxi) “lien” means the title of a servant to hold a permanent post in a substantive capacity against which he has been confirmed;
- (xxii) “Managing Director” means the Managing Director appointed under section 9 of the Act and who shall act as chief executive officer of the Board;
- (xxiii) “month” means a calendar month and while calculating period expressed in terms of months and days, complete calendar months irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently;
- (xxiv) “regional board” means a regional board setup under clause (g) of section 7 of the Act;
- (xxv) “pay scale” means the pay scale applicable to the Government’s civil servants in a post which shall apply to the servants;
- (xxvi) “perquisites” means the perquisites attached with a post approved by the Board;
- (xxvii) “pay” means the amount drawn monthly by a servant as—
- (a) basic pay, other than technical pay, special pay, personal pay or qualification pay, which has been sanctioned for a post held by him in which he has been confirmed or which is held by him in an officiating capacity;
 - (b) special pay, technical pay, personal pay and qualification pay; and
 - (c) any other emoluments which may be specially classified as basic pay by the Board in consultation with Finance Division;

- (xxviii) “personal pay” shall have the same meaning as defined and applicable in respect of the Government’s civil servants which shall apply to servants of the Board;
- (xxix) “project” means any project, undertaken and managed by the Board directly or indirectly in respect of which the Board has paid the money under the Act, provided it does not have a separate legal entity;
- (xxx) “servant” means any officer or official holding a post on regular basis in connection with the affairs of the Board and its secretariat;
- (xxxi) “Secretary” means the Secretary of the Board;
- (xxxii) “promotion and selection board” means the promotion and selection board, constituted under these rules for the purpose of selection of persons and servants for appointment to posts in basic pay scales 19 and above or equivalent;
- (xxxiii) “promotions and selection committee” means the promotion and selection committee, constituted under these rules for the purpose of selection of persons and servants for appointment to posts in basic pay scale 18 and below;
- (xxxiv) “service” means service existing of various cadres and posts which exist in the secretariat for disposal of business in connection with affairs of the Board and includes the period during which a servant is on duty and as well as on duly sanctioned leave;
- (xxxv) “special pay” means an addition of the nature of pay to the emoluments of a post granted in consideration of—
- (a) the specially arduous nature of duties; or
 - (b) a specific addition to the work or responsibility; or
 - (c) the unhealthiness of the locality in which the work is performed; or
 - (d) any other function, considered appropriate by the Board.
- (xxxvi) “subsistence grant” means a monthly grant made to a servant during the period of his suspension who is not in receipt of pay or leave salary as per terms and conditions of his service;

- (xxxvii) “secretariat” means the secretariat of the Board consisting of its head office, regional offices, infrastructure, servants and other persons in employment of the Board and all other assets thereof; and
- (xxxiii) “technical pay” means pay granted to a servant by virtue of his possessing minimum technical qualification prescribed for a post.

(2) The terms used but not defined in these rules shall have the same meaning as assigned thereto in the Act.

CHAPTER 2

GENERAL PROVISIONS

3. **Servants to be governed by these rules.**—(1) Terms and conditions of service of a servant shall be such as laid down in the Act, rules made thereunder including these rules or in such subsidiary orders and instructions which may be issued by the Board, from time to time, including such orders and instructions issued by the Government and made applicable to the servants with the approval of the Board.

(2) Any subsidiary orders and instruction in respect of any terms and conditions of service duly made by or issued with approval of the Board and immediately in force before commencement of these rules shall, in so far as such orders and instructions are not inconsistent with the provisions of these rules, be deemed to be subsidiary orders and instructions issued with approval of the Board in terms of sub-rule (1).

(3) In respect of the matters not specifically mentioned in these rules, the law, rules, orders and other instructions of the Government in respect of its civil servants or such other persons in its employment shall apply to the servants.

4. **Employment to be whole time.**—Unless in any case it be otherwise provided, the whole time employment of a servant shall be at the disposal of the Board and he may be employed in any manner required by the appointing authority without claim for additional remuneration.

5. **Liability to serve in any post etc.**—A servant shall be liable to serve anywhere, within or outside Pakistan in any post, office or project or in any post under the Federal Government or a Provincial Government or a corporation or a body set up or established or managed by such Government:

Provided that where a servant is required to serve in a post outside his service or cadre, his terms and conditions of service as to his pay shall not be less

favorable than those to which he would have been entitled if he had not been so required to serve.

6. **Appointment to be made against sanctioned posts.**—All appointments in the Board shall be made against sanctioned posts.

7. **Appointment of incumbent on abolition of a post.**—In the event of abolition of a post, the servant holding such post on regular basis may be appointed to another post in the same pay scale within his cadre and if there is no such vacant post, to a post outside his cadre in the same pay scale, provided he is considered suitable by the appointing authority for appointment to such post and if no vacancy exists in a post in the same pay scale, the appointing authority at its option may either offer him a post in a lower pay scale if such a vacancy exists or terminate his service:

Provided that in the event of termination, the services of the junior most person in the cadre to which the servant belongs shall be terminated.

CHAPTER 3

APPOINTMENT, PROMOTION AND DISCIPLINE ETC.

8. **Service and cadres.**—Service in the Board shall consist of different cadres as specified in column (4) of Appendix-I.

9. **Nomenclature of posts in each cadre, method of appointment, qualifications etc.**—(1) Appointment to posts, included in the cadre concerned, shall be made on regular basis by one or more of the following methods, namely:—

(a) by initial appointment;

(b) by promotion; and

(c) by transfer.

(2) The pay scale in which a post is classified, methods of appointment thereto, minimum qualifications and experience and other conditions thereof, relating to various posts shall be such as laid down in Appendix-I.

10. **Appointing authority.**—The person or authority specified in column (3) of the table below shall be appointing authority in respect of the posts in basic pay scales as specified in column (2) of that Table, namely:—

S. No.	Posts	Appointing authority
(1)	(2)	(3)
1.	Managing Director	Federal Government
2.	In BPS 20 and above and equivalent	Prime Minister
3.	In BPS 17 to 19 and equivalent	Secretary, Establishment Division being Chairman of the Board of Trustees
4.	In BPS 16 and below and equivalent	Managing Director

11. **Promotion and selection boards and promotion and selection committees.**—The following shall be various promotion and selection boards and promotion and selection committees consisting of the persons specified in column (3) of the Table below to recommend persons and servants for appointment to the posts specified in column (2) of that Table, namely:—

TABLE

S. No.	Posts	Promotion and selection boards and committees										
(1)	(2)	(3)										
1.	Managing Director	To be determined by the Federal Government										
2.	In BPS 20 and above and equivalent	<p>Promotion and selection board-I</p> <table border="1"> <thead> <tr> <th>Person</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>(a) Secretary, Establishment Division being Chairman of the Board of Trustees</td> <td><i>Chairperson</i></td> </tr> <tr> <td>(b) all members of the Board of Trustees</td> <td><i>Members</i></td> </tr> <tr> <td>(c) Joint Secretary (CP), Establishment Division</td> <td><i>Member</i></td> </tr> <tr> <td>(d) Managing Director</td> <td><i>Member-cum-secretary</i></td> </tr> </tbody> </table> <p>Provided that in case of selection to a technical and specialized post, an officer of not less than BPS 20 or equivalent being expert in that field shall be included in the promotion and selection board-I as member.</p>	Person	Status	(a) Secretary, Establishment Division being Chairman of the Board of Trustees	<i>Chairperson</i>	(b) all members of the Board of Trustees	<i>Members</i>	(c) Joint Secretary (CP), Establishment Division	<i>Member</i>	(d) Managing Director	<i>Member-cum-secretary</i>
Person	Status											
(a) Secretary, Establishment Division being Chairman of the Board of Trustees	<i>Chairperson</i>											
(b) all members of the Board of Trustees	<i>Members</i>											
(c) Joint Secretary (CP), Establishment Division	<i>Member</i>											
(d) Managing Director	<i>Member-cum-secretary</i>											
3.	In BPS 19 and equivalent	<p>Promotion and selection board-II</p> <table border="1"> <thead> <tr> <th>Person</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>(a) Secretary, Establishment Division being Chairman of the Board of Trustees</td> <td><i>Chairperson</i></td> </tr> <tr> <td>(b) Joint Secretary (Admn) or (CP), Establishment Division</td> <td><i>Member</i></td> </tr> <tr> <td>(c) representative not below the rank of BPS-20 of Law and Justice Division</td> <td><i>Member</i></td> </tr> <tr> <td>(d) Managing Director</td> <td><i>Member cum- secretary</i></td> </tr> </tbody> </table> <p>Provided that in case of selection to a technical and specialized post, an officer of not less than BPS 20 or equivalent being expert in that field shall be included in the promotion and selection board-II as member.</p>	Person	Status	(a) Secretary, Establishment Division being Chairman of the Board of Trustees	<i>Chairperson</i>	(b) Joint Secretary (Admn) or (CP), Establishment Division	<i>Member</i>	(c) representative not below the rank of BPS-20 of Law and Justice Division	<i>Member</i>	(d) Managing Director	<i>Member cum- secretary</i>
Person	Status											
(a) Secretary, Establishment Division being Chairman of the Board of Trustees	<i>Chairperson</i>											
(b) Joint Secretary (Admn) or (CP), Establishment Division	<i>Member</i>											
(c) representative not below the rank of BPS-20 of Law and Justice Division	<i>Member</i>											
(d) Managing Director	<i>Member cum- secretary</i>											

4.	In BPS 17 and 18 and equivalent	Promotion and selection committee-I	
		Person	Status
		(a) Managing Director	<i>Chairperson</i>
		(b) Deputy Managing Director (Investment)	<i>Member</i>
		(c) Deputy Managing Director (Operation)	<i>Member cum- secretary</i>
		Provided that in case of selection to a technical and specialized post, an officer of not less than BPS 19 or equivalent being expert in that field shall be included in the promotion and selection committee-I as member.	
5.	In BPS 16 and below and equivalent.	Promotion and selection committee-II	
		Person	Status
		(a) Managing Director	<i>Chairperson</i>
		(b) Deputy Managing Director (Investment)	<i>Member</i>
		(c) Deputy Managing Director (Operation)	<i>Member</i>
		(d) Director (Admn)	<i>Member cum- secretary</i>
		Provided that in case of selection to a technical and specialized post, an officer of not less than BPS 18 or equivalent being expert in that field shall be included in the promotion and selection committee-II as member.	

12. **Procedure for initial appointment.**—(1) Subject to other provisions of these rules, initial appointment to posts in pay scale-19 and above shall be made by the appointing authority on recommendations of the selection board and initial appointment to posts in pay scale-18 and below shall be made by the appointing authority on recommendations of the selection committee concerned.

(2) Only citizens of Pakistan shall be eligible for appointment.

(3) Persons married to a person who is not a citizen of Pakistan shall not be appointed to a post in the Board except in accordance with the policy of the Federal Government.

(4) A candidate for initial appointment must possess the minimum educational qualifications and experience and must be within the age-limit laid down for the post in Appendix-I.

(5) Initial appointment to a post shall not be made unless the vacancy thereof is advertised in the national press.

13. **Observance of merit and provincial quotas.**—(1) Vacancies in the following posts, as are reserved for initial appointment, shall be filled on all Pakistan basis in accordance with merit, provincial, regional and other quotas prescribed by the Government namely:—

- (a) all posts in pay scale-16 and above; and
- (b) all posts in pay scale-3 to 15 in offices which serve the whole Pakistan.

(2) Vacancies in posts in pay scales 1 to 15 in offices which serve only a particular province or region shall be filled by appointment of persons domiciled in that province or region.

(3) Vacancies in posts in pay scales 1 and 2 shall ordinarily be filled in on local basis.

(4) Vacancies which remain unfilled by candidates belonging to the province or region concerned shall be carried forward and appointment thereto shall be made from amongst the persons belonging to that province or region.

(5) Suitable percentage of vacancies shall be reserved for orphans, destitute and disabled persons as per law, rules and directives of the Government.

(6) Women quota, minorities quota and disabled quota shall be observed as per law, rules and policy of the Government.

14. **Medical fitness.**—(1) A candidate for initial appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties.

(2) A candidate who, after such medical examination by the medical officer or, as the case may be, the medical board as may be nominated by the Managing Director, is found not to satisfy these requirements shall not be appointed.

(3) The medical certificate of health obtained under sub-rule (2) shall be affixed to first pay bill of the person so appointed.

15. **Verification of character and antecedents.**—(1) An initial appointment shall be subject to such verification of the character and antecedents of the candidate, as the appointing authority may require.

(2) No person, not already in service of the Board or the Government, shall be appointed unless he produces a certificate of good conduct from the

principal of the academic institute last attended and a certificate of good conduct from an officer in basic pay scale-17 or above in the service of the Federal or Provincial Government or any other autonomous body set up, managed or controlled by such Government or a commissioned officer of the armed forces of Pakistan or an officer of pay scale-17 or above of the Board who is not related to the candidate.

16. **Declaration of secrecy.**—The appointment of a person to any post in the Board shall be subject to the signing of declaration of secrecy.

17. **Eligibility for promotion.**—A servant possessing such minimum qualifications, experience and length of service and fulfilling other conditions, as are laid down in Appendix-I shall be eligible for promotion to a higher post for the time being reserved for promotion in the cadre to which he belongs.

18. **Selection posts and non-selection posts.**—Posts in pay scale-19 and above are selection posts, promotion to which shall be made on the basis of selection on merit and posts in pay scale-18 and below are non-selection posts, promotion to which shall be made on the basis of seniority- cum- fitness.

19. **Training or examination on promotion.**—Promotion to a post shall be subject to undergoing such training or passing of such examination as may be specified by the Government.

20. **Procedure for promotion.**—(1) Promotion to posts in pay scale-19 and above shall be made by appointing authority on recommendation of the selection board.

(2) Promotion to posts in pay scale-18 and below shall be made by the appointing authority on recommendations of the selection committee concerned.

(3) Only such persons who possess the capacity, skill, trainings and qualifications and meet the conditions laid down for promotion in these rules shall be considered by the selection board or by the selection committee, as the case may be.

(4) The selection board or, as the case may be, the selection committee shall consider the cases of eligible servants for promotion to higher posts in order of seniority and either—

- (a) recommend a servant for promotion to the next higher post, provided that a servant being on deputation shall be considered for promotion after his return from deputation in accordance with the policy of the Government; or

- (b) recommend a servant for supersession on the ground of his being unfit for the time being for such promotion; or
 - (c) defer consideration of the case of a servant for promotion for good and sufficient reasons, for instance, non-availability of one or more performance evaluation reports or other documents or information considered necessary for determining his fitness for promotion or deficiency in required length of service for promotion.
- (5) A servant who has been superseded shall not be considered for promotion again unless he has earned one more performance evaluation report for full one year.
- (6) A servant whose case for promotion has been deferred shall be considered as soon as the reason, on the basis of which deferment took place, ceases to exist.
- (7) A servant shall be promoted to a post within his own cadre and a servant who is posted outside his cadre shall be considered for promotion on his turn and, if selected, he shall be appointed to the higher post only when he resumes duty in his post in the higher scale and he shall be entitled to the actual pay and allowances thereof only when he resumes duty in his post, in the cadre to which he belongs or, as the case may be, in the higher post in his cadre, to which his promotion has been approved by the appointing authority.

21. **Appointment on deputation and their absorption.**—Standard terms and conditions as prescribed under the Government rules, instructions, procedures, policies as amended from time to time for appointment on deputation and absorption of a servant shall be followed in to by the appointing authorities where ever required and in case of absorption, the person on deputation must possess the same qualification and experience prescribed for initial appointment under Appendix-I and who belongs to the provincial, regional or other quota concerned.

22. **Appointment to be on probation.**—(1) Persons appointed by initial appointment, by promotion or by transfer shall be on probation for a period of one year.

(2) The period of probation may be extended for a further period not exceeding one year.

23. **Termination of probation period.**—(1) On successful completion of probation period, the appointing authority shall by a specific order terminate the probation.

(2) If no orders are issued under sub-rule (1) on the expiry of the first year of probation, the probation shall be deemed to have been extended for another one year under sub-rule (2) of rule 22.

(3) In the absence of any order under sub-rule (1) but subject to the provision of rules 24 and 25 the period of probation shall, on the expiry of the extended period under sub-rule (2) of rule 22, be deemed to have been successfully completed.

24. Termination of service for unsatisfactory performance or failure.—Where in opinion of the appointing authority conduct or performance of a person on probation has not been satisfactory or where in respect of a post the satisfactory completion of probation includes the passing of a prescribed examination, test or successful completion of any course or training, a person appointed on probation to such a post who, before expiry of the probationary period of at least two years (inclusive the extended period of one year), has failed to pass such examination or test or successfully complete such course or training shall,—

- (a) if he was appointed to such post by initial appointment, be discharged ; or
- (b) if he was appointed to such post by promotion, reverted to the post from which he was promoted and arrangement made to fill his post from which he was promoted shall be consequently reversed.

25. Termination of probation in case of initial appointment subject to satisfactory character and antecedent.—Subject to rule 22, in the case of initial appointment to a post, a servant shall not be deemed to have completed his period of probation satisfactory until his character and antecedent have been verified as satisfactory in opinion of the appointing authority.

26. Appointment on contract.—The appointing authority may appoint a person on contract to a post specified in column (2) of Appendix-I, subject to such standard terms and conditions issued vide Establishment Division's O.M. No. 10/52/95-R-2 dated 18-7-1996 as amended from time to time.

27. Seniority list.—For the purpose of seniority the servants shall be governed under the provisions of the Civil Servants (Seniority) Rules, 1993 as amended from time to time.

28. Conduct and discipline of servants.—(1) For the purpose of their conduct, the servants and such other persons in employment of the Board shall be governed under the provisions of the Government Servants (Conduct) Rules, 1964 as amended from time to time.

(2) For the purpose of their discipline, the servants and such other persons in employment of the Board shall be governed under the provisions of Government Servants (Efficiency and Discipline) Rules, 1973 as amended from time to time.

CHAPTER-4

RECORD OF SERVICE, DATE OF BIRTH, PAY ETC.

29. **Record of service to be maintained.**—A record of service of each servant and such other persons in employment of the Board shall be kept in such form as the Managing Director may determine and every step in their official life should be recorded in their record of service and attested by the Managing Director or an officer authorized by him in his behalf and such entries shall contain no erasures or over-writings.

30. **Personal file to be maintained.**—(1) A personal file for each servant and such other persons in employment of the Board shall be maintained in which all papers relating to his service including verification of antecedents form duly verified and authenticated, pay, leave record, orders and notifications etc shall be kept.

(2) The personal file shall be page-numbered in ink and kept in safe custody.

31. **Date of birth.**—(1) Every person newly appointed to a post in the Board shall, at the time of his appointment, declare the date of his birth by the Christian era, with as far as possible confirmatory documentary evidence such as matriculation certificate or municipal birth certificate or national identity card.

(2) If a person is unable to state or prove his exact date of birth, but can state the year or the year and month of his birth, first July or the sixteenth day of the month, respectively, may be treated as his date of birth.

(3) If the person is only able to state his approximate age, his date of birth may be assumed to be the corresponding date arrived at, by deducting the number of years representing his age, from the date of appointment.

(4) The actual date or the assumed date of the person determined under sub-rule (2) or (3), as the case may be, shall be recorded in his service record and properly attested.

(5) Once entered, the date of birth shall not be altered.

32. **Leave.**—(1) For the purpose of leave, the servants shall be governed under the provisions of the Government's Revised Leave Rules, 1980 as amended from time to time.

(2) For casual leave the servants shall be governed under the existing policy of the Government.

33. **Pay scales.**—Unless the Board prescribes otherwise, the pay scales given in Appendix-I and revised by the Government, from time to time, shall be applicable to posts in the Board.

34. **Classification of posts.**—(1) Each sanctioned post in respect of the secretariat shall be classified into one of the pay scales as specified in columns (2) and (3) of Appendix-I.

35. **Authority competent to fix pay.**—The fixation of pay in respect of every incumbent of the posts specified in column (2) of Appendix-I shall be within the competence of the Managing Director or an officer authorized by him in this behalf.

36. **Fixation of pay on initial appointment.**—Pay on initial appointment of a person to a post shall be fixed at the minimum of its pay scale:

Provided that premature increments up to six may be granted by the appointing authority on the recommendations of the selection board or, as the case may be, the appropriate selection committee for good and sufficient reasons including exceptional qualifications and experience relevant to the job and the reasons for which premature increments are granted shall be recorded by that authority.

37. **Fixation of pay on promotion.**—If a servant is appointed by promotion to a higher post, his pay shall be fixed at the stage next above his pay in respect of the lower post or the pay scale:

Provided that if such a stage gives a pay increase equal to or less than a full increment in the higher pay scale, the pay shall be fixed after allowing one premature increment in the pay scale of the higher post.

38. **Annual increment.**—(1) An increment shall be drawn as a matter of course unless it is withheld as a penalty under these rules.

(2) The annual increment in the pay scale shall accrue on the first day of the month of December following the completion of at least six months of such service at the relevant stage as counts for increment.

39. **Additional and current charge allowance.**—(1) Where the additional charge of a vacant post is entrusted in its entirety, with the approval of the appointing authority, to a servant he may be granted additional charge allowance on the rates and conditions as specified by the Government from time to time for the actual period of additional charge which shall not exceed six months.

(2) A servant given with the approval of the appointing authority current charge of a higher post in addition to his own duties shall be allowed pay in his own pay scale plus current charge allowance on the rates and conditions as specified by the Government from time to time.

40. **Grant of honorarium.**—Honorarium shall be admissible with the approval of the Managing Director or principal accounting officer of the Board on the grounds and in the manner specified in rules and instructions of the Government.

41. **Allowances and perquisites.**—(1) The allowances and perquisites shall be admissible to servants on the rates and conditions as specified in Appendix-II with the approval of the Board.

(2) The allowances and perquisites granted by the Government at the rates prescribed from time to time, other than those specified in Appendix-II, shall also be applicable to the servants.

42. **Traveling allowance to cover expenses on tour and transfer.**—The rules, orders and instructions of the Government as amended from time to time in respect of travelling allowance of the Government servants shall be followed in toto, provided the sanctioning authority competent for these rules shall be Managing Director or principal accounting officer of the Board.

CHAPTER-5

MEDICAL ATTENDANCE AND TREATMENT

43. **Free medical attendance and treatment.**—(1) Save as otherwise expressly provided in these rules, all servants shall be entitled free of charge medical attendance and treatment at any recognized hospital by the Federal Government.

(2) When a servant is entitled under sub-rule (1) to medical attendance and treatment free of charge any amount paid by him on account of such medical attendance and treatment shall be reimbursed to him by the secretariat subject to production of a certificate in writing by the authorized medical attendant and after necessary verification by him and subject to such other conditions as are

specified in these rules in this behalf or specified by the Managing Director in general or by special orders.

- (3) For purposes of this chapter,—
- (i) “authorized medical attendant” means a registered medical practitioner appointed or nominated by the Board for its servants or a class of its servants;
 - (ii) “family” means parents, spouse, legitimate children, step children, sisters and minor brothers of the servant residing with and wholly dependent upon him;
 - (iii) “medical attendance” means an attendance in a recognized hospital including such pathological, bacteriological, radiological, ultrasonic or other methods of the examination for purpose of diagnosis as are available in such hospital, dispensary or the clinic;
 - (iv) “recognized hospital” means a hospital or dispensary maintained by secretariat of the Board or a Government hospital or a hospital recognized by the Board for medical attendance and treatment of its servants; and
 - (v) “treatment” means the use of all medical and surgical facilities available at the recognized hospital in which a servant is treated and includes—
 - (a) employment of such pathological, bacteriological, radiological, ultrasonic, or other methods as are considered necessary by the authorized medical attendant;
 - (b) the supply of such medicines, sera or other therapeutic substances registered with Drugs Regulatory Authority of Pakistan (DRAP) as are ordinarily available in the hospital;
 - (c) the supply of such medicines, vaccines, sera or other therapeutic substances registered with DRAP, not ordinarily so available as the authorized medical attendant may certify in writing to be essential for the recovery or for prevention of serious deterioration in the condition of the servant;
 - (d) such accommodation as is ordinarily provided in the recognized hospital and is suited to status of the servant as specified below,—

- (I) servant in pay scale 16 and above, a private room; and
- (II) servant in pay scale 15 and below, general ward;
- (e) such nursing as is ordinarily provided to in-door patients by recognized hospital;
- (f) dental treatment which includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth and removal of impacted wisdom teeth, treatment of dental carries, gingivitis, pyorrhoea and filling (temporary or permanent) of dental carries including root canal treatment and scaling, but does not include dental implants, orthodontic appliances, bridging, crowning and provision of dentures;
- (g) assessment of eye defect, medical and surgical treatment of eye diseases, but does not include provision of glasses;
- (h) provision of artificial limbs, joints and implants; and
- (i) facility of circumcision:

Provided that free medical treatment does not include diet, private nursing and provision of accommodation superior to that described in sub-clause (d) and in case of usage thereof the servant shall have to pay charges thereof.

44. **Procedure.**—(1) Medical attendance and treatment may be obtained from the authorized medical attendant.

(2) In case of emergency, the servant may get treatment from the nearest medical centre or the nearest registered medical practitioner and any expenses incurred on such medical attendance and treatment shall be reimbursed by secretariat of the Board on production of emergency certificate by the treating doctor and receipts verified and countersigned by the authorized medical attendant.

(3) If a facility is not available in a hospital or dispensary maintained by secretariat of the Board or in a recognized hospital then such hospital may refer the patient to another hospital or medical specialist where such facility is available and travelling allowance shall be admissible to the patient and his attendant, if so recommended the doctor accompanying with him (patient) as per restriction laid down in these rules.

45. **Treatment at an outstation.**—If a servant on tour or leave outside his headquarter falls ill, he may get medical attendance and treatment from any

local registered medical practitioner or at a local government hospital and any expenses incurred on such medical attendance and treatment shall be reimbursed to him on production of receipts or cash vouchers duly verified by the medical officer from whom the facility is availed.

46. Medical attendance and treatment of members of family.—(1) Save as provided otherwise in these rules and subject to sub-rule (2), the family of a servant shall be entitled, free of charge, to medical attendance and treatment by the authorized medical attendant and at recognized hospitals on the scale and under the conditions allowed to the servant himself and this shall include confinement of a servant's spouse in a hospital but not pre-natal or post-natal treatment at the servant's residence.

(2) Family of a servant in pay scale 1 to 10 residing at a station other than his headquarters station shall be allowed medical attendance and treatment with in an over-all prescribed ceiling subject to rule 48.

(3) In case of a chronic disease, the authorized medical attendant may refer the patient to a government medical officer or to a government hospital or to any other hospital within Pakistan and any expenditure incurred on such medical attendance and treatment shall be reimbursed on production of receipts and cash vouchers, verified and countersigned by the authorized medical attendant and treatment abroad shall be governed according to the Government's policy for treatment abroad.

(4) Maternity charges not exceeding twenty-five hundred Rupees or as prescribed by the Board from time to time shall be reimbursed to all servants on production of receipts and cash vouchers, countersigned by the authorized medical attendant, if delivery is arranged at home subject to production of birth certificate from the local municipal committee or councilor and this facility shall be allowed only for first three births.

47. Re-imburement of cost of medical treatment.—(1) A servant shall be entitled to re-imburement without any limit in case of indoor treatment subject to such terms and conditions as specified in these rules.

(2) The Managing Director may allow re-imburement of the expenditure on account of outdoor treatment incurred by the servant over and above to monthly medical allowance mentioned in para 7 of Appendix-II.

(3) The Managing Director may allow re-imburement without any limit of cost on outdoor treatment for diseases as specified by the Government for this purpose from time to time.

48. **Treatment abroad.**—In case of treatment abroad, the rules and procedure of Government for Government servants shall, *mutatis mutandis*, apply to the servants for the purpose of these rules and subject to such other conditions as specified in these rules.

49. **Retired servants medical treatment.**—The servants retired from service of the Board shall be entitled to reimbursement of expenditure incurred on medical treatment without any limit in case of indoor treatment subject to such terms and conditions as specified in these rules.

50. **Re-imburement of medical treatment to retired servants.**—The Managing Director may allow re-imburement without any limit of cost of outdoor treatment for diseases as specified by Federal Government for this purpose from time to time.

CHAPTER-6

RETIREMENT, RESIGNATION Etc.

51. **Retirement from service.**—The Government's retirement and pension rules as amended from time to time shall in toto be applicable to servants appointed up to the 21st April, 2011 and those appointed after the 21st April, 2011 shall not be paid pensionary benefits and instead they shall be entitled to Contributory Provident Fund, subject to these rules:

Provided, the sanctioning authority competent for these rules shall be Managing Director.

52. **Resignation subject to previous notice.**—A servant and such other persons in employment of the Board who wishes to terminate his appointment should submit his resignation in writing by giving notice for a period as applicable to Government servants. The resignation shall not become effective unless it is accepted by the appointing authority and till such time the resignation is accepted the servant and such other person concerned shall continue to be in service and shall not absent himself from his duties without proper leave.

53. **Termination of service.**—For the purpose of termination of service, the servants and such other persons in employment of the Board shall be governed under the provisions of the Civil Servant Act, 1973 as amended from time to time and general instructions on the subject issued by the Government.

54. **Appeal.**—For the purpose of appeals and representations, the servants shall be governed under the provisions of the Civil Servants (Appeal)

Rules, 1977 as amended from time to time and the general instructions on the subject issued by the Government from time to time.

55. Constitution and management of Contributory Provident Fund(CPF).—(1) There is constituted a CPF, to which shall be credited subscriptions of subscribers on their individual account and the amounts credited by the Board by way of addition to such subscriptions.

(2) The CPF shall be administered by the Managing Director and shall be maintained in Pakistani currency.

56. Eligibility to join the CPF.—All servants including those on probation on or after the 22nd April, 2011 shall be eligible for scheme and benefits of the CPF and every servant appointed on regular basis prior to the 22nd April, 2011 may opt to join the CPF.

57. Compulsory subscribers to the fund.—(1) All existing and eligible servants and the servants who opt under rule 56 on or after the commencement of these rules shall join the CPF as compulsory subscribers.

(2) Servants appointed in Secretariat prior to the 22nd April, 2011 and who do not opt under rule 56 to join CPF shall continue as subscribers of the General Provident Fund on the terms and conditions applicable to them.

58. Nomination.—(1) As soon as after joining the CPF, every subscriber shall be required by the concerned drawing and disbursing officer (DDO) to make a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the CPF in the event of his death before the amount standing to his credit becomes payable or where the amount has become payable before payment has been made.

(2) A subscriber who, at the time of joining the CPF, has a family shall send to the concerned DDO a nomination in the form prescribed for the purpose by the Government in favour of one or more members of his family.

(3) A subscriber who has no family may similarly nominate a person or person in the form prescribed for the purpose by the Government:

Provided that a nomination made under this sub-rule shall be deemed to have been duly made, in accordance with these rules only so long as the subscriber has no family.

(4) If a subscriber, at any time acquires a family, he shall send to the concerned DDO a nomination as provided in sub-rule (2) and, if he has under

sub-rule (3) nominated any person other than member of his family, he shall formally cancel the previous nomination.

(5) If a subscriber nominates more than one person, under sub-rules (1) or (2), he shall specify in the nomination the amount or share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the CPF at any time.

(6) A nomination may be cancelled by a subscriber and substituted by any nomination which is permitted to be made under this rule.

(7) Every nomination or cancellation shall be effective from the date on which it is received by the concerned DDO.

59. **Subscriber's accounts.**—An account shall be maintained in the name of each subscriber comprising of—

- (a) the subscriber's subscriptions;
- (b) contributions made under these rules by the Board to his account;
- (c) interest as accrued under these rules on subscriptions; and
- (d) interest as accrued under these rules on contributions.

60. **Conditions and rates of subscription.**—(1) Every subscriber shall subscribe monthly to the CPF except during a period of suspension, provided that on reinstatement if the period of suspension is treated as duty the total amount due to the CPF on account of arrears of subscriptions for the period of suspension which become due forth with shall be paid by the subscriber to the CPF or, in default, be ordered by the concerned DDO to be recovered by deduction from his emoluments, or otherwise as may be directed by the Managing Director.

(2) A subscriber shall subscribe to the CPF during leave, except during extraordinary leave.

(3) The amount of subscription by the subscriber shall be eight point thirty-four per cent (8.34%) of pay.

(4) For the purposes of sub-rule (1) the emoluments of a subscriber shall be—

- (a) in the case of a subscriber, who was in the service of the Board on the 30th June of the preceding year, the emoluments to which he was entitled on that date:

Provided that—

- (i) if the subscriber was on leave on the said date or was under suspension which is treated as duty, his emoluments shall be the emoluments to which he was entitled had he not proceeded on leave or placed under suspension;
- (ii) if the subscriber was on deputation out of Pakistan on the said date, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in Pakistan; and
- (iii) if the subscriber joined the Board for the first time on a day subsequent to the said date, his emoluments shall be the emoluments to which he was entitled on such subsequent date; and

(b) in the case of a subscriber who was not in the service of the Board on the 30th June of the preceding year, the emoluments to which he was entitled, on the first day of his service, or if he joined the Board for the first time, on a date subsequent to the first day of his service, the emoluments to which he was entitled on such subsequent date.

61. Subscription during deputation.—When a subscriber is transferred to foreign service or sent on deputation out of Pakistan, he shall remain subject to the rules, relating to the CPF in the same manner, as if he was not so transferred or sent on deputation.

62. Realization of subscriptions.—(1) When advances are drawn from the CPF, the recovery of subscriptions on account of these advances and of the principal and interest of advances, equal to the rate of interest under these rules, shall be made from the emoluments themselves.

(2) When emoluments are drawn from any other source, the subscriber shall forward his dues monthly to the concerned DDO.

63. Contribution by the Board.—(1) The Board shall, with effect from the 30th June of each year, make a contribution to the account of each subscriber:

Provided that if a subscriber quits the service or dies during a year, the contribution shall be credited to his account for the period between the close of the preceding year and the date of the casualty.

(2) The contribution under sub-rule (1) shall be equal to the amount of subscription in respect of the subscriber:

Provided that contribution by the Board shall not be payable in respect of any period for which the subscriber has not paid his subscriptions.

(3) The amount of any subscription payable in respect of a period of a foreign service shall, unless it is recovered from the foreign employer, be recovered by the Board from the subscriber.

(4) The amount of subscription payable shall be rounded to the nearest whole rupee (fifty and above paisas counting as next higher rupee).

64. **Interest on the account.**—(1) Subject to sub rule (5), the Board shall pay to the credit of the account of each subscriber interest at such rate as may be announced for each year by the Government in respect of subscriptions to the General Provident Fund applicable to civil servants of the Government, plus additional thirty percent of such rate.

Explanation.—The annual rate of interest on the CPF may vary from year to year. Additional benefit at thirty percent over and above the normal rate of interest means thirty percent of the interest announced by the Government from year to year. For example, normal interest declared by the Government for a certain year is 15.4 percent, the subscribers shall get thirty per cent of 15.4 per cent (i.e. 4.62). Additional benefit of thirty percent as clarified herein above shall apply on closing balances as on the 30th June of that year. In other words, total CPF balance (Fund balance including interest brought forward plus subscriptions during that year) thus arrived at on the 30th June of that year shall be eligible for additional benefit.

(2) Interest shall be credited with effect from the last day in each year in the following manner, namely:—

- (a) on the amount at the credit of a subscriber on the last day of the preceding year, less any sum withdrawn during the current year-interest for twelve months;
- (b) on sums withdrawn during the current year- interest from the beginning of the current year up to the last day of the month preceding the month of withdrawal;
- (c) on all sums credited to the subscriber's account after the last day of the preceding year- interest from the date of deposit up to the end of the current year; and
- (d) the total amount of interest shall be rounded to the nearest whole Rupee, fifty and above paisas counting as the next higher Rupee:

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-rule in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing at the credit of the subscriber becomes payable.

(3) For the purposes of this rule the date of deposit shall, in the case of a recovery from emoluments and in the case of an amount forwarded by the subscriber, be deemed to be the first day of the month of receipt if it is received by the accounts officer or DDO before the fifth day of that month, but if it is received on or after the fifth day of that month the first day of the next succeeding month.

(4) In addition to any amount to be paid under these rules interest thereon up to the end of the month preceding that in which the payment is made shall be payable to the person to whom such amount is to be paid:

Provided that where the accounts officer or DDO has intimated to that person (or his agent) a date on which he is prepared to make payment in cash, or has posted a cheque in payment to that person, interest shall be payable only up to the end of the month preceding the date so intimated, or the date of posting the cheque, as the case may be:

(5) Interest shall not be credited to the account of a subscriber if he informs the accounts officer or DDO that he does not wish to receive it, but if he subsequently asks for interest it shall be credited with effect from the first day of the year in which he asks for it.

(6) The interest on the CPF shall be calculated at such rates as may be announced by the Government.

65. **Advances from the CPF.**—(1) A subscriber shall be entitled to a temporary advance from the amount standing to his credit in the CPF with approval of the appointing authority.

(2) The subscriber shall be allowed advance in a manner that only one advance shall remain outstanding at one time.

66. **Recovery of advances.**—(1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so opts or in any case more than forty-eight. A subscriber may, at his option, make repayment in a smaller number of installments than that prescribed and each installment shall be a number of whole Rupees.

(2) Recovery shall be made in the manner provided in these rules for the realization of subscriptions and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments for a full month, and recovery shall not be made, except with the subscriber's consent, while he is in receipt of subsistence grant.

(3) After principal amount of the advance has been fully repaid, interest shall be paid thereon at the rate equal to the rate of interest determined under these rules including additional benefit for each month or broken portion of a month during the period between the drawl and complete repayment of the principal:

Provided that subscribers whose deposits in the CPF carry no interest shall not be required to pay in the CPF any additional installments on account of interest on advances granted to them.

(4) Recoveries made under this rule shall be credited to the account of the subscriber in the CPF.

67. Circumstances in which accumulations are payable.—(1) When a subscriber quits the service, the amount standing to his credit in the CPF shall subject to any deductions under these rules become payable to him:

Provided that a subscriber who has been compulsory retired, removed or dismissed from service and is subsequently re-instated in the service, shall repay any amount paid to him from the CPF.

(2) When a subscriber, while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service, the amount of subscriptions and interest thereon standing to his credit in the CPF shall, upon application made by him in that behalf to the Managing Director, become payable to the subscriber:

Provided that if the subscriber returns to duty he shall, if required to do so by the Managing Director, repay to the CPF for credit to his account the whole or part of any amount paid to him from the CPF within three months.

(3) When a deceased subscriber leaves a family—

(a) if a nomination made by the subscriber in accordance with these rules in favour of a member or members of his family subsists, the amount standing to his credit in the CPF or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;

- (b) if no such nomination in favour of a member or members of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the CPF, the whole amount or the part thereof to which the nomination dose not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family become payable to the members of his family in equal share:

Provided that no share shall be payable to—

- (i) sons of the deceased subscriber who have attained legal majority;
- (ii) sons of a deceased son of the deceased subscriber who have attained legal majority;
- (iii) married daughters of the deceased subscriber whose husbands are alive; and
- (iv) married daughters of a deceased son of the deceased subscriber whose husbands are alive if there is any member of the family other than spouse, children and widows of deceased son:

Provided further that the widow or widows and the child or children of a deceased son of the deceased subscriber shall receive between them in equal parts only the share which that deceased son would have received if he had survived the subscriber subject to the provisions of clause (i) of the first proviso.

Note.—Any sum payable under these rules to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Funds Act,1925 (XIX of 1925).

- (4) When a deceased subscriber leaves no family, if a nomination made by him in accordance with the provisions of these rules in favour of any person or persons subsists, the amount standing to his credit in the CPF or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportions specified in the nomination.

Note.—When a nominee is dependant of the deceased subscriber as defined in clause (c) of section 2 of the Provident Fund Act,1925 (XIX of 1925),

the amount shall vest in such nominee under sub-section (2) of section 3 of that Act of 1925 and when nomination made by him in accordance with the provisions of these rules subsists, or if such nomination relates only to part of the amount standing to his credit in the CPF, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the said Act of 1925 shall apply to the whole amount or the part thereof to which the nomination does not relate.

68. **Deduction.**—Subject to the conditions that no deduction may be made which reduces the credit by more than the amount of any contribution by the CPF with interest thereon credited under these rules before the amount standing to credit of the subscriber in the CPF is paid out of it, the Managing Director may direct the deduction there from and payment to the CPF—

- (a) any amount, if a subscriber has been dismissed from the service for misconduct:

Provided that if the order of dismissal is subsequently set aside, the amount so deducted shall, on his re-instatement from the service, be replaced at his credit in the CPF;

- (b) any amount, if a subscriber resigns from his employment within five years of the commencement thereof, otherwise than by reason of superannuation or a declaration by competent medical authority that he is unfit for further service; or
- (c) any amount due under a liability incurred by the subscriber to the CPF.

69. **Payment.**—(1) When the amount standing to the credit of a subscriber in the CPF or the balance thereof after any deduction under these rules becomes payable, it shall be the duty of the concerned DDO, after satisfying himself that no such deduction has been directed to make payment as provided in section 4 of the Provident Fund Act, 1925 (XIX of 1925).

(2) If the person, to whom under these rules any amount is to be paid, is a lunatic for whose estate a manager has been appointed in this behalf under the Lunacy Act, 1912 (IV of 1912), the payment shall be made to such manager and not to the lunatic.

(3) Any person who desires to claim payment under this rule shall send a written application in that behalf to the concerned DDO. Payment of amounts withdrawn shall be made in Pakistan only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in Pakistan.

Note.—When the amount standing to the credit of a subscriber has become payable under these rules, the concerned DDO shall authorize prompt payment of the portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

70. **Procedure.**—All sums paid into the CPF under these rules shall be credited in the books of the CPF to an account named as the Contributory Provident Fund Account.

71. **Fund number to be quoted.**—(1) When paying subscription a subscriber shall quote the number of his account in CPF, which shall be allocated and communicated to him by the concerned DDO and any change in the number shall similarly be communicated to the subscriber by the concerned DDO.

(2) After the 30th June of each year, the concerned DDO shall send to each subscriber a statement of his account in the CPF, showing the opening balance as on the 1st July of the preceding year, the total amount credited or debited during the year, the total amount of interest credited as on the 30th June of the year and the closing balance on that date and the concerned DDO shall attach to the statement of account an enquiry, whether the subscriber—

- (a) desires to make any alteration in any nomination made under these rules; and
- (b) has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under these rules.

(2) Subscribers must satisfy themselves as to the correctness of the annual statement issued under sub-rule (1) and errors should be brought to the notice of the accounts officer or DDO within three months from the date of receipt of the statement.

72. The provisions relating to gratuity mentioned hereunder shall be applicable to the servants, who joined the service on or after 22nd day of April, 2011.

73. **General provision.**—(1) On retirement from service, a servant shall be entitled to receive such gratuity as is specified in these rules.

(2) In the event of death of a servant before retirement, his family shall be entitled to receive such gratuity, as is specified in these rules.

(3) No gratuity shall be admissible to a servant who is dismissed or removed from service for reasons of discipline.

74. **Claim not admissible.**—In the following cases no claim to gratuity shall be admitted, namely:—

- (a) when a person 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 serves under a covenant or a contract; and
- (c) when a person is paid from contingencies.

75. **Service qualifying for gratuity.**—Unless otherwise specifically provided, the service of a servant begins to qualify for gratuity from the date he takes charge of the post to which he is first appointed on regular basis.

76. **Conditions of qualifying service.**—Except as otherwise provided in these rules, the service of a servant does not qualify for gratuity unless it is under the Board, is on regular basis and is paid from the Board's funds.

77. The following periods shall count as service qualifying for gratuity, namely:—

- (a) all periods of leave, other than extraordinary leave;
- (b) time spent under suspension followed by reinstatement, or if the servant dies or retires on attaining the age of superannuation while under suspension and before final orders are passed on the disciplinary case; and
- (c) initial or extended period of deputation of a servant to any government or autonomous body or any other organization in or out of Pakistan.

78. **Resignations, dismissal and removals.**—Resignation of service or removal or dismissal from service entails forfeiture of past service:

Provided that if the appellate authority on appeal sets aside the order of removal or dismissal, as the case may be, the servant's past service shall be countable.

79. **Interruptions.**—(1) An interruption in the service of a servant entails forfeiture of his past service except in the case of-

- (a) authorized leave of absence;

- (b) suspension immediately followed by re-instatement or where the servant dies or is permitted to retire or is retired while under suspension;
- (c) loss of appointment owing to abolition of office or reduction in establishment;
- (d) time occupied in transit from one appointment to another; and
- (e) subject to the approval of the Managing Director, an interruption due to any other reason provided that the interruption is due to any fault or willful act of a servant such as unauthorized absence, resignation, removal etc.

(2) The authority which sanctions the gratuity may commute retrospectively period of absence without leave into extraordinary leave.

80. **Condonation of interruption.**—Upon such conditions as he may think fit in each case to impose, the Managing Director may on application for condonation made by the servant concerned condone all interruptions in service.

81. **Calculation of gratuity.**—After a service of five years or more, the retiring servant shall be entitled to a gratuity not exceeding one month's emoluments for each year of qualifying service.

82. **Family gratuity in the case of death of a servant with more than five years service.**—(1) In case of death of a servant while in service who has rendered five years qualifying service or more, gratuity not exceeding one and a half month's emoluments for each completed year of service shall be payable to his family in accordance with these rules as the case may be.

(2) The family for the purpose of payment of death-cum retirement gratuity shall include the following relatives of the servant, namely:-

- (a) spouse;
- (b) children of the deceased servant; and
- (c) widows of the deceased son of the deceased servant.

Note 1—An adopted child shall be considered to be a child when under the personal law of the servant concerned adoption is legally recognized as conferring the status of natural child, but in this case only.

Note 2—If it is proved that the spouse has been judicially separated from the servant or has ceased under the customary law of the community to which the spouse belongs to be entitled to maintenance, such spouse shall no longer be deemed to be a member of the family unless the servant has himself intimated in writing to the concerned DDO that the spouse shall continue to be so regarded.

Note 3—In the case of female servant if she intimates in writing to the concerned DDO that her husband shall not be included as a member of the family then he shall no longer be considered a member of the family unless she subsequently cancels in writing her intimation of excluding him.

(3) Every servant shall, on completion of five years qualifying service, make a nomination conferring on one or more persons the right to receive any gratuity that may be accrued to the credit of the subscriber on his death.

(4) If a servant nominates more than one person under sub-rule (3) he 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 there in.

(5) A servant may provide in nomination form,—

(a) in respect of any specified nominee, that in the event of his predeceasing the servant the right conferred upon that nominee in sub-rule (3) shall pass to such other member or members of the servant's family as may be specified in the nomination; and

(b) that the nomination shall become void in the event of the happening of such a contingency as specified therein.

(6) Every nomination shall be in such form prescribed for the purpose by the Government as may be appropriate in the circumstances of the case.

(7) A servant may at any time cancel a nomination by sending a notice in writing to concerned DDO, provided that the servant shall along-with such notice send a fresh nomination made in accordance with this rule.

(8) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (5) or on the occurrence of any event by reason of which the nomination becomes so void by reason of clause (b) of sub-rule (5), the servant shall send to the account officer a notice in writing formally canceling the nomination together with a fresh nomination made in accordance with this rule.

(9) Every nomination made and every notice of cancellation given by a servant under this rule shall be sent by the servant to the concerned DDO and

immediately on receipt of a nomination from a servant the concerned DDO shall get it countersigned by the Managing Director who shall countersign it indicating the date of receipt and keep it in his custody.

(10) Every nomination made and every notice of cancellation given by a servant shall, to the extent that it is valid, take effect on the date on which it is received by the concerned DDO.

(11) When the amount of gratuity has become payable to the family it shall be the duty of the concerned DDO to make payment to the family according to the following procedure, namely:—

- (A) when the servant leaves a family,—
 - (i) the amount of gratuity or any part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination; or
 - (ii) 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 part thereof to which the nomination does not relate, shall become payable to the members of his family in equal shares:

Provided that no share shall be payable to—

- (a) sons who have attained the age of twenty-one years;
- (b) sons of deceased son who have attained the age of twenty-one years;
- (c) married daughters whose husbands are alive; and
- (d) married daughters of a deceased son whose husbands are alive and there is any member of the family other than spouse, children and widows of deceased son:

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 survived that servant and had been exempted from the operation of the first proviso.

Note.1. When the beneficiary is a minor and has not regularly been appointed manager or guardian, the sanctioning authority

may allow the payment of gratuity or shares of gratuity of minor children of a deceased servant to their mother and in case the mother is not alive or was judicially separated from the 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 share of gratuity on their behalf.

Note.2. In a case when the deceased servant was a female, the sanctioning authority may, under the circumstances stated above, allow the payment of pension or shares of gratuity or minor children of the deceased to their father; and

- (B) when the servant leaves no family, the amount of gratuity shall be payable to his following surviving relatives, if any, in equal shares, namely:—
- (i) mother;
 - (ii) father;
 - (iii) un-married sisters, widowed or divorced sisters, whole dependent upon him ; and
 - (iv) brother below the age of twenty-one years.

Explanation.—Judicially separated or divorced mother who has re-married does not fall in this category.

(12) No gratuity shall be payable after the death of a servant if he does not leave a family as defined in these rules or an eligible dependent relative or relatives specified in these rules.

83. **Emoluments of gratuity.**—The term emoluments for the purpose of gratuity means the emoluments which the servant was receiving immediately before retirement and shall include-

- (a) pay;
- (b) senior post allowance;
- (c) special pay of all types and nature;
- (d) personal pay;
- (e) technical pay;

- (f) dearness allowance; and
- (g) any other additions to pay which may be specifically declared by the Board as emoluments reckoning for pension.

84. **Authority competent to sanction gratuity.**—Gratuity shall be sanctioned by the Managing Director.

85. **FEB&GIF Servants governed by Act No. II of 1969 and rules made there-under.**—For the purpose of benevolent fund and group insurance, the servants shall be governed by the Act, rules made there under and by such other subsidiary orders and instructions as are issued by the Board or by the Federal Government and adopted by the Board for the purpose of coverage being an autonomous body.

86. **Advances.**—The Government's rules, orders and instructions shall apply mutatis mutandis to the servants for grant of advances. The sanctioning authority in this regard shall however be the Managing Director.

87. **Application of laws.**—In respect of matters not specifically provided in these rules, the Act, laws, rules, policy, instructions and procedure applicable to Federal Government civil servants shall as far as possible apply to the servants.

88. **Repeal.**—The Federal Employees Benevolent and Group Insurance Funds (Servants Service) Rules, 2011 are hereby repealed but the repeal thereof shall not affect any action taken or anything done or suffered thereunder.

Appendix-I

[see rule 8]

PART-I

LISTOFCADRES

Sr. No.	Nomenclature
1.	General Cadre (Welfare and Operations, Investment and Finance, Accounts & Audit and General/Administration)
2.	Engineering/PMU Cadre
3.	Information Technology Cadre

(Note: The authority competent to add any further cadre shall be the Board of Trustees).

PART-II
[See rules 8, 9(2) and sub-rule (4) of rule 12]

**METHOD OF APPOINTMENT, QUALIFICATIONS, EXPERIENCE AND OTHER CONDITIONS RELATING TO POSTS OF VARIOUS CADRES IN THE
FEB&GIF**

S. No.	Post	BPS	Cadre	Method of appointment in percent		Condition for promotion		Conditions for initial appointment		
				By initial appointment	By promotion	Persons eligible	Experience	Qualifications	Experience	Maximum Age Limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.	Chowkidar	1	-	100%	-	-	-	Primary	-	25
2.	Security Guard	1	-	100%	-	-	-	Middle pass. Retired personnel from Armed forces will be preferred.	-	25
3.	Sanitary Worker	1	-	100%	-	-	-	Primary	-	25
4.	Naib Qasid	1	-	100%	-	-	-	Primary	-	25
5.	Daftary	2	-	-	100%	Naib Qasid/ Chowkidar	Three years' service as Naib Qasid in FEB&GIF. Seniority-cum-fitness.	-	-	-
6.	Qasid	2	-	-	100%	Naib Qasid	Three years' service as Naib Qasid in FEB&GIF. Seniority-cum-fitness.	-	-	-
7.	Duplicating Machine Operator	4	-	50%	50%	Naib Qasid, Qasid, Daftary	3 years' service as Naib Qasid/ Qasid/Daftary in FEB&GIF. Knowledge of operating Duplicating machine/ photo copier machine essential. Seniority-cum-fitness.	i) Primary ii) Knowledge of operating duplicating machine/Photo Copier essential.	-	25

8.	Staff Car Driver	4	-	100%	-	-	-	i) Primary pass ii) Valid driving license holder and well versed with the traffic rules.	-	30
9.	Dispatch Rider	4	-	100%	-	-	-	i) Primary pass ii) Valid driving license holder and well versed with the traffic rules.	-	30
10.	Mason	5	-	100%	-	-	-	i) Primary pass. ii) Qualifying trade test.	Three (3) years' experience as Mason.	30
11.	Carpenter	7	-	100%	-	-	-	i) Primary Pass. ii) Qualifying trade test.	Three (3) years' experience as Carpenter.	30
12.	Electrician	7	-	100%	-	-	-	i) Matric pass. ii) One year certificate in Electrical.	-	25
13.	Plumber	7	-	100%	-	-	-	i) Middle pass. ii) Qualifying trade test.	Five years' experience as Plumber.	30
14.	Sub-Engineer	14	-	100%	-	-	-	i) Matric atleast second division ii) Three years' diploma of Associate Engineering in Civil from a recognized institute.	-	25

15.	Computer Machine Operator (Non Gazetted)	16	-	50%	50%	UDC (BS-11)	i) At least five years' service in BPS-11 and above with minimum speed of 10,000 key depressions per hour in FEB & GIF. ii) Computer Skills in MS office necessary. iii) Seniority cum fitness.	i) At least second class Graduate in Computer Science, IT, or equivalent with minimum speed of 10,000 key depressions per hour. ii) Computer Skills in MS office necessary.	-	25
16.	Lower Division Clerk	9	-	80%	20%	Employees holding posts in BPS-6 and below (as per Federal Government)	Matric with a minimum typing speed of 30 wpm. Computer skills necessary. 3 weeks Basic IT Course (including MS Office) as prescribed. Seniority-cum-fitness.	Matric with at least 2nd Division. Typing speed of 30 wpm. Computer skills necessary. 3 weeks Basic IT Course (including MS Office)	-	25
17.	Upper Division Clerk	11	-	50%	50%	LDC (BPS-9)	At least 3 years' service as LDC in FEB&GIF. Seniority-cum-fitness. 3 weeks Basic IT Course (including MS Office) as prescribed.	Intermediate with at least 2nd Division. Computer skills necessary. 3 weeks Basic IT Course (including MS Office).	-	25
18.	Stenotypist	14	-	100%	-	-	-	i) Intermediate with at least 2nd Division. ii) Minimum speed of 80/40 wpm in shorthand/ typing respectively. iii) Computer skills in MS office necessary.	-	25

19.	Assistant	15	-	50%	50%	UDC (BPS-11)	At least three years service in BPS-11 and above in FEB&GIF. Seniority-cum-fitness. 6 weeks Basic IT Course (including MS Office) conducted by NITB.	Graduate with at least 2nd Division Conversant in MS Office and computer/internet use. 6 weeks Basic IT Course (including MS Office) conducted by NITB.	-	28
20.	Assistant Private Secretary	16	-	50%	50%	Stenotypist (BPS-14)	At least 3 years service as Stenotypist in FEB&GIF.	i) Second Class or Grade-C Bachelor's Degree from a university recognized by Higher Education Commission. ii) A minimum speed of 100:50 words per minute in Shorthand/typing respectively. iii) Must be computer literate.	-	25
21.	Private Secretary	17	-	-	100%	Assistant Private Secretary	At least 5 years satisfactory service as Assistant Private Secretary in FEB&GIF.	-	-	-
22.	Deputy Assistant Director	16	GENERAL CADRE (WELFARE AND OPERATIONS, INVESTMENT AND FINANCE, ACCOUNTS AND AUDIT AND GENERAL ADMINISTRATION)	30%	70%	Assistant (BPS-15/16)	At least 5 years' service as Assistant in FEB&GIF.	At least 2nd class Bachelor Degree in Business Administration, Economics, Commerce, Public Administration or equivalent from HEC recognized Institutions. Computer skills in MS Office necessary.	-	30

23.	Assistant Director	17		50%	50%	Deputy Assistant Director (BPS-16)	At least 5 years' service in BPS 16 in FEB&GIF.	At least 2nd class Master's Degree in Business Administration, Economics, Commerce, Public Administration, Mass Communication or equivalent from HEC recognized Institutions. At least two years' experience in the relevant field. Computer skills in MS Office necessary.	Two years' experience in the relevant field.	30
24.	Assistant Director (Essay Writing)	17		100%	-	-	-	At least 2nd Class Masters Degree in the discipline of Mass Communication.	-	28
25.	Deputy Director	18		30%	70%	Assistant Director (BPS-17)	At least 5 years' service in BPS 17 in FEB&GIF	At least 2nd class Master's Degree in Business Administration, Economics, Commerce, Public Administration, Mass Communication or equivalent or four years' BBA major with Finance from HEC recognized Institutions. Computer skills in MS Office necessary.	Five years' experience in the relevant field.	35

26.	Director	19		-	100%	Deputy Director (BPS-18)	At least 12 years' service in BPS 17 and above in FEB&GIF	-	-	-
27.	Deputy Managing Director	20		-	100%	Director (BS-19)	At least 17 years' service in BPS-17 and above in General cadre in FEB&GIF;	-	-	-
28.	Managing Director	21/22	The post of Managing Director shall be filled by the Federal Government in terms of section 9 of the FEB&GI Act, 1969							
29.	Deputy Assistant Director (Project Accounts)	16		100%	-	-	-	At least 2nd Class Bachelors degree in Business Administration with Finance or Accounts as major subjects, BBA or B.Com (Hons) with Finance or Accounts as major subjects from HEC recognized Institutions.	-	30
30.	Deputy Assistant Director (Engineering)	16	ENGINEERING / PMU CADRE	100%	-	-	-	At least 2nd class Bachelors Degree in Civil (Engineering) from HEC recognized Institutions or three years' Diploma of Associate Engineering in Civil Engineering. Computer skills in MS office necessary.	At least 8 years' experience in the relevant field for three years' Diploma holders.	30

31.	Assistant Director (Engineering) (BPS-17)	17		75%	25%	Deputy Assistant Director (Engineering) (BPS-16)	5 years' service as Deputy Assistant Director (Engineering) (BS-16) in FEB&GIF.	At least 2nd class Bachelors Degree in Civil (Engineering) or three years' Diploma of Associate Engineering in Civil Engineering from HEC recognized Institutions. Computer skills in MS office necessary.	At least ten years' experience in the relevant field for three years' Diploma holders.	30
32.	Deputy Director (Project Accounts)	18		100%	-	Assistant Director (Project Accounts) (BPS-17)	5 years' service as Assistant Director (Project Accounts) (BPS-17)	At least 2nd class Masters degree in Business Administration with Finance or Accounts as major subjects from HEC recognized Institutions. Computer skills in MS Office necessary.	at least five years' experience in Project, Cost Accounting and Auditing, Budgeting, Financial planning/ financial analysis in any Commercial/Industrial Establishment or Government Organization.	35
33.	Deputy Director (Engineering)	18		75%	25%	Assistant Director (Engineering) BPS-17)	5 years' service as Assistant Director (Engineering) (BS-17) in FEB&GIF.	i) At least 2nd class Bachelors Degree in Civil (Engineering) from HEC recognized Institutions. Computer skills in MS Office necessary. OR ii) Three years' Diploma of Associate Engineering in Civil Engineering. Computer skills in MS office necessary.	i) At least ten years' experience in the relevant field with Bachelors Degree ii) At least fifteen years' experience in the relevant field with three years' Diploma of Associate Engineering in Civil Engineering.	35

34.	Deputy Assistant Director-IT	16	INFORMATION TECHNOLOGY CADRE	50%	50%	Computer Machine Operator (BPS-16) (Non Gazetted)	i)At least 5 years' service as Computer Machine Operator in FEB & GIF. ii)Two years' experience of FEB&GIF LAN/WAN maintenance. iii)Capable to handle windows related issues.	At least 2nd class Bachelors degree in Computer Science from HEC recognized Institutions.	-	30
35.	Assistant Director-IT	17		50%	50%	Deputy Assistant Director IT (BPS-16)	2287i)At least 5 years' service as Deputy Assistant Director (IT) in FEB & GIF. ii)Experience of the FEB&GIF LAN/WAN maintenance. iii)Experience of installation of Windows XP, fixing errors etc.	At least 2nd class Masters degree in Computer Science from HEC recognized Institutions.	-	30
36.	Deputy Director-IT	18		50%	50%	Assistant Director IT (BPS-17)	i)At least 5 years' service as Assistant Director (IT) in FEB&GIF. ii)Well conversant with the operations of the FEB&GIF software.	At least 2nd class Masters degree in Computer Science from HEC recognized Institutions.	At least five years' experience in Software Development, Computer Networks, Hardware Management, Data Centre Management and System Administration	-

Note:

- (i) Promotions upto BS-19 shall be made from within a particular cadre. For promotions against the posts of Deputy Managing Director (BPS-20), officers of BS-19 of General Cadre would only be eligible.

PART-III
FEB&GIF Pay Scales
[see rule 33]

APPENDIX-II
[see rule (41)]

ALLOWANCES AND PERQUISITES.

Computer allowance

1. Computer allowance shall be admissible to the FEB&GIF servants at the rates specified by the Federal Government from time to time.

Conveyance allowance

2. The rate of conveyance allowance shall be admissible as approved by the Board of Trustees (BoT) from time to time.

Amenity allowance

3. The rate of amenity allowance shall be admissible as approved by the Board of Trustees (BoT) from time to time.

Canteen allowance

4. The rate of canteen allowance shall be admissible as approved by the Board of Trustees (BoT) from time to time.

5. Provided that the officers entitled to draw Entertainment allowance shall have the option to draw Canteen allowance or Entertainment allowance whichever is higher.

Entertainment allowance

6. The Entertainment allowance shall be admissible at the rates specified in the Federal Government to its servants from time to time.

Medical allowance.

7. The rate of medical allowance shall be admissible as approved by the Board of Trustees (BoT) from time to time.

House Rent allowance.

8. The rate of house rent allowance shall be admissible as approved by the Board of Trustees (BoT) from time to time.

- (1) If a FEB&GIF servant desires to hire a house, FEB & GIF will arrange the payment of advance rent at the rate specified for six months to the owner, subject to such terms and conditions, as laid down by the Federal Government for this purpose from time to time:

Provided that the Managing Director can allow six months further advance rent.

- (2) In case of self-hiring the Managing Director may allow, advance rent at the rates specified for a maximum period of two years.
- (3) Incremental Effect shall not be allowed in case of payment of advance rent under sub rule (1) and (2).
- (4) Recovery of House rent charges shall not be made from the FEB&GIF servant who will prefer to hire a house vide (1) and (2) above.

Over-time allowance.

9. Drivers of official vehicles and dispatch rider, detained on duty, beyond two hours of normal closing time or on close holidays including Sunday shall be allowed over-time allowance at the rate as admissible in the Federal Government. The bill shall contain a certificate of the officer in charge of transport or the entitled officer that the overtime claimed has actually been earned.

10. Private Secretary/Stenographer/Steno-typists working as Private Secretary(PS)/ Assistant Private Secretary(APS)with servants holding the posts of Grade 20 to 22 shall be entitled to a special pay at the rate as admissible in the Federal Government.

Senior Post allowance:—

Senior Post Allowance shall be admissible to the FEB&GIF servants at the rates specified by the Federal Government from time to time.

Qualification Pay.

11. Qualification pay shall be admissible to the FEB&GIF servants who possess prescribed qualification at the rates as specified by the Federal Government from time to time.

Orderly allowance.

12. Orderly Allowance shall be admissible to the FEB&GIF servants(BPS-20 to BPS-22) at the rates specified by the Federal Government from time to time.

Telephone/Internet Facility.

13. Telephone ceiling for office and residences and Internet DSL facility at residence admissible to officers shall be the same as it is admissible to the officers of autonomous offices under the administrative control of Establishment Division, in the Federal Government.

Transport Facility.

14. Transport will be provided as follows:

- i. Officers in BS 21-22 Chauffer driven car (1300 cc) with petrol ceiling of 270 litres per month.
 - ii. Officers in BS 19-20 Chauffer driven car (1000 cc) with petrol ceiling of 200 litres per month/ 125 kg CNG + 25 litres petrol for CNG fitted vehicle.
- (i) The facility of official vehicle and POL to the officers in BS-20 and above would apply to those officers, not availing the facility of monetization allowance.
- (ii) The facility of 1000 cc official car to BS-19 officers who are not drawing conveyance allowance i.e. 25% of the basic pay.

Washing/Dress allowance.

15. The Washing and Dress allowances to the entitled FEB&GIF servants shall be made at the rates announced by the Federal Government from time to time.

Integrated allowance.

16. **FEB&GIF Servants holding the following posts shall be paid integrated allowance @ Rs.150 per month** or at the rates announced by the Federal Government from time to time.

- (a) Qasid.
- (b) Naib Qasid.
- (c) Chowkidar.
- (d) Sweeper.

TA/DA

17. (a) The rates of TA/DA shall be as per Federal Government Rules/rates.

(b) For Chairman and the Managing Director actual expenses on account of Boarding/lodging shall be paid as approved by the Board.

18. The Board of Trustees may revise the rates of allowance and perquisites mentioned in this Appendix at any time.

[No. F. 5-26/2014-Admn-III.]

IFTIKHAR HUSSAIN KHAN,
Section Officer (Admn-III).