

# The Sind Government Gazette

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- (1) Rules framed under the Acts of the Sind Assembly and the Acts of the National Assembly;  
and
- (2) Other Statutory rules framed by the Sind and National Assemblies.

## PART IV-A

GOVERNMENT OF SINDH

EDUCATION DEPARTMENT

NOTIFICATION

Karachi the 21<sup>st</sup> September, 1973

No. OSD (HE) 8/17-73. ---In exercise of the powers vested in her under Section 10 (5) of the University of Sindh Act 1972, the Chancellor is pleased to give assent to the Statutes relating to the University of Sind Employees Pension, appended herewith.

DR. N. B. G. KAZI,  
Education Department.

## THE SIND UNIVERSITY EMPLOYEES PENSION STATUTES

### CHAPTER I GENERAL

1.1. Short title.—These Statutes may be called the “Sind University Employees Pension Statutes”.

1.2. Commencement.— These Statutes shall have effect from the 1<sup>st</sup> July, 1972.

1.3. Extent of application----Unless in any case, it be otherwise expressly provided, these Statutes shall apply to:-

- (i) all the future Sind University Employees, except those who opt for the benefits under the existing Provident Fund Statutes.
- (ii) all the Sind University employees, who have been in service prior to the enforcement of these Pension Statutes unless they opt to continue to be governed by the existing Provident Fund Statutes.

Note.----1 In the case of employees who were in service on and before 14<sup>th</sup> October, 1955, but died before publication of these statutes, it will be assumed that they opted for Provident Fund Statutes.

Note.----2 The employees who opt for these Pension Statutes shall be allowed to contribute to their own share of Provident Fund with interest accrued thereon only and they shall not be allowed benefit of University share of Provident Fund.

1.4. Option.---- Employees and pensioners mentioned in clauses (i) and (ii) of Statute. 1.3 above may exercise option within a period of six months from the date of publication of these Statutes in the Sind University Gazette. The option shall be communicated in writing to the Treasurer as well as to the Appointing Authority. Option once so exercised shall be final.

The employees, who fail to exercise option within the stipulated period shall be assumed to have opted for the Sind University Employees Pension Statutes.

Note.----The Treasurer shall acknowledge the receipt of option communicated to him by the employees.

1.5. These Statutes shall not apply to:-

- (i) Employees paid from contingencies, OR borne on Work-Charged Establishment.
- (ii) Employees engaged on contract which contains no stipulation for pension under these Statutes.
- (iii) any person for whose appointment and conditions of service special provision is made by or under any law for the time being in force;
- (iv) any employee, who holds a post which has been declared by the Syndicate to be non-pensionable;
- (v) any person whose whole-time is not retained for the public service but is merely paid for the work done, such as Pleaders, Law Officers and experts not debarred from private practice;
- (vi) any person who is not paid from the Sind University funds, but is paid from a fund held by Sind University as a Trustee, or is remunerated by fees for the grant of land or of any other source of revenue or of a right to collect money.

1.6. Definitions-(i). ---Unless expressly specified otherwise in the Statutes, terms defined in Statute No.1 of the Sind University Provident Fund Statutes have the same meaning when used in these Statutes.

- (a) 'University' means the University of Sind.
- (b) 'Employees' means Employees of the University of Sind.
- (c) 'Syndicate' means the Syndicate of the University of Sind.
- (d) 'Vice Chancellor' means the Vice-Chancellor of the University of Sindh .

- (e) 'Register' means the Registrar of the University of Sindh.
- (f) 'Treasurer' means the Treasurer of the University of Sind.
- (g) 'Audit Officer' means the Auditor of the University of Sind.
- (h) 'Medical Officer' means the Medical Officer of the board of Medical Officers appointed by the Syndicate for the medical examination of the employees.
- (i) 'Family' means wife/husband, legitimate sons and daughters and step-children of a University Employee, residing with and wholly dependent upon him/her.

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

(iii) Class IV Service.—Class IV Service means any kind of service which may be specially classed as such by the Syndicate.

(iv) Superior Service.—Superior Service means any kind of service which is not Class IV Service.

(v) Ordinary Pension.—Ordinary Pension means Pension other than extraordinary pension and includes special additional pension.

(vi) Full Pension.—Full pension means the amount of ordinary pension admissible including  $\frac{1}{4}$ th of the surrendered portion of the pension.

1.7. In any case, where pension or gratuity is not admissible under these Statutes, a competent authority may grant a pension which will, not save in most exceptional circumstances, exceed Rs.100/00 a month or a gratuity not exceeding the equivalent value of that amount; provided that the general spirit of the Statues is observed.

1.8. (a) 'Good Conduct' is an implied condition of every kind of pension. The Syndicate may with-hold or withdraw a pension or any part of it, in case, the pensioner is convicted of serious crime or is found to have been guilty of grave mis-conduct either during or after the completion of his service, provided that before any order to this effect is issued, the procedure regarding imposition of the penalty or of removal from service shall be followed.

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

(c) In case, the amount of pension granted to an employee, be, afterwards, found to be in excess of that to which he is actually entitled under the Statutes, he shall be called upon to refund such excess.

1.9. No pension may be granted to an employee dismissed or removed for misconduct, corruption, subversive activities or inefficiency, but, if he deserves special consideration, he may be granted a compassionate allowance not exceeding  $\frac{2}{3}$ <sup>rd</sup> of the pension which would have been admissible to him, if he had retired on invalid pension.

1.10. Any of these Statutes may for reasons to be recorded in writing, be relaxed in individual cases by the competent authority, if it is satisfied, that a strict application of the Statutes will cause hardship to an individual in receiving his/her pension/gratuity expeditiously.

1.11. The Syndicate may amend suitably, the forms prescribed under these statutes, if and when necessary.

1.12. Amendments additions etc., to the West Pakistan Civil Service Pension Rules, from time to time, shall be considered amendments additions etc., to these statutes, from time to time.

## CHAPTER II

### SERVICE QUALIFYING FOR PENSION

2.1. Conditions of qualifications.—The service of an employee does not qualify for pension unless it conforms to the following three conditions:-

First—The service must be under the University.

Second—The service must not be non-pensionable.

Third—The service must be paid by University from the University funds.

2.2. Beginning of service.—Subject to any special statutes, the service of an employee begins to qualify for pension when he takes over charge of the post to which he is first appointed.

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

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

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

2.4. Service in a temporary post on abolition of a permanent post:-

If a permanent post on which an employee holds a lien is abolished under the circumstances entitling him to get a compensation pension or gratuity, his service thereafter in a temporary post under University qualifies for pension.

2.5. Apprentices and Probationers:-

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

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

2.6. Training.—The time spent by an employee in approved training, shall count as service qualifying for pension.

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

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

2.9. Suspension.—If an employee is suspended from service pending enquiry into his conduct, the period of suspension counts for pension, if it is immediately followed by reinstatement, unless the employee is reinstated with forfeiture of a part of his pay or allowance for the period of suspension.

2.10. Forfeiture of past service.—An employee forfeits his past service in the following cases:-

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

(b) Removal or dismissal from service.

(c) Absence from duty without leave.

Note.—The appointing Authority may commute retrospectively periods of absence without leave into extraordinary leave.

2.11. Condonation of interruptions and deficiencies:-

(1) The Syndicate may for purposes of pension condone all gaps between periods of service of an employee.

(2) The Syndicate may condone deficiency in qualifying service for pension upto six months, provided the service is meritorious, and the condonation, if allowed, will bring the service upto 25 completed years of qualifying service.

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### CHAPTER III

#### DIFFERENT KINDS OF ORDINARY PENSION AND CONDITIONS FOR THEIR GRANT

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

(a) Compensation Pension.

(b) Invalid Pension.

(c) Superannuation Pension.

(d) Retiring Pension.

Note.—Special additional pension is also granted to certain classes of employees under special circumstances.

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

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

3.3. In-valid Pension.—(1) Invalid pension is awarded on his retirement from University service, before reaching the age of superannuation to an employee who by bodily or mental infirmity is permanently incapacitated for further service on production of a medical certificate prescribed in Sub-Statutes (2) of this Statute.

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

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

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

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

Note.—(2) A medical certificate from a Medical Board or an Invalidating committee shall be required in the case of a gazetted employee.

(3) An employee who has submitted a medical certificate of incapacity for further service should be invalidated from service on receipt of the medical certificate, or from the date of expiry of leave if already on leave, or has been granted leave as a special case.

3.4. Superannuation Pension.—A superannuation pension is granted to an employee who retires or is retired from University service on or after attaining the age of 60 years if in service on 21<sup>st</sup>. June, 1960, and 55 years if not in service on this date.

3.5. Retiring Pension—A retiring pension is granted to an employee who not being eligible for superannuation pension:-

- (i) Opts to retire after 25 years qualifying service or such less time as may for any special class of employee be prescribed; or
- (ii) is compulsorily retired from service by the authority competent to remove him from service on grounds of inefficiency, misconduct or corruption; or

(iii) opts to retire on or after attaining the age of 55 years.

CHAPTER IV  
AMOUNT OF ORDINARY PENSIONS.  
SECTION I-GENERAL

4.1. (1) The amount of pension that may be granted shall be determined by the length of completed years of qualifying service of an employee as set forth in Statute 4.4.

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

4.2. (1) If the service of an employee has not been thoroughly satisfactory, the authority sanctioning the pension may make such reduction in the amount of pension as it may think proper.

(2) The special additional pension admissible under Statute 4.5. is not to be given as a matter of course, but only where the service rendered is approved as satisfying the standard of work and conduct required in the special conditions of the post held and for which special additional pension is admissible.

4.3. If an employee has held more than one post, in respect of each of which, if he had held separately and alone, pension would have been admissible to him, the pension admissible to him is the sum of the several pensions which would have been admissible to him if he had held each post separately and alone. The consolidated pension shall, however, be subject to the maximum limit prescribed in Statute 4.4.

SECTION II  
AMOUNT OF FULL PENSION

4.4. Amount of full pension.—(1) After a qualifying service of not less than 10 years, full superannuation, retiring, invalid or compensation pension may be granted not exceeding the maximum limits prescribed below:-

Completed years of Qualifying Service.	Scale of pension Express as Fraction of average emoluments.	Maximum limit of pensions per annum.
10	10/50	2,500
11	11/50	2,800
12	12/50	3,100
13	13/50	3,400
14	14/50	3,700
15	15/50	4,000
16	16/50	4,300
17	17/50	4,600
18	18/50	4,900
19	19/50	5,200
20	20/50	5,500
21	21/50	5,800
22	22/50	6,100

23	..	23/50	6,400
24	..	24/50	6,700
25	..	25/50	7,000

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2. The term average emoluments of an employee means the average of the pay that he draw, or would have drawn by him had he not been on leave with leave salary or on joining time or under suspension which is not adjudged as a penalty, during the last three years immediately preceding his retirement. If during the last three years of his service, an employee has been absent from duty on leave without pay, or has been under suspension as a form of penalty, the periods so passed should be disregarded in the calculation of the average emoluments and an equal period before the period of three years should be included.

4.5. Special Additional Pension.—(1) For grant of special pension, there shall be two grades of employees namely, Upper Grade and Lower Grade as shown in the schedule under this Statute as amended from time to time.

(2) An employee may be granted an additional pension (a) at the rate of Rs.300/00 for each completed year of effective service in any post included in the low grade, and (b) at the rate of Rs.500/- for each completed year of effective service in any post in the upper grade, upto a maximum of Rs.1,500 per annum for service in lower grade appointments, and Rs.2,500/00 per annum for service in lower and upper grade appointments combined or in upper grade appointments alone, provided that in the case of an employee who has earned an additional pension by service in appointments in both the upper and lower grade service for any broken period of year in the upper grade may count as service in the lower grade if his pension would be thereby increased.

(3) For the purpose of sub-statute (2) of this Statute, the expression 'effective service' includes besides periods of duty in a post mentioned in the said sub-statute:-

- (i) duty performed in a post of corresponding rank and responsibility in foreign service;
- (ii) leave on average pay if it is certified that had the employee not proceeded on leave, he would have continued to hold the post for which special additional pension is admissible;
- (iii) the period of joining time when an employee holding a post qualifying for special/additional pension, is transferred to another such post.

Note.—The term 'Pay' does not include the pay drawn by an employee in foreign service of additional pay for performance of additional duties of another post.

#### SCHEDULE

##### (a) UPPER GRADE

- (a) Vice Chancellor, Professors, the Principal Sind University Engineering College. The Registrar and the Employees of their status, if any;
- (b) The employees drawing pay of Rs.1700/- per month or more or those employees whose maximum of pay scale is not less than Rs.2,000/00.

(b) LOWER GRADE.

(a) Readers, Treasurer, Controller of Examinations and employees of their status, if any.

(b) The employees drawing pay\_\_\_\_\_of Rs. 1,400/- or more per month or those employees whose maximum of pay scale is not less than Rs. 1500/-.

**SECTION III**

A. Gratuity and Pension Benefits.

4.6. (1) Every employee in pensionable service shall surrender 1/4<sup>th</sup> of the full monthly pension (including special additional pension) admissible to him under the Statutes 4.4 and 4.5.

(2) In the case of an employee who has rendered 5 years service or more, but less than 10 years qualifying service, a gratuity equal to 10 months emoluments subject to a maximum of Rs. 10,000 shall be granted to him on retirement or to his family, in the case of his death while in service.

(3) In the event of a retirement or death of an employee who has rendered qualifying service for 10 years or more:-

(a) A gratuity shall be granted 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 sub-statute (1) above.

Length of qualifying service.	Rates for each rupee.
(i) If qualifying service is 10 years or more but less than 15 years.	140 rupees.
(ii) If qualifying service is 15 years or more but less than 20 years.	130 rupees.
(iii) If qualifying service is 20 years or more but less than 25 years.	120 rupees.
(iv) If qualifying service is 25 years or more ..	120 rupees.

(b) In the event of his death before, retirement payment shall be made to his family for 5 years at the rate of 50 percent of the full pension calculated as in sub-statute (4) and in the case of death after, but within 5 years of retirement, payment shall be made to his family at the rate of 50 percent of the reduced pension i.e., the amount of pension remaining after surrendering 1/4<sup>th</sup> thereof under sub-statute (1) above and after commutation, if any, for the unexpired portion of 5 years.

4. In the event of death before retirement, pension for the purposes of this Statute shall be calculated as if the employee retired on invalid pension on the date of his death, but it shall be admissible from the day following the death of the employee.

Note.—The commutation of pension subject to the general limitation will be allowed upto half of full pension.

Note.—(2) The gratuity payable in lieu of 1/4<sup>th</sup> of the pension surrendered is exempted from Income Tax.

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

Note.—(4) Anticipatory pension shall also be admissible to the family of the employee in the event of his death before retirement. In such cases, the gratuity admissible to the family under sub-statute 3(a) of this Statute, shall be calculated on 25 percent of the amount of pension on which the anticipatory pension to the family is based.

Note.—(5) This Statute will also apply to the compassionate allowance.

## **B-GRATUITY**

4.7. (1) The term 'Family' for the purpose of payment of gratuity under this section, shall include the following relatives of the employee:-

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

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

Note.—(ii) If it is proved that the wife has been judicially separated from the employee or has cease 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 employee has himself intimated in writing to the Treasurer and the Registrar that she will continue to be so regarded.

Note.—(iii) In the case of female employee, if the wife intimates in writing to the Treasurer and the Registrar that her husband should not be included as a member of the family, than he shall no longer be considered as a member of the family unless subsequently she cancels in writing her previous intimation where the husband was excluded.

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

Explanation: It is not mandatory for an employee to make a nomination.

(3) A nomination in favour of a person not a member of the family, made when the employee had no family, shall lapse on the employee acquiring family.

(4) If an employee nominates more persons than one under sub-statute (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.

(5) An employee may provide in a nomination:-

(a) in respect of any specified nominee, that in the event of his/her predeceasing the employee, the right conferred upon that nominee in sub-statute (2) above, shall pass to such other member or members of the employee'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.

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

(7) An employee, may at any time, cancel a nomination by sending a notice in writing to the appropriate authority, and send a fresh nomination, if he/she so desires, alongwith such notice, through proper channel.

(8) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-statute (5) (a) above, or on the occurrence of any even by person of which the nomination becomes void by reason of sub-statute (3) or sub-statute (5) above, the employee shall send to the Treasurer and the Registrar, a notice in writing formally cancelling the nomination together with a fresh nomination, if any.

(9) Every nomination made, and every notice of cancellation given by an employee under this Statute, shall be sent by the employee through proper channel to the Treasurer as well as to the Registrar.

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

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

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

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

(c) If no valid nomination subsists, the whole amount of the gratuity shall become payable to the members of his/her family in equal shares; provided that in case of (b) or (c) above, no share shall be payable to:-

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

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

(iii) married daughters whose husband are alive; and

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

If there is any member of the family other than those specified in sub-statute (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 employee and had been exempted from the operation of the first proviso.

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

- (1) brothers below the age of 21 years;
- (2) unmarried and widowed sisters;
- (3) father, and
- (4) mother.

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

4.9. No gratuity will be payable by the University after the death of an employee, if he/she does not leave a valid nomination or a family as defined in sub-statute (1) of Statute 4.7. or an eligible dependant relative, or relatives specified in sub-statute (d) of Statute 4.8.

#### C-FAMILY PENSION.

4.10. (1) Family for the purpose of payment of family pension be as defined in sub-statute (1) of Statute 4.7. It shall also include the relative of an employee mentioned in statute (d) of Statute 4.8.

(2) (A) A family pension sanctioned under this Statute, shall be allowed as under:-

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

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

(c) In the case of a female employee leaving behind children from a former marriage in addition to her husband and children by her surviving husband, the amount of pension shall be divided equally among the husband and all eligible children. In case the total number of beneficiaries exceeds four, the

husband shall be allowed  $\frac{1}{4}^{\text{th}}$  of the pension and the remaining amount distributed equally among the eligible children.

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

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

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

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

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

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

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

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

(i) to the father;

(ii) failing the father, to the mother.

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

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

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

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

(a) to an unmarried female member of an employee's family in the event of her remarriage.

(b) to a widowed female member of an employ's family in the event of her remarriage.

(c) to the brother of an employee on his attaining the age of 21 years.

(d) to a person who is not member of an employee's family.

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

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

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

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

7. A family pension sanctioned under this statute, shall be payable in addition to any extraordinary pension or gratuity that may be granted to the members of an employee's family under any other Statutes in force for the time being.

8. Future good conduct of the recipient is an implied condition of every grant of a family pension under this statute.

#### D.GENERAL

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

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

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

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

#### CHAPTER V APPLICATION FOR GRANT OF PENSION

5.1. All authorities dealing with applications made for sanctioning the pension under these Statutes should bear in mind that delay in the payment of pension involves peculiar hardship. It is essential to ensure, therefore, that an employee begins to receive his pension on the date on which it becomes due.

5.2. The responsibility for initiation and completion of pension papers is that of the Head of Department/Section concerned. The action should be initiated 6 months prior to the date when an employee is due to retire, so that the pension may be sanctioned a month prior to

the date of his retirement. For this purpose, every employee should submit his pension application in Form 3 (Pen.) 6 months in advance of the date of his retirement, provided that:-

- (i) In cases in which the date of retirement cannot be foreseen 6 months in advance, the employee may submit his pension application immediately after the date of his retirement is known; and
- (ii) An employee proceeding on leave preparatory to retirement in excess of 6 months may submit his application at the time of proceeding on such leave.

5.3. (1) The following certificate shall be recorded by an employee and be attached to the pension application:-

“I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and to the orders which may be passed thereon”.

(2) The Head of Department/Section concerned shall certify on the pension application form No.3 whether the character, conduct and past service of the employee concerned are such as to entitle him to the favourable consideration of Syndicate. He shall also record there his own opinion whether the service claimed has been established and should be admitted or not.

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

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

5.4. (1) After completion the application in the manner prescribed in the preceding Statute, it shall be forwarded alongwith the necessary documents through the Audit Officer to the authority empowered to sanction the pension.

(2) If the applicant for pension/gratuity is no longer in active service, a last pay certificate shall be attached to the application.

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

5.5. (1) The service of an employee in the second page of the application form shall be verified by the Head of Department/Section concerned from official record, for example Service Book or Roll, Pay-bill or Acquaintance Roll, etc.

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

Note.—The power to admit service verified under this clause, may be exercised by the Syndicate.

(3) The Head of Department/Section concerned shall then arrange with the application all the documents relied upon for the verification of service claimed in such a manner that they can be conveniently consulted, and forward them together with employee’s Service

Book or Service Roll as the case may be, and the statement in the second page of the pension application form duly completed upto date (and the last pay certificate, if necessary) to the authority empowered to sanction the pension through the Audit Officer.

5.6. On receipt of the pension papers, the Audit Officer shall apply the requisite checks. If in cases in which the authority competent to sanction the pension has recorded its provisional recommendation under sub-statute (3) of Statute 5.4 and the Audit Officers finds that the claim is in order he shall prepare the pension payment order forth-with inform 4 (Pen) but shall not issue it more than a fortnight in advance of the date on which the employee is due to retire, intimating the fact of issue to that authority. In other cases, he shall certify as to the correctness of the calculations of service and pension and return the pension papers to the authority competent to sanction the pension alongwith a report on the claim for pension and the rules applicable to the case. He shall retain the last pay certificate.

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

(2) Orders sanctioning the pension may be issued not more than one month in advance of the due date of retirement, and the audit Officer may issue the pension payment order not more than a fortnight in advance thereof to the Treasurer who is to pay the pension/gratuity.

5.8. Date of commencement of pension—Apart from special orders, an ordinary pension is payable from the date on which the pensioner ceases to be in service. A gratuity (other than anticipatory gratuity) shall be paid in a single sum.

## **CHAPTER VI. ANTICIPATORY PENSION/GRATUITY**

6.1. When an employee is likely to retire before his pension can be finally assessed and sanctioned in accordance with the Statutes, the authority competent to sanction pension may sanction an anticipatory pension in the manner shown below:-

- (i) Where the pension does not exceed Rs.100 per mensem, the anticipatory pension may be allowed in full on the basis of the calculations made by the authority sanctioning the pension.

Note:- The authority responsible for sanctioning the pension and the Audit Officer concerned should finalise pension case quickly so that there is not excess payment, and, if any, it is adjusted as quickly as possible.

- (ii) In case, where the pension exceeds Rs.100 per mensem, the anticipatory pension is to be restricted to 4/5<sup>th</sup> of the three months; full amount admissible as calculated shall be paid even if the case is not finalized.

Note:- If the pension papers are not verified by the Audit Officer till one month before the retirement of the employee in question, the action as in Statute above, shall be taken by the sanctioning authority.

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

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

6.4. The letter sanctioning the anticipatory pension in Form 5(Pen)., shall be addressed by the sanctioning authority to the Audit Officer. A copy of the sanctioning letter shall also be endorsed to the retiring employee and the Treasurer. This letter will constitute sufficient authority for drawal of anticipatory pension pending finalization of the pension case. The pension payment orders appended to such letter should be dealt with in accordance with the instructions contained in these Statutes and a Register of anticipatory pension payment order maintained in the same form as prescribed for regular pension.

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

6.5. If the authority competent to sanction pension considers it likely that in a case contemplated in Statute 6.1. above, the employee would be entitled to a gratuity, one-sixth of 75 percent of the amount of such probable gratuity, should be upon a similar declaration, be disbursed to him monthly for a maximum period of six months or until the amount is finally settled. Statutes 6.2. to 6.4 above would mutatis mutandis apply in such cases.

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

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

## **CHAPTER VII. COMMUTATION OF CIVIL PENSIONS.**

7.1. A competent authority may sanction the commutation for lump payment of a portion not exceeding one half (including  $\frac{1}{4}$ th of the surrendered portion) of any pension which has been or is about to be granted under these statutes.

7.2. (1) An application for commutation should be submitted in Part 1 of Form 6 (Pen)., through the Head of Department/Section in which the applicant is or was employed or directly if he is or was himself the Head of the Department/Section.

(2) The Head of the Department/Section shall forward the application to the Treasurer.

(3) The Treasurer shall complete part II of Form 7 (Pen) without delay and transit it to the authority competent to sanction the commutation.

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

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

(3) The sanctioning authority shall forward to the Medical Officer in original the completed Form 6 (Pen.) together with a copy of form 8 (Pen.) and an extra copy of part II 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 the copies of the previous medial reports or statements of his case.

7.4. The Medical Officer shall arrange for the medial examination of the applicant as early as possible within the prescribed period and inform the applicant direct.

7.5. The Medical Officer after obtaining from the applicant, a statement in Part I of Form 8 (Pen.) (which must be signed in his presence) shall subject him to a strict examination, enter the results in Part II and complete the certificate contained in Part III of Form 8 (Pen.) obtain in its presence the left hand thumb and finger impressions.

(2) The applicant shall himself pay the free for medical examination.

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

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

7.6. If the medical examination does not take place within the period prescribed in the sanctioning order, or if the applicant does not appear for examination for the medical examination within the prescribed period, the sanctioning authority may renew administrative sanction for a further period of three months without obtaining a fresh application for commutation of pension. The applicant may withdraw his application by written notice despatched at any time before the medial examination is due to take place, but his option shall expire on his appearance for the medical examination: provided that if the medical officer 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 despatched within two weeks from the date on which he receives intimation of the revised sum payable on commutation, or, if the sum is already stated in the sanctioning order, within the two weeks from the date on which he receives intimation of the finding of the medical officer. 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.

7.7. Subject to the provisions contained in Statute 7.8 and to the withdrawal of an application under Statute 7.6, the commutation shall become absolute, that is, the title to receive the commuted portion of the pension shall cease and the title to receive the commuted value shall accrue on the date on which the medical officer signs the medical certificate.

7.8. 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 Statute 1.8.

7.9. The Treasurer on receipt of the completed Form 6 (Pen.), and 8 (Pen.) shall arrange forthwith for the payment of the appropriate commuted value and for the corresponding reduction of the pension. He shall also forward to the disbursing officer Form 8 (Pen.) containing the signature and the thumb as well as the finger impressions of the employee taken in the presence of the Medical Officer, with instructions that they should be verified with those received with the pension payment order.

2. If the applicant, on receipt of the sanctioning order withdraws the application within the period prescribed in Statutes 7.6, he should intimate his intention in writing to the Treasurer direct and to the sanctioning authority simultaneously.

(3) The payment of the commuted value shall be made in rupees in Pakistan as expeditiously as possible, but in the case of an impaired life, no payment shall be made till either a written acceptance of the commutation has been received or the period within which the application for the commutation may be withdrawn, has expired. Whatever the date of a 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.

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

7.11. The lump sum payable on commutation shall be calculated in accordance with the table of present values given below:-

TABLE FOR CALCULATING THE COMMUTED VALUE OF PENSIONS.

Age on next Birthday							Commutation value expressed As number of years purchase
18	..	..	..	..	..	..	22.79
19	..	..	..	..	..	..	22.60
20	..	..	..	..	..	..	22.40
21	..	..	..	..	..	..	22.20
22	..	..	..	..	..	..	22.99
23	..	..	..	..	..	..	21.79
Age on next Birthday							Commutation value expressed as number of year's purchase.

24	..	..	..	..	..	..	21.57
25	..	..	..	..	..	..	21.35
26	..	..	..	..	..	..	21.13
27	..	..	..	..	..	..	20.90
28.	..	..	..	..	..	..	20.66
29	..	..	..	..	..	..	20.42
30	..	..	..	..	..	..	20.18
31	..	..	..	..	..	..	19.93
32	..	..	..	..	..	..	19.67
33	..	..	..	..	..	..	19.41
34	..	..	..	..	..	..	19.14
35	..	..	..	..	..	..	18.86
36	..	..	..	..	..	..	18.58
37	..	..	..	..	..	..	18.29
38	..	..	..	..	..	..	17.99
39	..	..	..	..	..	..	17.69
40	..	..	..	..	..	..	17.38
41	..	..	..	..	..	..	17.07
42	..	..	..	..	..	..	16.74
43	..	..	..	..	..	..	16.41
44	..	..	..	..	..	..	16.07
45	..	..	..	..	..	..	15.73
46	..	..	..	..	..	..	15.37
47	..	..	..	..	..	..	15.01
48	..	..	..	..	..	..	14.64
49	..	..	..	..	..	..	14.27
50	..	..	..	..	..	..	13.90
51	..	..	..	..	..	..	13.51

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Age on next Birthday

Commutation value expressed  
as number of year's purchase.

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52	..	..	..	..	..	..	13.13
53	..	..	..	..	..	..	12.74
54	..	..	..	..	..	..	12.34

55	..	..	..	..	..	..	11.95
56	..	..	..	..	..	..	11.55
57	..	..	..	..	..	..	11.15
58	..	..	..	..	..	..	10.76
59	..	..	..	..	..	..	10.36
60	..	..	..	..	..	..	9.97
61	..	..	..	..	..	..	9.58
62	..	..	..	..	..	..	9.20
63	..	..	..	..	..	..	8.82
64	..	..	..	..	..	..	8.45
65	..	..	..	..	..	..	8.08
66	..	..	..	..	..	..	7.72
67	..	..	..	..	..	..	7.73
68	..	..	..	..	..	..	7.02
69	..	..	..	..	..	..	6.68
70	..	..	..	..	..	..	6.35
71	..	..	..	..	..	..	6.03
72	..	..	..	..	..	..	5.72
73	..	..	..	..	..	..	5.42
74	..	..	..	..	..	..	5.12
75	..	..	..	..	..	..	4.84
76	..	..	..	..	..	..	4.57
77	..	..	..	..	..	..	4.31
78.	..	..	..	..	..	..	4.06
79	..	..	..	..	..	..	4.83
80	..	..	..	..	..	..	3.61
81	..	..	..	..	..	..	3.40
82	..	..	..	..	..	..	3.21

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Age on next Birthday

Commutation value expressed  
as number of year's purchase.

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83.	..	..	..	..	..	..	3.03
84.	..	..	..	..	..	..	2.88
85.	..	..	..	..	..	..	2.75

86	..	..	..	..	..	..	2.65
87	..	..	..	..	..	..	2.51
88	..	..	..	..	..	..	2.39
89	..	..	..	..	..	..	2.28
90	..	..	..	..	..	..	2.17
91	..	..	..	..	..	..	2.05
92	..	..	..	..	..	..	1.93
93	..	..	..	..	..	..	1.79
94	..	..	..	..	..	..	1.62

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CHAPTER VIII.  
RE-EMPLOYMENT PENSIONERS.

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

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

8.3. A pensioner in receipt of compensation or invalid pension or compassionate allowance on re-employment in service qualifying for pension may either retain his gratuity/pension in which case, his former service will not count for future pension, or refund the gratuity and cease to draw any part of his pension, and count his previous service. Reduced pension intermediately drawn need not be refunded. If such pensioner exercises option to retain his gratuity/pension, his full pension and initial pay on re-employment shall not exceed his pay at the time of discharge. Once the amount of the initial pay has been fixed in this way, the employee shall be entitled to receive the benefits of increments in his new scale or promotion to another scale of post. In the case, however, of a pensioner whose pension does not exceed Rs. 15 a month, the amount of full pension should not be reduced from his initial pay even though the sum total of initial pay and full pension exceeds his substantive pay at the time of discharge.

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

Note.—(1) An employee, who has retired from regular establishment on superannuation or retiring pension, cannot be re-employed on work-charge establishment or contingent establishment except, on public grounds and in accordance with the procedure laid down in the Statute in this chapter regarding re-employment.

Note.—(2) The following principles should be observed in re-employment of pensioners after superannuation or retiring pension in the University of Sind:-

- (i) Re-employment should be resorted to only when it is in the public interest to do so and the service record of the pensioner is good.
- (ii) The re-employment should be subject to termination of service on one month's notice on either side. However, appointing authority or the Syndicate reserves the right to terminate the services at any time of a re-employed pensioner if it is found on medical evidence that he is unfit or likely to continue to be unfit for a considerable time by reasons of ill-health for the discharge of his duties, or if he has been found guilty of insubordination, intemperance, misconduct, or any breach or non-observance of any rules pertaining to his service.
- (iii) Re-employment should be allowed only with the previous sanction of the competent authority. Whenever, a pensioner is re-employed reasons for doing so must be recorded in writing. If it is desired to extend the period of reemployment, the sanction of the competent authority should be obtained at least three months before expiry of the previous term of re-employment.
- (iv) No pensioner should be re-employed beyond the age of sixty five years subject to medical fitness and other requirements, if any, under Service Ordinances.

PROFORMA  
PROPOSAL FOR RE-EMPLOYMENT

1. Name.
2. Age.
3. Post previously held and class of such post.
4. Post in which to be re-employed.
5. Class of post.
6. Proposed term of re-employment:-
  - (a) whether it is cadre post or an ex-cadre post?
  - (b) whether the post is permanent or temporary?
  - (c) whether Recruitment Rules exist for appointment to the post?
  - (d) whether any blocks in promotion or confirmation are likely to result?
  - (e) action taken to find a substitute, if any fresh appointment is to be made.
  - (f) Brief reasons for proposal.

EXPLANATION.—Broadly, the technical service include:-

- (i) Engineers of all categories;
- (ii) Doctors;
- (iii) holders of specialists post in various Departments.
- (iv) officers of Audit, Accounts, finance or

- (v) any other posts specially declared by Government as technical post for this purpose.

The power to declare a post in categories (iv) and (v) as technical should be exercised by the Vice-Chancellor.

8.5. The pay of pensioners re-employed after retiring or superannuation pension shall be fixed in accordance with the principles laid down below:-

- (i) A pensioner should normally be re-employed on the substantive pay last drawn less pension;
- (ii) He may be re-employed on the officiating pay (exclusive of special pay) last drawn less pension; provided it is certified that he will have continued to officiate in the post held by him at the time of his retirement, but for his retirement, for a period not less than that for which he is re-employed.
- (iii) Where a pensioner on re-employment is appointed to a post, which carries special pay, then the special pay may be given to him in addition to the pay as worked out in accordance with the preceding clauses;
- (iv) The above fixation of pay is subject to the condition that no re-employed pensioner may be allowed pay which is less than the minimum of the scale of the post to which he is appointed less pension, or more than the maximum of the scale less pension.
- (v) The word 'Pension' used in the above clauses includes special additional pension, commuted portion of pension, if any, and 1/4<sup>th</sup> of the surrendered portion of pension admissible under the Statutes.

Note.—(1) In the case of a person who retired from University service on Contributory Provident Fund basis, the amount received by him as University contribution (bonus) plus interest thereon and special contribution (gratuity) if any, will be taken as the commuted value of pension and the amount on which that commuted value is due will be treated as pension for the purpose of fixing his pay on re-employment.

Note.—(2) In the case of a person who received gratuity only on retirement, the amount of gratuity will be treated as commuted value of pension, and his pay on re-employment will be fixed on that basis.

Note.—(3) The authority competent to sanction re-employment of a pensioner is also competent to fix his pay and allowances in accordance with the principles laid down in this Statute. In case, it is desired to give any higher emoluments in relaxation of the provisions of this Statute, the question of fixation of pay will require sanction of the Syndicate.

Note.—(4) Ordinarily, pension of a re-employed employee should not be held in abeyance and should be allowed to him as separate item in addition to the pay that is fixed for him.

Note.—(5) The authority re-employing a pensioner should supply the following information to the Audit Officers and the Treasurer alongwith orders of re-employment.

- (1) Number of PPO.
- (2) Scale of pay the post in which re-employed.

- (3) Rate of pay fixed.
- (4) If pension has not been sanctioned, the estimated amount of full pension.

### **SECTION III COMMERCIAL EMPLOYMENT AFTER RETIREMENT.**

8.6. If a pensioner who immediately before retirement wishes to accept any commercial employment in a Pakistani firm or company with whom he had to deal with, in his official capacity, during the two years prior to his retirement or in any other firm or company located in Pakistan or outside, before the expiry of two years from the date of his retirement, he should obtain the previous sanction of Syndicate to such acceptance. No pension shall be payable to him if he accepts commercial employment without such sanction in respect of any period for which he is so employed or such longer period as the Syndicate may direct.

Provided that when such an employee is permitted to take up a particular form of Commercial employment during his leave preparatory to retirement, he shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

Note.—(1) In this Statute “Commercial Employment” means employment in any capacity including that of an agent under a company or firm, and includes also a directorate of such company and a partnership of such Firm.

Note.—(2) The term ‘Firm’ in this Statute includes an individual engaged in trading or in a commercial, Industrial, Agricultural, Financial, or Professional business.

### **SECTION IV. EMPLOYMENT OUTSIDE PAKISTAN AFTER RETIREMENT.**

8.7. If a pensioner, who immediately before retirement, wishes to accept any employment outside Pakistan, he should obtain the previous sanction of the Syndicate to such acceptance. No pension shall be payable to a pensioner, who accepts such employment without proper permission in respect of any period for which he is so employed or such longer period as the Syndicate may direct:

Provided that when an employee is permitted to take up a particular form of employment outside Pakistan during the leave preparatory to retirement, he shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

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

### **CHAPTER IX EXTRAORDINARY PENSION.**

9.1. (a) The Statutes of this Chapter apply to all employees whether their employment is permanent, temporary or casual and whether remunerated by fixed pay or by piece-work rates; provided that in case of an employee to whom the Workman’s Compensation Act, 1923, applies:-

- (1) An award shall be paid under the provisions of this Chapter only if the authority competent to sanction it considers that the compensation payable under the Act is in the particular case inadequate; and
- (2) The amount of award paid to any such employee shall not exceed the difference between the amount otherwise admissible under the Statutes of this Chapter and the amount of compensation payable under the Act.

(b) Pay for the purpose of this Chapter means the pay which a person was drawing on the date of his death or injury, provided that in the case of an employee remunerated by piece-work rates, pay means the average earning of the last six months ending with the date of his death or injury.

9.2. The extra-ordinary pension may be granted to an employee even if he is not invalidated from service as a result of the disability on account of which the award is made. The grant of extra-ordinary pension to an employee, is no bar to the grant of an ordinary civil pension or gratuity for which he may be eligible under the Statutes.

9.3. Every grant of extra-ordinary pension under this Chapter is subject to the provision of Statute 1.8.

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

9.5. Extra-ordinary pension shall be sanctioned by the Syndicate.

9.6. An injury pension to an employee or in case of his death, a family pension may be sanctioned under any of the following conditions on the merits of each case upto half the amount of pay or Rs.500/00 per mensem whichever is less subject to the minimum of Rs.100/00 per mensem or

(i) while serving in a civil capacity with a land, naval, or air force;

(ii) while performing any particular duty which has the effect of increasing his liability to injury beyond the ordinary risk of the post which he holds.

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

9.8. When a claim for any injury pension or family pension arises, the Head of the Department/Section in which the injured or deceased employee was employed, shall forward the claim through the usual channel to the Treasurer with the following documents:-

- (1) A full statement of circumstances in which the injury was received, the disease was contracted or the death occurred.
- (2) The application for injury pension in form 9 (Pen) or the application for family pension in Form 10 (Pen.).
- (3) In the case of an injured employee or one who has contracted a disease, a medical report in Form II (Pen.).
- (4) In the case of a deceased employee, a medical report as to the death or reliable evidence as to the actual occurrence of death if the employee lost his life in such circumstances that a medical report cannot be secured.

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

9.10. All awards under this Chapter shall be made in Pakistani rupees.

FORM 1 (PEN)  
[REFERRED TO IN STATUTE 4.7 (6)]  
NOMINATION FOR GRATUITY

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ at \_\_\_\_\_

Witnesses to Signature

- 1.
- 2.

Signature of the employee

To be filled in by the Head of office in the case of non-gazetted employee.

Nomination by \_\_\_\_\_ Signature of Head Office \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

Office \_\_\_\_\_ Designation \_\_\_\_\_

**FORM 2 (PEN)**  
**[REFERRED TO IN STATUTE 4.7 (6)]**  
**NOMINATION OF GRATUITY**

When the employee has family and wishes to nominate more than one member thereof.

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

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

No. B. The employee should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this \_\_\_\_\_ Dat of \_\_\_\_\_ 19

At \_\_\_\_\_

Witnesses to Signature:

1. \_\_\_\_\_
2. \_\_\_\_\_

Signature of employee.

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 employee.

Nomination by \_\_\_\_\_ Signature of Head of Office \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

Office \_\_\_\_\_

**FORM 3 (PEN.)**

**(REFERRED TO IN STATUTE 5.2)**  
**APPLICATION FOR PENSION AND GRATUITY.**

1. Name of applicant.
  2. Father's name.
  3. Religion and caste.
  4. Residence, showing village. Tehsil and District  
Pargana.
  5. Present or last employment, including name of establishment.
  6. Date of beginning of service.
  7. Date of ending of service.
  8. Length of service, including interruptions: Y. M. D.
  9. Class of pension or gratuity applied for and cause of application.
  10. Average pay.
  11. Anticipatory pension sanctioned:-
    - (a) Amount.
    - (b) Date of commencement.
    - (c) Place of payment.
    - (d) Amount commuted, if any.
  12. Full proposed Pension.
  13. Proposed reduced Pension.
  14. Proposed gratuity.
  15. Date from which pension is to commence.
  16. Place of payment.
  17. Date of applicant's birth.
  18. Height.
  19. Marks.
- Thumb and Finger Impression
- |        |              |                |              |                |
|--------|--------------|----------------|--------------|----------------|
|        |              |                |              |                |
| Thumb. | Fore Finger. | Middle Finger. | Ring Finger. | Little Finger. |
- 
20. Date on which the applicant ceased to be in Service.

Office



---

Y.M.D                      Y.M.D                      From.

To, \_\_\_\_\_

Total period of service \_\_\_\_\_

I certify that \_\_\_\_\_ will retire from service within six months from this date.

Date \_\_\_\_\_

(Signature in full of the Head of

District \_\_\_\_\_

Department/Office and his designation)

---

+When an appointment is only an acting one, the substantive appointment held at the same time must also be stated.

The Service Book should invariably accompany this statement.

\*The following periods of services do not count for pension:-

- (i) The period of service paid from contingencies.
- (ii) Extraordinary leave.
- (iii) Period of suspension with forfeiture of any part of pay or allowances.
- (iv) Period of training before actual appointment to Sind University.

As to character and past conduct of applicant.

- (2) Explanation of any suspension or degradation.
- (3) Regarding any gratuity or pension already received by applicant.
- (4) Any other remarks.
- (5) Specific opinion of Head of Office/Department whether the service claimed is established or not.
- (6) Provisional recommendation of the sanctioning authority whether pension claimed should be admitted or not.

FORM 3 (PEN)-contd.

No. \_\_\_\_\_

Signature \_\_\_\_\_

Dated the \_\_\_\_\_ 19\_\_\_\_

CERTIFICATE AND REPORT OF THE TREASURER

Certified that (subject to the remarks recorded below) qualifying service of \_\_\_\_\_ late \_\_\_\_\_ has been duly proved for \_\_\_\_\_ over \_\_\_\_\_ year \_\_\_\_\_ months \_\_\_\_\_ and days \_\_\_\_\_ and that a pension not exceeding Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) per pension which is admissible under Statute 4.4. The calculations have been duly verified.

2. A gratuity of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) is also admissible to him in lieu of the surrendered portion of the pension i.e. Rs. \_\_\_\_\_.

3. Attention is invited to Statute 4.2.

Treasure

---

Note.—If the qualifying service is more than sufficient to obtain the maximum pension, the certificate may run “duly proved for over \_\_\_\_\_ years” (the number of years entered being that required to earn the maximum pension).

+. In the case of employee who are eligible for the additional pension authorized in Statute 4.5 the following additions should be made to the usual form of the certificate:-

“He has served for \_\_\_\_\_ years as \_\_\_\_\_ and is eligible for a special additional pension of Rs. \_\_\_\_\_.

He is considered to have rendered service of a character deserving of the concession.”

(DOCKET)

APPLICATION FOR PENSION FOR GRATUITY.

Date of application.  
Name of applicant.  
Last appointment.  
Class of Pension or gratuity.  
Sanctioning authority.  
Amount of pension sanctioned.  
Date of commencement  
Date of sanction.

FORM 4 (PEN.)  
(REFERRED TO IN STATUTE 5.6.)  
PENSION/GRATUITY PAYMENT ORDER (OBSERVE) CONTINUED) PENSIONER’S HALF.  
(Collector’s Half)

Place for signature of pensioner on the first payment made hereon.—

---

Class of pension and date of order sanctioning it.	Personal Identification	HEIGHT.		Date or approximate date of Birth.	Sect.	Residence showing village, tehsil and district.	Amount of monthly pension.
		Feet.	Inches.				

---

AUDIT OFFICE

No. \_\_\_\_\_ Hyderabad \_\_\_\_\_ 19 \_\_\_\_\_

Sir,

(1) Until further notice and on the expiration of every month, be pleased to pay A.B. the sum of Rs. \_\_\_\_\_ being the amount of \_\_\_\_\_ pension, as \_\_\_\_\_ upon the production of the counterpart thereof taking from the claimant a receipt for the amount according to usual form. The payment should commence from \_\_\_\_\_

(2) In addition to the pension in paragraph (1) above, A.B. should be paid in one instalment the sum of Rs. \_\_\_\_\_ as gratuity.

---

Note:-Payment under this order is to be made only to the pensioner in person, with the following exceptions:-

- (a) To persons specially exempted by the Syndicate.
- (b) To female unaccustomed to appear in public, and to persons unable to appear on account of illness or bodily infirmity. (Payment to both classes (a) and (b) is made on production of Life Certificate signed by a responsible officer or other well-known and trustworthy persons).
- (c) To any person sending a Life Certificate signed by a Magistrate or a Gazetted employee.

PENSION/GRATUITY PAYMENT ORDER (OBVERSE) PENSIONER'S HALF

Name of pensioner \_\_\_\_\_

Head of charge \_\_\_\_\_

---

Class of pension and date of order	Date of approximate date of birth.	Sect.	Residence showing Tehsil and District.	Amount of monthly pension.
------------------------------------	------------------------------------	-------	--	----------------------------

sanctioning it.

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AUDIT OFFICE

No.

Sind University, Hyderabad,  
\_\_\_\_\_19

(1) Until further notice and on the expiration of every month, be pleased to pay to A.B.the sum of Rs.\_\_\_\_\_being the amount of\_\_\_\_\_pension, as \_\_\_\_\_upon the production of this order and a receipt according to usual form. The payment should commence from\_\_\_\_\_.

(1) In addition to the pension in paragraph (1) above, A.B. should be paid in the instalment the sum of Rs.\_\_\_\_\_as gratuity.

---

Note.—(1) Payment under this order is to be made only to the pensioner in person with the following exceptions:-

- (a) To persons specially exempted by the Syndicate.
- (b) To females unaccustomed to appear in public, and to persons unable to appear on account of illness or bodily infirmity. (Payment to both classes (a) and (b) is made on production of Life Certificate signed by a responsible officer or other well-known and trustworthy persons).
- (c) To any person sending a Life Certificate signed by a Magistrate/Gazetted employee.

Note: (2) On the decease of the pensioner, this order should be immediately returned by his family to the Treasurer with a report of the date of his decease.

PENSION/GRATUITY PAYMENT ORDER (REVERSE) REVERSE OF PENSIONER'S HALF.

- (1) Amount of gratuity.
- (2) Date of payment of Gratuity.
- (3) Disbursing Officer's signature.

Amount of pension Rs. \_\_\_\_\_ (in words) \_\_\_\_\_ Every separate payment is to be recoded below by the disbursing Officer.

FORM 4 (PEN.)

PENSION/GRATUITY PAYMENT ORDER (REVERSE) REVERSE OF PENSIONER'S HALF

19 19 19 19 19 19 19 19 19 19

---

Month for which pension is due.	Date of Payment.	Disbursing Officers initials.	Remarks								
June		..									
July		..									
August		..									
September		..									
October		..									
November		..									
December		..									
January		..									
February		..									
March		..									
April		..									
May		..									

FORM 4 (PEN.)

PENSION/GRATUITY PAYMENT ORDER (REVERSE) REVERSE OF TREASURER'S HALF

- (1) Amount of gratuity.
- (2) Date of payment of gratuity

(3) Disbursing Officer's Signature.

Amount of pension Rs. \_\_\_\_\_ (in words) \_\_\_\_\_

This document is to be retained by the Disbursing Officer so long as the authority remains in force in such manner that the pensioner shall have not access to it. Every separate payment is to be recorded below:-

---

Month for which pension is due.	Date of Payment.	Disbursing Officers initials.	Remarks								
June		..									
July		..									
August		..									
September		..									
October		..									
November		..									
December		..									
January		..									
February		..									
March		..									
April		..									
May		..									

---

FORM 4 (PEN.)

PENSION/GRATUITY PAYMENT ORDER (REVERSE) REVERSE OF TREASURER'S HALF

---

Month for which pension is due.	Date of Payment.	Disbursing Officers initials.	Remarks								
---------------------------------	------------------	-------------------------------	------------------	-------------------------------	------------------	-------------------------------	------------------	-------------------------------	------------------	-------------------------------	---------

---

June		..									
July		..									
August		..									
September		..									
October		..									
November		..									
December		..									
January		..									
February		..									
March		..									
April		..									
May		..									

---

FORM 4 (PEN.)

(Referred to in Statute 6-4)

FROM

\* \_\_\_\_\_  
 \_\_\_\_\_

To,

The Treasurer  
University of Sind.

Subject:- Grant of anticipatory Pension to \_\_\_\_\_

I am directed to state that Mr.\* \_\_\_\_\_  
have the honour is due to retire (or has retired) from the University service with effect  
from \_\_\_\_\_. The finalization of his pension case is likely to take some  
time. To avoid unnecessary hardship he is granted anticipatory pension/gratuity with effect  
from \_\_\_\_\_ as follows:-

- |                          |     |  |
|--------------------------|-----|--|
| (1) Anticipatory pension | ... | Rs. _____ (in words and figures<br>per mensem)                   |
| (2) Gratuity             | ... | Rs. _____ (in words and figures<br>per mensem for six<br>months) |

Necessary declaration dully signed by him is enclosed. You are requested to  
disburse the above anticipatory pension/gratuity to Mr. \_\_\_\_\_

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

- (1) Name of the employee.
- (2) Father's name.
- (3) Race, sect and caste.

---

\*Here insert the name of the authority competent to sanction the pension.

\*\*Give here the name and designation of the retiring employee.

- (4) Residence showing village, tehsil and district/pargana.
- (5) Present (or last employment including the name of the establishment).
- (6) Date of birth.
- (7) Date of first recruitment in Sind University Service.
- (8) Date of beginning of continuous qualifying service (including temporary service  
over five years with break, or temporary and officiating service followed by  
confirmation).
- (9) Date of ending of service.
- (10) The period of service that ordinarily does not count for pension—
  - (i) The period of service paid from contingencies.
  - (ii) Extraordinary leave.
  - (iii) Period of suspension with forfeiture of any part of pay.
- (11) The length of qualifying service (after deduction of the periods mentioned in (10)  
days.
- (12) Class of pension or gratuity (whether compensation, invalid, superannuation, or  
retiring).
- (13) Average emoluments or pay (i.e. for the last three years of service).
- (14) (I) (a) Whether his service was more than 5 years and less than 10 years, if so.
  - (b) Gratuity admissible to him.

(II) If his qualifying service is ten years more and he did not die before retirement—

- (a) The amount of full pension without surrendering 1/4<sup>th</sup> thereof.
- (b) The amount of 1/4<sup>th</sup> of the pension that has been surrendered.
- (c) The reduced pension admissible to the employee (a) minus, (b) above.
- (d) Gratuity admissible to him.

3. The pension gratuity will commence from\_\_\_\_\_ (the date of the retirement of the employee or the day following his death, if he died before retirement).

4. This letter will constitute an authority to claim anticipatory pension gratuity till the finalization of the pension case of the employee concerned.

5. A copy of the declaration \*signed by the retiring employee attached. \*Form attached.

Authority competent to sanction pension

---

\*Here insert the name, and full address of the Government servant.

No. \_\_\_\_\_ dated \_\_\_\_\_

A copy is forwarded to\_\_\_\_\_ for information.

**AUTHORITY COMPETENT TO SANCTION THE PENSION**

No. \_\_\_\_\_ dated \_\_\_\_\_

A copy is forwarded to the Treasurer for necessary action.

2. Pension payment order No. \_\_\_\_\_ in favour of \_\_\_\_\_  
for Rs. \_\_\_\_\_ per mensem is attached. I am to request that the pensioner's half of the order may be made over to him after obtaining his signature on the disbursers half after you have satisfied yourself of his identity and payments noted on both halves as they are made. The slip bearing the left hand thumb and finger impression + Passport size photo and specimen signature of the pensioner is also enclosed.

Please acknowledge receipt.

Authority competent to sanction the pensions.

#### DECLARATION

Where \*\*\* \_\_\_\_\_ has consented provisionally to advance to me the sum of Rs. \_\_\_\_\_ (in words and figures) a month as anticipatory pension and or Rs. \_\_\_\_\_ (in words and figures) a month as gratuity equal to one sixth of 3/4<sup>th</sup> of the gratuity admissible, in anticipation of the completion of the enquiries necessary to enable the University to fix the amount of my pension/gratuity. I hereby acknowledge that my pension/gratuity is subject to revision on the completion of the necessary formal enquiries, and I promise to have no objection to such revision on the ground that the provisional pension/gratuity now to be paid to me exceeds the pension/gratuity to which I may be



classes (a) and (b) is made on production of Life Certificate signed by a responsible officer, or other well-known and trustworthy person).

- (c) To any person sending a Life Certificate signed by a Magistrate or by a Gazetted employee.
- (d) In all cases referred to in clause (a), (b) and (c) the Disbursing Officer must at least once a year, require proof independent of that furnished by the Life Certificate, of the continued existence of the pensioner.

REVERSE OF DISBURSER'S PORTION

Pension

Amount of anticipatory Gratuity Rs. \_\_\_\_\_ (in words).

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

---

Month for which pension is due.	Date of Payment.	Disbursing Officers initials.	Remarks								
July											
July											
August											
September											
October											
November											
December											
January											
February											
March											
April											

---

\*Note of pensioners identification. Date. Initials. Date. Initials. Date. Initials. Date. Initials. Date. Initials.

FORM 5 (PEN.)

PENSION.

Anticipatory Pension/Gratuity Payment Order Pensioner's Portion,

Head of Account  
Major Head  
Minor Head

Name of Pensioner \_\_\_\_\_

Class of pension and date of order sanctioning it.	Date or approximate date of birth.	Sect.	Residence showing village and pargana.	Amount of month pension.
--	------------------------------------	-------	--	--------------------------

OFFICE OF THE

No.

Dated the \_\_\_\_\_ 19

Sir,

Until further notice, and on the expiration of every month, be pleased to pay to \_\_\_\_\_

the sum of Rs. \_\_\_\_\_

(less income-tax being the amount of \_\_\_\_\_

Pension  
Anticipatory \_\_\_\_\_ as \_\_\_\_\_  
Gratuity

Upon the production of this order and a receipt according to usual form.

The payment should commence from \_\_\_\_\_

(Signature) \_\_\_\_\_

(Designation) \_\_\_\_\_

To

The Treasurer,  
University of Sind.

Note.—(1) Payment under the order is to be made only to the Pensioner in pension, with the following exceptions:-

- (a) To persons specially exempted by Syndicate.
  - (b) To females unaccustomed to appear in public and to person unable to appear on account of illness or bodily infirmity. (Payment in both cases (a) and (b) is made on production of a Life Certificate signed by a responsible officer or other well-known and trustworthy person).
  - (c) To any person sending a Life Certificate signed by a Magistrate and Gazetted employee.
  - (d) In all cases referred to in clauses (a), (b), and (c) the Disbursing Officer must at least once a year, required proof independent of that furnished by the Life Certificate of the continued existence of the pensioner.
- 

Note.— (2) On the decease of the pensioner, this order should be immediately returned by his family to the Treasurer with a report of the date of his decease.

FORM 5 (PEN.)

PENSION.

Amount of Anticipatory Gratuity Rs. \_\_\_\_\_ (in words) \_\_\_\_\_

(Every separate payment is to be recorded below by the Disbursing Officer)

---

19 19 19 19 19 19 19 19 19 19

---

Month for which pension is due.	Date of Payment.	Disbursing Officers initials.	Remarks								
June		..									
July		..									
August		..									
September		..									
October		..									
November		..									
December		..									
January		..									
February		..									
March		..									
April		..									
May		..									

---

FORM 6 (PEN.)  
(Referred to in Statute 7.2)  
COMMUNICATION OF PENSIONS  
Part I-Form of Application

I, \_\_\_\_\_ desire to commute Rs. \_\_\_\_\_ my Superannuation/Retiring/Invalid/Compensation pension of Rs. \_\_\_\_\_ of a month. I certify that I have answered correctly each and all of the questions below:-

Place.

Signature.

Date.

Designation.

Address.

**Questions.**

**Answer.**

1. What is the date of your birth?
2. How much of your pension do you wish to commute?
3. (a) Have you already commuted a portion of your pension?  
If so, give particulars.  
(b) Has any application from you for commutation of pension ever been rejected, or have you ever accepted ----- commutation of pension on the declined to accept basis of an addition of years to your actual age recommended by the medical authority? If so, give particulars.
4. If you are already drawing your pension, quote the number of your pension payment order.
5. Without prejudice to the discretion of the sanctioning authority, from what date approximately do you wish this commutation to have effect?
6. At what station (near the area in which you are ordinary Resident) would you prefer your medical examination to take place?

Place

Signature

Date

Forwarded for report to  
(here enter designation and address of the  
Treasurer).

Signature

Designation of Head of Office/Department

**PART II.**

Forwarded to  
authority) and address.

(here enter the designation of the sanctioning

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

Sum payable, if the commutation becomes absolute before the applicant's next birthday, which falls on

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. _____ (On the basis of, normal age, i.e. (____) years Rs. _____
---	--

3. The sum payable will be debitable

To \_\_\_\_\_

Date.

Rs. \_\_\_\_\_ Rs. \_\_\_\_\_

(Signature of Treasurer)

\_\_\_\_\_

### PART-III

Administration sanction \_\_\_\_\_ is accorded to the above commutation.  
A certified copy of paragraph 2 of Part III of the Form has been forwarded to the Applicant  
inform 8 (Pen).

Place.

Date.

(Signature and designation of the  
sanctioning Authority.

Forwarded with once copy of form 8 (Pen) and an extra copy of Part III of that Form to the Medical Officer University of Sind 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 but not (here enter the date) earlier than the \_\_\_\_\_ and inform the applicant direct in sufficient (here enter the date of retirement) time where and when he should appear for the examination.

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

FORM 7 (PEN.)

(Referred to in Statute 7.3)

COMMUTATION PENSIONS.

PART I.

Subject to the medical authorities recommending commutations the conditions prescribed in PART II of this form, the capitalized value of \_\_\_\_\_ out of the monthly pension of Rs. \_\_\_\_\_ will be payable as stated below:-

Sum payable if the commutation becomes Absolute before the applicant's next birth day which falls on	On the basis of normal age i.e. _____ years, Rs. _____
--	--

\_\_\_\_\_

Sum payable if the commutation becomes absolute after the applicant's birthday but before \_\_\_\_\_ years, Rs. \_\_\_\_\_ his next birthday, but one.

Station

Signed

Date

TREASURER

PART-II.

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

2. The Medical Officer, University of Sind, has been requested to arrange for the medical examination and inform Mr. \_\_\_\_\_ direct where and when he should appear for the examination. He should bring with him the enclosed Form 8 (Pen) with the particular required in Part I completed except for the signature.

Station.

Date.

Signature and designation of the  
Sanctioning Authority.

To,

\_\_\_\_\_  
The name and address of applicant.

FORM 8 (PEN.)

(REFERRED TO INSTATUTE 7.5)

Medical Examination by the

(here enter medical authority).

PART I

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

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

DECLARATION BY APPLICANT

(To be signed in presence of the medical authority)

I declare all the above answers to be to the best of my belief, true and correct.

I wilfully reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.

I am fully aware that my wilfully making a false statement of concealing a relevant fact I shall incur the risk of losing the commutation I have applied for, and of having my pension withheld or withdrawn under ordinance 1.8 of these statutes.

Applicant's signature.

Signed in presence of \_\_\_\_\_  
(Signature & designation of medical authority).

FORM 8 (PEN.)

PART II

(To be filled in by the examining medical authority)

1. Apparent age.
2. Height.
3. Weight.
4. Girth of abdomen at level of umbilicus.
5. Pulse rate.
  - (a) Sitting.
  - (b) Standing.

What is character of Pulse?

6. What is condition of arteries?
7. Blood pressure—
  - (a) Systolic.
  - (b) Diastolic.
8. Is there any evidence of disease of main organs—
  - (a) Heart.
  - (b) Lungs.
  - (c) Liver.
  - (d) Spllen.
9. Does chemical examination of urine sow (i) albumen, (ii) Sugar?
10. Has the applicant a rupture? If so, state the kind and if reducible.
11. Describe any scars of identifying marks.
12. Any additional information.

Station.

Dated:

(Signature and designation of the  
sanctioning Authority).

I/we have carefully examined \_\_\_\_\_ and am/are of opinion that either he is/is not in good bodily health and has the prospect of an average duration of life is not a fit subject for commutation or (in the case of an impaired life which is yet considered a fit subject for commutation) as \_\_\_\_\_ is suffering from \_\_\_\_\_ his age for the purpose of commutation, i.e. his age next birthday should be taken to be \_\_\_\_\_ more than his actual age.

(Left hand thumb and finger impression of employee)

Station

Date

(Signature and designation of examining Medical authority).

Note.—In the case of an impaired life, if the pensioner desires, after the medical examination to record his acceptance of the reduced commutation value from the Treasurer, he may intimate to that officer an unconditional acceptance which will be treated as final and irrevocable.

FORM 8 (PEN.)

(REFERRED TO IN STATUTE 9.8 (2).)

FORM OF APPLICATION FOR INJURY PENSION OR GRATUITY

1. Name of applicant.
2. Father's name
3. Race, sect and caste.
4. Residence, showing village Tehsil and District Pargana.
5. Present or last employment, including name of establishment.
6. Date of beginning of service.
7. Length of service, including interruptions.
  - (a) Superior service.
  - (b) Class IV service.
  - (c) Non-qualifying service 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\*
15. Height.
16. Remarks.

Thumb & finger impression.

Thumb-fore-finger-middle finger-ring finger-little finger.

Signature of Head of Office/Department.

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

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

FORM OF APPICATION FOR FAMILY PENSION.

Application for an extraordinary pension for the family of A.B. late \_\_\_\_\_

\_\_\_\_\_ killed, or died of (injuries received in the execution of duty).

Submitted by \_\_\_\_\_

- |                                |   |
|--------------------------------|---|
| Description<br>of<br>claimant. | (1) Name and residence, showing village, Tehsil and District.<br>(2) Age.<br>(3) Height.<br>(4) Race, caste or tribe.<br>(5) Marks for identification.<br>(6) Present occupation and pecuniary circumstances.<br>(7) Degree of relationship to deceased.                        |
| Description<br>of<br>deceased. | (8) Name.<br>(9) Occupation and service.<br>(10) Length of service.<br>(11) Pay when killed.<br>(12) Nature of injury causing death.<br>(13) Amount of pension or gratuity proposed.<br>(14) Place of payment.<br>(15) Date from which pension is to commence.<br>(16) Remarks. |

Name

Date of birth.

Name and age of surviving kindred of deceased.	Sons Widows Daughters. Father Mother
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Note:- (If the deceased has left no son, widow, daughters, father or mother surviving, him the word "none" or "dead" should be entered opposite to such relative).

Signature of Head of Office/Deptt:

Place

Date

Note:- Entries 1, 4, 8 and 14 to be entered in Block Capitals.

FORM 11 (PEN.)

(REFERRED TO IN STATUTE 9.8 (3).)

**FORM TO BE USED BY MEDICAL BOARDS WHEN REPORTING ON INJURIES,  
PROCEEDING OF MEDICAL BOARD.**

Proceedings of a Medical Board assembled by order of \_\_\_\_\_ for the purpose of examining and reporting on the present state of injury sustained by at (Place of injury etc.) on the disease contracted by (date of injury, etc).

- (a) State briefly the circumstances under which the injury was sustained/contracted.
- (b) What is the employee's present condition?
- (c) Is the employee's condition wholly due to the injury if not, state to what other causes it is attributable.
- (d) Is the case of disease, from which date does it appear that the employees has been incapacitated?

The opinion of the Board upon the question below is as follows:-

- |    |   |                       |                                    |                                   |
|----|---|-----------------------|------------------------------------|-----------------------------------|
| 1. | Has the employee lost an eye or a limb.   | As to first<br>injury | As to second<br>injury<br>(if any) | As to third<br>injury<br>(if any) |
| 2. | If the answer to (1) is in the negative, is the injury equivalent to the loss of a limb?  |                       |                                    |                                   |
| 3. | If the answer to (1) and (2) are in the negative, is the injury very severe?  |                       |                                    |                                   |
| 4. | If the answer to (3) is "yes" for what total period From the date of injury has the employee been, or is he likely to be, unfit for duty? |                       |                                    |                                   |
| 5. | If the answer to (1), (2) and (3) are in the negative, is the injury severe?  |                       |                                    |                                   |
| 6. | If the answer to (5) is yes...  |                       |                                    |                                   |
|    | (a) Is the injury likely to be permanent?   |                       |                                    |                                   |
|    | (b) and, if so far what total period from the date of the injury has the employee been, or is he likely to be unfit for duty?             |                       |                                    |                                   |
| 7. | *If the answer to (2) was "Yes" in the first instance—  |                       |                                    |                                   |

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\*For use in the case of subsequent medical boards in cases of renewal of award. Instructions to be observed by the Medical Board preparing the Report.

- (a) Are the effects of the injury still equivalent to the loss of a limb, and If not.
- (b) Are they very severe?

8. If the answer to (3) was "Yes" in the first instance, are the effects of the injury still very severe?

9. If the answers to the questions above are in negative, the injury should be classified here as "severe but not likely to be permanent" or slight and permanent, or in similar terms.

#### 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 documents connected with the employee brought before them for examination.

2. If the injuries be more than one, they should be numbered and described separately and should it be considered that, for instance, though only "severe" or "slight" in themselves, they represent together the equivalent of single "very severe" injury, such an opinion may be expressed in the column 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 employee's sun-supported statement and the medical and documentary evidence available.

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

#### CLASSIFICATIN OF INJURIES.

Equal to loss of limb—

Hemiplegia without aphasia

Permanent use of a trachea to my tube

Artificial anus

Total deafness of both ears

Very Severe—

Complete unilateral facial paralysis, likely to be permanent.

Lossion of kidney, urater or bladder.

Such gross destruction of soft parts as to lead to permanent.

Disability or loss of function.

Severe and likely to be permanent—

Ankyosis of or considerable restriction in the movement of one of the following joints:-

Knee, elbow, shoulder, hip ankle, tomporo-maxillary or rigidty 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.

PUBLISHED BY AUTHORITY

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KARACHI, THURSDAY, JANUARY 3, 1974

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Separate paging is given to this Part in order that it may be filed as a separate compilation

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- (1) Rules framed under the Acts of the Sind Assembly and the Acts of the National Assembly; and
- (2) Other Statutory rules framed by the Sind and National Assemblies.

**PART IVA**

GOVERNMENT OF SIND  
HOUSING, TOWN PLANNING AND LOCAL GOVT. DEPARTMENT

NOTIFICATION  
Karachi, the 23<sup>rd</sup> August 1973

No. SLGB(LCS-H)/Pol-55/73.—In exercise of the powers conferred by section 47 (4) of the Sind People's Local Government Ordinance, 1972 (Sind Ordinance II of 1972), the Government of Sind are pleased to make the following rules, namely:-

CHAPTER I

Introductory

1. Short title, commencement and extent:-
  - (1) These rules may be called the Sind People's Local Councils Service Welfare Fund Rules, 1973.
  - (2) These rules shall come into force at once.
  - (3) These rules shall apply to all members of the service who have as such more than three years continuous service.

2. Definitions:-

In these rules, unless the context otherwise requires, following expressions shall have the meanings hereby respectively assigned to them, that is to day—

- (a) "Accounts Officer" or "Assistant Accounts Officer" means the Accounts Officer or the Assistant Accounts Officer, as the case may be, of the Board;
- (b) "Board" means the Sind People's Local Councils Service Welfare Fund Board constituted under rule 7;
- (c) "Chairman" means the Chairman of the Board;
- (d) "Employee" means a member of the Sind People's Local Councils Service;

- (e) "Family" in relation to an employee means his or her—
  - (i) wife or wives or husband, as the case may be;
  - (ii) legitimate children and step children more than twelve years of age, if residing with and wholly dependent upon him or her; and
  - (iii) legitimate children and step children less than twelve years old;
  - (iv) parents, sisters and minor brothers, if residing with or wholly dependent upon him or her;
- (f) "Fund" means the Sind People's Local Councils Service Welfare Fund constituted under these rules;
- (g) "Government" means the Government of Sind;
- (h) "Head of Office" or "Head of Department" means the Head of Office or Head of Department, as the case may be of the People's Local Council, Corporation or the Karachi Development Authority or another Office under which an employee may be or has been serving;
- (i) "Insurance Company" means the Insurance Company or other insurer with whom arrangements are made by the Board under rule 11 for the group insurance of the employee;
- (j) "Pay" means the amount drawn monthly by an employee as—
  - (i) the pay which has been sanctioned for a post held by him or her substantively or in an officiating capacity or to which he or she is entitled by reason of his or her position in a cadre;
  - (ii) overseers pay, technical pay, -personal pay and special pay; and
  - (iii) any other emoluments which may specifically be classed as pay by the competent authority;
- (k) "Secretary" means the Secretary of the Board.

## CHAPTER II

### 3. Establishment of Welfare Fund.

(1) Government shall as soon as possible establish and maintain a separate fund to be called the People's Local Council Service Welfare Fund to the credit of which shall be placed—

- (a) all contribution received under rule 12 from the employee;
- (b) contributions made by the Local Councils or any other source; and
- (c) any interest or profit accruing on such contributions.

(2) The Fund shall be primarily utilized for meeting the expenses on arrangements to be made with an Insurance Company for the insurance of the employees.

(3) Any sums remaining in the Fund after defraying the expenses referred to in sub-rule (2) may with the previous sanction of the Board be utilized for—

- (i) relief of the employees and their families by giving financial assistance to those employees who are invalided out of service;

- (ii) making special grants to the serving or retired employees in exceptional cases in accordance with the provisions of sub rule (2) of rule 6.

4. Custody and Investment of the Fund.

(1) The moneys credited to the fund shall be kept in a Bank approved by the Government.

(2) The Board may invest any portion of the Fund in accordance with the orders of Government for the investment of surplus fund.

5. Accounts and Audit of fund.

(1) All contributions made under these rules shall be credited into the fund.

(2) The contributions made under these rules shall be checked by the Accounts Officer of the Board.

(3) The accounts of the fund shall be maintained by the Assistant Accounts Officer or any other person authorised by him in this behalf with the approval of the Chairman.

(4) The accounts of the Fund shall be kept in rupees and all payments from it shall be made in rupees, and the fraction thereof shall be rounded off to the nearest rupee.

(5) The accounts of the Fund shall be got audited annually by the Local Fund Audit Department of Government and copies of the audit reports shall be submitted by the Chairman to Government not later than six months after the close of the financial year to which they relate.

6. Withdrawals.

Any amount required to be drawn from the Fund shall be drawn by submitting to the Accounts Officer, bills signed by the Chairman of the Board or in his absence by any other two members of the Board, so authorised by the Board.

### CHAPTER III

7. Constitution of the Board.

(1) The Board shall consist of—

- (a) the Chairman, to be appointed by Government.
- (b) two members to be nominated by Government; and
- (c) two nominees of the employees to be co-opted depending upon the nature of cases coming up for decision of the Board.

(2) The members of the Board shall not be entitled to any remuneration.

8. Powers of the Board.

(1) The Board—

- (a) shall from time to time arrange for the insurance of the employees in the sums specified in the schedule with such Insurance Company as is approved by Government;
- (b) shall have the power to sanction expenditure connected with the administration and management of the Fund; and

(c) may do or cause to be done all the things ancillary or incidental to any of the powers or to the purposes of the Fund.

(2) The Board may make to an employee, who has retired from service or has completed the age of fifty-eight years as such, as grant out of the fund not exceeding rupees two thousand as it may consider fit.

9. Meeting of the Board.

(1) A meeting of the Board shall be held at least once in three months.

(2) A special meeting of the Board may be called by the Chairman, whenever he considers necessary.

(3) The Chairman, and two members of the Board shall form the quorum at the meeting.

(4) Decision of the Board shall be taken by majority of votes. In case of equality of votes, the Chairman shall have a second or casting vote.

(5) All decisions of the Board shall be recorded in writing by the Secretary, and in his absence by the member of the Board authorised in this behalf by the Chairman.

10. Powers of the Secretary.

Subject to the general supervision and control of the Chairman, the secretary shall be responsible for—

- (i) the conduct of correspondence on behalf of the Board;
- (ii) the maintenance of the records of the Board;
- (iii) the disbursement of moneys from the Fund;
- (iv) the maintenance of the accounts;
- (v) preparation of the agenda of the meetings of the Board;
- (vi) performance of such other functions as maybe specified by the Chairman.

CHAPTER IV

Insurance.

11. Arrangement with Insurance Company.

The arrangement to be made with an Insurance Company under sub-rule (2) of rule 3 shall be to the effect that on the death of an employee of the Class specified in column 1 of the schedule the sum specified against that class of employee in column 2 of the schedule shall be paid.

- (a) to such member or members of his family as such employee may have nominated for the purpose in full or in the shares specified by him at the time of making the nomination;
- (b) where no valid nomination by the employee exists at the time of his death, the sum assured shall be paid to his family, and in the absence of a family, to his surviving relatives, if any, in the manner and in the share in which the

gratuity of a deceased employee is payable under the pension rules applicable to such employee.

12. (1) Payment and Contribution.

Every employee to whom these rules apply, drawing a pay exceeding three hundred rupees per month shall contribute to the Fund a sum of rupees two and ninety paise per annum per thousand of the sum in which he/she is insured.

(2) The amount of such contribution shall be deducted at the source of his pay by the Drawing and Disbursing Officer, and credited to the Fund.

(3) If for any reason any contribution to the Fund due from an employee has not been deducted from his pay or paid in the manner provided in this rule, the same shall be paid in lump sum by—

- (a) the deduction of the amount from his subsequent pay bill or;
- (b) Remitting the amount to the Accounts Officer, who shall credit the amount to the fund.

(4) Any contribution remaining un-paid due to in-advertence or negligence of the employee or otherwise shall be recoverable from his together with interest.

13. People's Local Councils contribution to the fund—

The People's Local Councils shall contribute monthly to the fund a sum equal to rupees two and paises ninety per thousand of the total sum in which an employee drawing a pay upto rupees three hundred per month is insured.

14. For the purposes of the Insurance of the employees under these rules—

- (a) An employee shall be deemed to be a Class-I Officer, if he is either classified as class-I Office by the government or if he has not been so classified, the scale of pay drawn by him is identical to the pay scale of a Class-I Office of the Government.
- (b) An employee shall be deemed to be a Class-II Officer, if he is either classified as Class-II Officer by the government or if he has not been so classified the scale of pay drawn by him is identical to the pay scale of Class-II Officer of the Government.
- (c) An employee shall be deemed to be a Class-III employee, if the scale of pay drawn by him is identical to the pay scale of class-III employee of the Government.

15. Every employee to whom these rules apply, who is under the age of fifty eight years shall be assured in the sum specified in the Schedule in respect of the class to which he belongs.

16. The assured sum to be paid on the employee's death to the member or the members of his family nominated by him in this behalf or the other persons specified in rule, shall be the sum specified in the Schedule in respect of the class to which he belonged immediately before his death.

17. If an employee, for any reason whatsoever, quits the Service or is, discharged or dismissed from service or his services are terminated, he shall neither be entitled to any benefit from the fund nor to any claim for the refund of the contribution made by him towards the said fund during the period of his service.

18. Within three months of the coming into force of these rules:-

- (a) every Class-I and Class-II employee below fifty eight years of age shall nominate, in the form set out in appendix "A" to these rules a member or members of his family to whom he desires the sum assured to be paid in the event of his death, specifying in case the sum assured is to be paid to more than one member of his family, the proportion in which such sum is to be paid to them and forward the same direct to the Insurance company/whereupon the Insurance company shall assign a nomination number to him and furnish receipt thereof for the record of the employee; and
- (b) the Head of office or the Head of the Department concerned shall obtain from every Class-III employee working under him, who is below fifty eight years of age, two copies of the nomination, in the form set out in appendix "A" to these rules duly filled in and completed in all respects and place the same in the service book of the assured person concerned.

19. Claims under these rules shall become payable only upon submission by the Head of office or the Head of Department concerned to the Insurance Company of—

- (i) a certificate in the form set out in Appendix 'B' to these rules, certifying the death of the employee concerned and indicating the class of employees to which such employee belonged immediately before his death;
- (ii) where the deceased was a Class-III employee one copy of the nomination form referred to in clause (b) of rule 11 and
- (iii) where no valid nomination under rule 11 subsists in respect of an employee of the time of his death a certificate specifying the names of the members of his family, and in the absence of any member of his family the name of his surviving relatives to whom the sum assured is payable under the pension rules applicable to such employee.

20. (1) On receipt of the documents referred to in rule 19 the Insurance Company shall make immediate payment of the assured sum, depending on the class to which the assured employee belonged.

(2) In case the nominee is a minor, the employee shall nominate one or more persons through whom the payment of the share or amount of the minor shall be paid by the Insurance Company.

(3) An employee may, at any time, cancel a nomination by sending a notice in writing to the appropriate authority and may also send a fresh nomination alongwith such notice.

(4) If the nomination relates only to a part of the total sum assured, the part to which it does not relate shall in the event of the death of the employee by whom it was made be distributed in accordance with clause (iii) of rule 19.

#### **CHAPTER V MISCELLANEOUS**

21. Appeals. No appeal shall lie against any decision of the Board.

22. Delegation. The Chairman may delegate any of the powers conferred on him under these rules to any officer of the Board.

23. In addition to the Secretary, Accounts Officer and Assistant Accounts Officer Government may appoint such other staff as it deems fit for the purposes of carrying out the Boards work.

K. IDRIS  
Secretary to Government of Sindh

**SCHEDULE**  
(See rule 11)

The sum in which various classes of employees are to be insured:-

Class of employee 1	Sum assured 2
Class-I	Twenty thousand rupees.
Class-II	Fifteen thousand rupees.
Class-III	Five thousand rupees.

**APPEXDIX "A"**

FORM OF NOMINATION

I, \_\_\_\_\_ S/O/D/O/W/O \_\_\_\_\_ of the \_\_\_\_\_ Department of People's Municipality/District Council Town Committee hereby nominate the person/persons mentioned below, who is/are member/ members of my family as defined in the Employees of People's Local Councils Service Welfare Fund Rules, 1973 to receive the assured sum in the event of my death under the Group terms life terms Insurance Scheme:-

Name and address of Nominee.	Relationship	Age	Proportion of the amount to be paid.	If the nominee is a minor, name of the person or persons To whom payment be made on his/her behalf.

Attested by \_\_\_\_\_ dated \_\_\_\_\_ Day of \_\_\_\_\_ 197.

Signature of subscriber.  
Seal of office.

The signature of the subscriber should be attested by a Class-I Officer who should affix his office seal below his signature.

APPENDIX "B"

To,

(Address of the Insurance Co.)

Dear Sir,

Re:-GROUP INSURANCES SCHEME

With reference to the above noted scheme, I have to report that Mr./Mrs./Miss \_\_\_\_\_ aged \_\_\_\_\_ years \_\_\_\_\_ died on \_\_\_\_\_

It is therefore, requested that the payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only, the amount for which the deceased was covered may be made in favour of the nominee.

It is hereby certified—

- (1) That the deceased was a subscriber to the Fund.
- (2) That at the time of the death the deceased was a Class \_\_\_\_\_ employee.

Yours faithfully













