

CHAPTER X

**RETIREMENT AND
RE-EMPLOYMENT**

(983 - 984)

RETIREMENT & RE-EMPLOYMENT

**Retirement from service
(Statutory provisions)**

Sl. No. 1

Retirement from service.- A civil servant shall retire from service on the completion of the sixtieth year of his age.

Sl. No. 2

Authorities competent to accept requests for retirement.- A reference is invited to the Establishment Division's Office Memorandum No. 1/2/67-CV, dated the 6th December, 1967 (Annexure) in which it was stated that it was not necessary to submit requests for retirement on completion of 25 years' qualifying service to the President for orders where the appointing authority was the President. This was so because Government had allowed all civil servants the right to apply for retirement and the intimation of intention to retire once submitted by a civil servant was final and could not be modified or withdrawn. This right of the civil servant is, however, subject to the provisions of the Essential Services (Maintenance) Act, and is not available to a civil servant against whom a departmental enquiry is pending. The question has, therefore, arisen as to which authority is competent to accept such requests for retirement. It has been decided that requests for retirement of officers of grade mentioned in column 1 below should be submitted to the Authority mentioned in column 2 for orders:-

Authority competent to accept request for retirement	Grade of officers
(i)	Grade 21 and above..... Prime
Minister.	The summary after approval by the Minister concerned would be submitted through

the Establishment Division.

- (ii) Grade 17 to 20 Secretary of the Ministry/Division which administratively controls the cadre or department to which the post belongs.
- (iii) Grade 16..... Head of Department
- (iv) Grade 1 to 15..... Head of Department or Head of Office.

_____ [Authority.- Estt. Division
O.M.No.1/5/73-CV, dated 6-6-1974].

ANNEXURE I

Copy of Establishment Division O.M. No. 1/2/67-CV, dated 06.12.1967

SUBJECT:- *Right to retire on a retiring pension after completing 25 years qualifying service-POLICY.*

A point has been raised whether or not the approval of the President (where the President is the appointing authority) is required for the termination of services of a Class I Officer who opts for retirement in pursuance of paragraph (5) of the Ministry of Finance O.M. No. O.B. 2/12/63-IMP (I), dated the 18th August, 1966.

2. The point has been examined in the Establishment Division and it has been decided in consultation with the Law Division that it is unnecessary to submit such cases to the President. Only such cases of officers of and above the level of Heads of major Departments and Joint Secretaries to the Federal Government may be submitted to the President for information.

Retirement on completion of 25 years service qualifying for pension (General Instructions)

Sl. No. 3

Retiring Pension.- Subject to the provisions of the Essential

Services (Maintenance) Act, all Government servants shall have the right to retire on a Retiring Pension after completing 25 years qualifying service, provided that a Government servant, who intends to retire before attaining the age of superannuation, shall, at least three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him, indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final and shall not be allowed to be modified or withdrawn. * [The right given by this paragraph shall not however be available to Government servant against whom a departmental enquiry is pending].

[Authority.- Para 5 of the Finance Division O.M. No. O.B.2/12/63-IMP(I), dated 18-8-1966].

Sl. No. 4

A question has been raised whether a Government servant who intends to retire after completing 25 years service qualifying for pension, can submit a written intimation of his intention to retire even before completing 25 years qualifying service.

2. The matter has been examined, in consultation with the Law Division and the Finance Division, and it has been decided that the right to retire from service accrues to a Government servant only *after* he has completed 25 years' service qualifying for pension. As such, he can exercise the said option and submit a written intimation of his intention to retire only *after* the date of completion of his 25 years' service qualifying for pension. Application for L.P.R., if due, shall also be submitted after that date.

3. If a Government servant desires to leave service before completion of his 25 years' service qualifying for pension, he may do so by tendering resignation from service. In that case he will not be entitled to any pensionary benefits.

4. The above position may please be brought to the notice of all concerned.

[Authority.- Estt. Division O.M. No. 23/2/81-CV (A), dated 12-4-1981].

Division O.M.No.OB. 2/12/63-Imp. (I), dated 14-12-1967. *Read with Finance

Sl. No. 5

Notifying retirement of an officer on attaining the age of superannuation.- It has come to notice of the Establishment Division that in some cases no notification was issued regarding retirement of the officer who retired from service on attaining the age of superannuation, i.e., the age of 60 years. The absence of a notification regarding their retirement led to delay in payment of their pension and other dues. The matter has, therefore, been considered by the Establishment Division and it is stated that while a notification may not be necessary in the case of officers who attain the age of superannuation for retiring them from service, it is necessary to notify the retirement of such officers to all concerned for the recovery of dues from the officers if any, and to facilitate payment of pension and other dues of the officer. The Ministries/Divisions are, therefore, requested to ensure that retirement of officers working under them are notified well in time even if the officer concerned does not take leave preparatory to retirement. In case the retiring officer is on deputation with the Ministry/Division or with any of their Attached Departments/ Subordinate offices and the orders regarding his retirement are to be issued by his parent Ministry/Department, that Ministry/ Department may please be informed of the date of retirement of the officer so that they may issue notification regarding his retirement.

[Authority.- Estt. Division O.M.No.8/22/75-C.I., dated 26-2-1976].

Sl. No. 6

Withdrawal of applications for premature retirement.- According to "Note 1" below Article 465-B/CSR, a written intimation once submitted by a Government servant who intends to retire after completing 25 years service qualifying for pension, shall be final and shall not be allowed to be modified or withdrawn.

2. The matter has been examined, in consultation with the Law Division and the Finance Division and it has been decided that, in partial modification of the existing rules/orders, if a Government servant withdraws his application for premature retirement or modifies the date of retirement, before its acceptance by the competent authority, the application or the date of retirement shall be deemed to have been withdrawn or modified, as the case may be.

3. The above position may please be brought to the notice of all concerned.

[Authority.- Estt. Division O.M. No. 23/2/81-CV (B), dated 12-4-1981].

Sl. No. 7

Recall to duty after Premature retirement.- Attention is invited to Establishment Division's O.M. No.23/2/81-CV(B) dated 12.4.1981 according to which option to withdraw or modify the request for premature retirement is available to a government servant only before the said request is accepted by the competent authority. Requests for premature retirement once accepted by the competent authority cannot, repeat cannot, be allowed to be withdrawn or modified. Recall to duty after acceptance of request for voluntary retirement amounts to re-employment for which approval of the Prime Minister is required.

2. Ministries/Divisions are requested to bring the above position to the notice of all concerned including their attached departments and subordinate offices, autonomous and semi-autonomous organizations, etc., to ensure strict compliance with the above stated provision.

[Authority.- Estt. Division O.M. No. F. 14/10/95-R.2 dated 25-8-1996].

Sl. No. 8

Form for the verification of 25 years qualifying service.- Government servants can be retired on completion of 25 years

qualifying service. It is accordingly necessary to ensure that when the career of a Government servant is reviewed in accordance with the relevant instructions of the Establishment Division (*vide* O.M. No. 4/15/65-CV, dated the 13th August, 1966), he should have in point of fact, completed 25 years' qualifying service. It has now been decided in consultation with the Ministry of Finance that Part I of the enclosed proforma should be filled, in each case relating to a Gazetted Government servant, by the Ministry/Division/ Office concerned and thereafter the proforma should be sent to the Audit Officer concerned so that Part II of the proforma is filled by the Audit Officer and transmitted back to the administrative authority concerned. This exercise should be undertaken well in advance of the date on which the Government servant would complete 25 years qualifying service, so that the formal certificate of the Audit Office is available to the competent authority in time, if it decides to retire the Government servant. However, the review of the career of a Government servant should be taken up at the appropriate time on the basis of the details of his service available with the Administration concerned, but the orders of the competent authority regarding the retirement of a Government servant should be passed only after the receipt of the formal certificate from the Audit Officer concerned as in Part II of the proforma (reproduced under Serial No. 9).

[*Authority*-.Estt. Division O.M. No. 2/4/72-CV. dated 18-9-1972].

Sl. No. 9

With the issue of Ministry of Finance Notification No. F. 1(15)/Reg. 6/72, dated the 31st January, 1973, clause (i) of serial No. 8 (d) of the proforma appended to the Establishment Division's O. M. No. 2/4/72-CV dated the 18th September, 1972 has become redundant. It has, therefore, been decided in consultation with the Ministry of Finance that this clause may be deleted from the proforma prescribed for the verification of 25 years qualifying service of Government servants for the purposes of review of their careers and renumber the clauses of serial No. 8(d). A copy of the revised proforma is enclosed for reference (Annexure).

[Authority.- Estt. Division O.M. No. 1/8/73-CV, dated 25-3-1974].

ANNEXURE

FORM OF CALCULATION OF 25 YEARS QUALIFYING
SERVICE OF A GAZETTED GOVERNMENT SERVANT

PART I

(For use in the Ministry/Division/Department)

(To be completed by the Office/Department in which the
Government servant is serving):

1. Name of Government servant.
2. Father's name.
3. Nationality.
4. Post held.
5. Date of birth.
6. Date of commencement of service.
7. Date of completion of 25 years qualifying service.
8. Details of calculation of 25 years qualifying service:-
 - (a) Length of service, including interruption, etc.
(No. 7-8).
 - (b) *Add:*
 - (i) Military service, if any, which has

been allowed to count as qualifying for pension.

- (ii) Any other addition to qualifying service.
- (c) Total length of service (a)+(b).
- (d) *Deduct:-*
 - i) Extraordinary leave.
 - ii) Suspension not treated as duty or leave.
 - iii) Periods of break in service.
 - iv) Service rendered before break if break not condoned.
 - v) Service forfeited by resignation.
 - vi) Unauthorized absence.Total (i) to (vi) =
- (e) Net qualifying service.
(c) - (d)

Head of Office/Department

PART II

FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE

Calculations contained in Part I have been checked. Length of *qualifying* service accepted in Audit.

OR

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

Assistant Accountant General.
Assistant Accounts Officer.

Sl. No. 10

Indication of date of superannuation of Officers proposed for Appointment to Tenure Posts.- Cases have come to the notice in which some officers who were about to attain the age of superannuation within a few months time were recommended for appointment to tenure posts, and in the Summary for the Prime Minister, there was no indication that the tenure of the proposed appointment would last much beyond the age of superannuation of the recommendee. Submission of such proposals to the Prime Minister without indication of date of birth amounts to disguised recommendation for re-employment. The competent authority has viewed the aforesaid lapse with displeasure and has directed that all proposals entailing to appointment to tenure posts should, besides providing other relevant information, specifically mention the date of superannuation of the recommendee so that the competent authority may be able to exercise conscious discretion in regard to appointing a person to a tenure post involving his retention in public service beyond the date of his superannuation.

2. The Ministries/Divisions are accordingly requested to please note the above direction of the Prime Minister and also bring it to the notice of all concerned for strict compliance.

[Authority.- Estt. Division O.M. No.1/134/99-E.6, dated 3-9-1999].

Sl. No. 11

Future good conduct of pensioners.- Attention is invited to clause (1) of Article 351 of the Civil Service Regulations which reads as follows :-

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

2. It has been decided that the provision of the above Article should be strictly enforced in all cases by the pension sanctioning authorities. In cases where a pensioner commits misconduct prompt action should be taken to withhold or withdraw his pension or any part of it.

3. Misconduct in such cases would mean conduct prejudicial to good behaviour or unbecoming of a gentleman. The decision of the President on any question whether any act on the part of the pensioner is misconduct or not shall be final and binding.

[Authority.- Establishment Secretary's D.O. letter No.5/4/73-D, IV, dated 11-8-1973].

Sl. No. 12

Taking part in politics by pensioners.- Attention is invited to clause (2) of Article 351 of the Civil Service Regulations which reads as follows :-

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

2. It would be noticed from the above that the pensioner can participate in political activity within two years of his retirement from service only with the previous sanction of the Federal Government. It has, however, been decided that as a matter of policy no permission should in future be granted to any pensioner to engage in political activity of any kind.

3. It may be clarified that political activity would include activities like affiliation with political parties, public speeches, writing articles, giving statements, attending political meetings, making monetary contribution for political purposes etc. This clarification may be brought to the notice of the Government servants and also to pensioners who have not yet completed two years from the date of their retirement.

[Authority.- Establishment Secretary's D.O.letter No. 5/3/73-D.IV, dated 31-7-1973].
Sl. No. 13

Medical facilities to retired Government servants and their families.- The question of affording free medical treatment to retired Federal Government servants and their families has been under consideration of Government from some time. The President has been pleased to decide that retired Government servants and members of their families shall be allowed at Government expense out-door and in-door medical attendance and treatment in accordance with the Central Services (Medical Attendance) Rules, 1958, to the extent admissible to them while in service immediately before retirement subject to the following modifications:-

- (i) The term `family' would include * [parents, husband, wife, legitimate children and step children, sisters and minor brothers residing with and wholly dependent upon him];
- (ii) Out-door and in-door treatment will be admissible only in hospitals and dispensaries maintained by the Federal Government or by a Provincial Government in a place where there is no Federal Government hospital;
- (iii) Treatment will not be admissible at residence or in a hospital not maintained by the Federal Government or Provincial Government or by special arrangements at some other place; and

- (iv) Drugs and medicines may be supplied if available at the hospitals/dispensaries in which a patient receives treatment but cost of drugs and medicines purchased from the market will not be re-imbursable.

2. No charges will be recovered from retired Government servant or his family receiving treatment in a hospital maintained by the Federal Government except such charges as were

*Amended *vide* Ministry of Health Notification No. S.R.O. 842(1)/90, dated 11-8-1990.

recoverable from him under the rules while in active Government service. If treatment is received in a hospital maintained by Provincial Government, retired Government servants shall pay the required charges to the hospital authorities and claim reimbursement on the strength of a certificate signed by the Administrator/Superintendent of the hospital himself from the Accounts Officer/Treasury Officer concerned to the extent mentioned above. A copy of such claim will be supplied to the Health Division. The Accounts Officer/Treasury Officer shall deal with such claims like similar claims of serving Government servants.

3. This issues with the concurrence of the Ministry of Finance.

[*Authority.*- Health Division O.M. No.F.25-24/ 63-MF, dated 12-10-1963].

Sl. No. 14

According to the present instructions which were issued by this Division under O.M.No.F.17-44/76-MF, dated 20th December, 1976 in terms of Section 3 of the Discontinuance of Medical Reimbursement Act, 1972 (No. XXV of 1972), Government servants may obtain medicines prescribed by the authorized medical attendant for them, or for member of their family, from a medical store administered by Government or from a chemist approved by the Government; the bill of the chemist is reimbursed to the chemist by the Government. This arrangement has not worked satisfactorily and

cases came to the notice where supply of medicines even in emergencies was not made available to the Government servant or to his family. The position has accordingly been reviewed and it has been decided that if a medicine (which expression includes protective and curative vaccine/sera) prescribed by an authorized medical attendant is not available in Government store, in the Government hospital or dispensary, the Government servant may purchase it from a licensed chemist on proper cash receipt, the expenditure incurred on this account will be reimbursed to him on the authority of a certificate of the authorized medical attendant to the effect that the medicine was not available from Government stock and that it was necessary for the treatment/restoration of health of the Government servant or a member of his family, as the case may be.

2. The procedure to be followed for reimbursement of expenditure incurred in purchase of medicines by a Government servant will be the same as was in vogue prior to the promulgation of the Discontinuance of Medical Re-imbusement Act, 1972.

3. It has also been decided that each Ministry/Division/Department/Office shall maintain a register containing ledger account of each Government servant, prescription by prescription, and another register containing a consolidated abstract of monthly expenditure showing the name of each Government servant and the total expenditure incurred during a month, on medical bills. These registers will be scrutinized for purposes of budgetary and expenditure control (at regular intervals) by one of the existing officers to be specifically assigned this task by each Ministry/Division/Department/Office for its own employees. It will be open to the administrative authorities to refer to the Director General (Health), for his technical scrutiny, cases where it is apprehended that excessive or unreasonable amounts have been claimed. If it is found that the privilege has been abused, the concerned Government servants shall lay themselves open to suitable action.

4. An amendment has been made in rule 3(2) of the Central Services (Medical Attendance) Rules, 1958, the revised version of

which is as follows:-

"B _____ (2) Where a Government Servant is entitled under sub-rule (1), free of charge, to receive medical attendance, any amount paid by him on account of such treatment shall, on production of a certificate in writing by authorized medical attendant in this behalf and subject to such instructions as may be issued by the Federal Government from time to time, be reimbursed to him by the Central Government."

5. These orders shall take effect as from the 23rd November, 1976 and shall supersede Health Division's Office Memorandum No. F. 17-44/76, dated the 20th December, 1976.

[Authority.- Health Division O.M. No.F. 17-44/76-MF, dated 15-2-1977].

Sl. No. 15

In partial modification of Health Division Office Memorandum No. F.17-44/76-MF(I), dated the 15th February, 1977 it has been decided that Federal Government Servants/ Pensioners and their families will be supplied all drugs and medicines from hospitals/dispensaries as will be prescribed by their authorized medical attendants. The reimbursement will be occasional and will be made by the Ministry of Health to any employee of any Ministry/Division who may have not been supplied medicines from Hospitals/Dispensaries on production of a certificate from the head of the institution concerned to that effect.

2. The hospital authorities have been issued instructions to ensure that the drugs/medicines prescribed by the authorised medical attendants of the Government servants/pensioners, are supplied to them. The Provincial Governments also have been asked to consider the Federal Government servants and their families who are admitted in their hospitals as entitled patients, to receive medical treatment free

of charge.

3. These orders have taken effect from 1st July, 1978.

[Authority.- Health Division O.M.No.17-44/76-MF(I) dated 16-7-1978].

Sl. No. 16

The Cabinet was briefed on the state of economy by the Finance Division and the following decisions were taken:-

- ii) the Cabinet decided that the facility for medical treatment abroad at public expenditure should be withdrawn. The decision should not apply to persons already under treatment abroad;

[Authority.- Cabinet Decision in Case No.1(X)/26/96, dated 6-11-1996].

Sl. No. 17

In pursuance of Economic Coordination Committee of the Cabinet decision in case No. ECC-275/21/95 dated 18-12-1995 and the Federal Services Medical Attendance Rules, 1990, reference is made to Health Division's O.M. No.F.20-5/92-MF.I dated the 19th December, 1993 laying down procedure for reimbursement of medical charges to the retired Government servants or members of their families. It is stated that the Government, in partial supersession of the Health Division's aforesaid O.M. dated 19th December, 1993 has decided that the procedure laid down in para 2 below shall henceforth be followed for reimbursement of charges incurred on account of medical attendance and treatment of the retired Government servants and members of their families.

2. All claims/bills shall be prepared by the retired Government servants in the prescribed application/bill form at Appendix-I as revised, and:-

- i) The bill shall be supported by the prescription chits indicating medicines not available in hospital/

medical store/dispensary duly signed by the authorised medical attendant.

- ii) the application/bill, duly completed and countersigned by the competent medical authorities specified in para 5 of Appendix-II as revised, shall be submitted by the retired Government servant to the Head of the office from where he retired and which prepared his pension papers.
- iii) The Head of the office or the officer authorized by him, as in the case of corresponding Government servants receiving the bill, shall subject the bill to scrutiny in accordance with the guidelines laid down in Appendix-II and to the same scrutiny and procedure, *mutatis mutandis*, as is observed in the case of medical bills of serving Government servant; of equivalent status and shall countersign it in full or, as the case may be, for the reduced amount if found admissible and transmit it to the Health Division after approval of the Secretary of the Ministry concerned. The Health Division shall scrutinize all the claims and authorize payment to the AGPR out of the budget provision, on the above account, placed at the disposal of the Health Division.
- iv) After scrutiny, the bill alongwith vouchers shall be sent to the AGPR for issue of Cheque to the retired Government servant or, as the case may be, member of the family drawing family pension and claiming reimbursement or payment through authority letter in Appendix-III, as revised, issued to the branch of the National Bank of Pakistan or, as the case may be, the Treasury Office from where the retired Government servant is receiving his pension. The vouchers would be retained by the Accounts Officer.

3. As a safeguard against any possibility of double or

fraudulent claim, cent percent post-payment checks shall be carried out by the AGPR in the following form:

1	2	3	4	5	6	7	8	S.No.
	Month	Name	No. &	No &	Amount	Date	Certification	
	to which	of the	date	qty of	claimed/	of	by Audit	
	relates	Chemist	of cash	medicine	paid	payment		
			memo					

4. The expenditure on account of reimbursement of medical expenses to the retired Government servants shall be debitable to:-

Functional Head

00000 - General Administration

02000 - Fiscal Administration

02800 - Pensions

Objective Head

Minor - 66000 - Pensionary Benefits

Detailed- 66600 - Reimbursement of medical charges to pensioners

5. The retired Government servant or member of his family as defined in Rule 2(a)(d) of the Federal Services Medical Attendance Rules, 1990 shall not be required to pay for the indoor treatment in the Government hospital as in the case of serving Government servants. In the case of a private hospital, provided it is authorized by the competent authority, retired Government servant concerned shall submit bills of hospital charges paid by him for indoor treatment as in the case of serving government servants *i.e.* to their head of department etc.

6. The Government hospitals in the case of retired Government servant shall follow, *mutatis mutandis*, the instructions laid down in respect of serving Government servants.

7. These instructions shall take effect from Ist July, 1996. All claims for reimbursement of medical charges on account of a medical

attendance and treatment of retired Government servants or member of their families pending prior to the 1st of July, 1996 (since issuance of Federal Services Medical Attendance Rules, 1990) shall be disposed of in accordance with the procedure laid down in this Office Memorandum. The budget provision for financial year 1996-97 will also cover payment of such pending claims.

[Authority.- Health Division O.M. No.F.20-5/92-MF-I, dated 01-10-1996].

Appendix-I

Application/Bill for Reimbursement of Medical Charges in respect of retired Government servant and his dependents:

PART A

1. Name of the retired Federal Government servant or member of his family in case of deceased Government servant
2. Designation and basic pay scale of the Government servant at the time of retirement
3. Name of the patient and relationship being member of family as defined in rule 2(1)(D) of the Government Servants (Medical Attendance and Treatment) Rules 1990
4. Diagnosis of the patient
5. Ministry/Division/Department/Office from where the Government servant named at S.No.1 retired
6. Number and date of pension payment order
7. Accounts Office which issued pension payment order
8. District Accounts Office/Treasury/branch of the National Bank of Pakistan and the station from where the pension is being drawn

Received from the Manager/Treasury Officer/District Accounts Officer_____ (here give the name of the branch of the National Bank of Pakistan, or as the case may be of the Treasury or the District Accounts Officer concerned) the sum of Rs. _____ (Rupees_____ only), on account of the reimbursement of charges on medical attendance and treatment of _____ (here give the name of the patient and in case the patient is a member of the family, his name, age and relationship with the Government servant) as detailed below:-

List of medicines with quantity/hospital bill/laboratory charges etc., for which reimbursement is claimed through this bill.

Name & date	
Name of the Cash Memo Hospital/Clinic/ Dispensary	Name of drug/ Amount medicine with quantity/details of tests etc.
1. _____	2. _____
_____	3. _____
4. _____	5. _____
6. _____	

Dated

Signature
Name
(in block letters)

PART B

Certificate by Government servant (or member of his family in case of deceased Government servant).

Certified that:-

1. The claim was not drawn before.
2. The member of my family for whose treatment reimbursement has been claimed is wholly dependent on me.
3. The children for whom reimbursement has been claimed are minor and wholly dependent on me.
4. I shall have no objection to the recovery of any amount over paid, if any, from my pension or otherwise.
- *5. I am a dependent family member of Mr. _____ a Government servant.
6. I/Mr. _____ retired from the post of from (name of office/department).

Full name of the Government servant

(in block letters)

Signature
Full name of the Govt. Servant
(in block letters)

PART C

CERTIFICATE BY THE AUTHORISED MEDICAL
ATTENDANT

1. Certified that the medicines/drugs/hospitalisation/clinic test/examination, listed below, were essential for the recovery and restoration of health of Mr./Mrs./Miss

name of the retired Government servant/members of the family of Mr. _____ as defined in Rule 2(1)(d) of the Government Servants (Medical Attendance Rules, 1990) (in the case of a member of the family, his name, age, and relationships also be stated).

2. It is further certified that neither the medicine/drugs etc. nor their effective substitutes could be supplied from the hospital/dispensary.

3. Also certified that all the above mentioned tonics/ vitamins have been prescribed as medicines and not as tonic or food.

_____ *To be given if the serving member of the family as defined in Rule 2(1)(D) of the Federal Government servants Medical Attendance Rules, 1990 is submitting the claim.

4. Certified that the treatment received at unauthorized private hospital/clinic was due to emergency situation.

Dated _____ Signature
Designation
Official Stamp

COUNTERSIGNATURE BY HOSPITAL AUTHORITIES
SPECIFIED IN APPENDIX II

Dated _____ Signature
Designation
Official Stamp

COUNTERSIGNATURE BY THE DEPARTMENTAL
CONTROLLING AUTHORITY

Dated _____ Signature
Designation
Official Stamp

Certificate from the office of the retired Government servant.

Functional Head

1006

00000 - General Administration
02000 - Fiscal Administration
02800 - Pensions

Objective Head

Minor - 66000 - Pensionary Benefits
Detailed- 66600 - Reimbursement of medical charges to pensioners

Dated_____

Signature
(Full Name)
(Designation)
(Official Stamp)

PART D

For use in the audit office which
issued the pension payment order

Pensioners P.P.O. No.

Appendix-II

GUIDELINES FOR SCRUTINY OF CLAIMS:

1. Only prescribed application/bill (specimen Appendix I) duly filled in and not any other form/proforma is used.
2. Duly attested copy or copies of proper prescription or prescriptions bearing OPD No., name, age, sex and disease of the patient and admission/discharge slip (in case of indoor treatment) are attached.
3. Names and quantity of the medicines purchased by the claimant are clearly indicated on application/ bill.

4. Application/bill must be signed by the Authorized Medical Attendant.
5. The following officers are authorised to countersign the application/bill.

		Places
Officers authorised to		countersign Application/Bill.
(a)	Islamabad	(i) Medical Superintendent, F.G.S.H. Islamabad
		(ii) Executive Director, P.I.M.S., Islamabad
		(iii) Joint Executive Director, Children Hospital (PIMS), Islamabad.
		(iv) Civil Surgeon (Federal Govt.), Islamabad.
(b)	Rawalpindi/ Peshawar/ Quetta	(i) Civil Surgeon (Federal Govt.), (ii) The Medical Superintendent, T.B. Centre, Rawalpindi.
	(c)	Karachi
(ii) Director, Jinnah Postgraduate Medical Centre, Karachi.		
(iii) Executive Director, National Institute of Cardiovascular Diseases, Karachi.		
(iv) Director, National Institute of Child Health, Karachi.		

- (d) Lahore (i) Civil Surgeon (Federal Govt.)
(ii) Chairman/Administrator, Shaikh Zayed Postgraduate Medical Institute, Lahore.
- (e) Quetta Civil Surgeon, Federal Government Quetta.
- (f) Peshawar Civil Surgeon, Federal Government Peshawar.
- (g) Other places where there is no Federal Govt. Hospital concerned. Medical Superintendent/Officer Incharge or Head of the Provincial Government Hospital concerned.

6. In case the patient is referred to some other hospital by his authorized medical attendant, a copy of such reference letter/move sanction, as the case may be, is attached with the claim.
7. No receipt written on private pad/chit of the Doctor except on proper hospital printed form is to be accepted.
8. Cash memos must be on proper printed form with license number of the chemist alongwith official stamp of the Authorized Medical Attendant showing his name and designation.
9. In case of indoor treatment, diet charges are not to be reimbursed.
10. Cost of Unani erurvedic and Homoeopathic medicines will not be reimbursed.
11. The transportation charges except to the extent of entitlement of the patient would not be reimbursable.

12. In addition to above, if a patient has to get medical treatment from any unauthorized private hospital/ clinic in emergency he is required to produce emergency certificate from the treating doctor showing nature of disease and treatment given and get the claim (Appendix I) signed by the nearest authorized medical attendant and countersigned by the officers indicated in item 4 above. The office receiving the bill will pass the bill for the amount found reimbursable and transmit the bill to the Health Division for scrutiny and authorizing payment to the AGPR.

Appendix-III

Registered AD/Special Sealed

From

To

Subject:- *Reimbursement of Medical Charges to Retired Government Servant/Member of his families as defined in Rule 2(1)(d) of the Federal Services Medical Attendance Rules, 1990.*

In pursuance of Ministry of Health _____ read with _____ you are hereby authorised to make payment of Rs. _____ only (in figures) Rupees only (in words) to the following pensioner/member of his family as defined in Rule 2(1) of Federal Services Medical Attendance Rules, 1990 on proper identification. He has been drawing pension from your counter.

- (a) Name
(b) Father's Name/Husband Name
(c) National Identity Card No. _____ (d)
Post held by the Government servant

concerned at the time of retirement and the office from which he retired.

- (e) Number and date of pension payment order and the name of issuing office.

2. The expenditure is debitable to the head

3. Debit may be raised to this office quoting No and date of this authority letter.

Signature (Accounts Officer)
Official Stamp
Seal

Copy to:-

1. Ministry of Health
- 2.
3. (Govt. Servant) Complete postal address

Signature
(Accounts Officer)

Sl. No. 18

Travelling allowance on retirement.- 1. (a) A Government servant is allowed T.A.to the extent specified below, in respect of the journey from the place of his last posting to his home town, performed during leave preparatory to retirement on or after retirement :-

- (i) Actual fare by rail or steamer of the class to which he was entitled immediately, before his retirement for himself and for each member of his family. For journeys by road between places not connected by rail or steamer, mileage allowance will be allowed.
- (ii) Cost of transportation of personal effects to the extent

admissible to him immediately before retirement for journeys on transfer.

(b) Advance payment for expenditure as at (a) above shall be made and be treated as final payment.

(c) The home town shall be determined according to entries pertaining to the permanent address of the Government servant in his service record or according to the declaration made by him for purpose of leave travel concession.

(d) That term "retirement" shall mean retirement on attaining the age of superannuation, or on completing prescribed service limit, or voluntary retirement on completion of 25 years qualifying service, or on invalid pension, or compulsory retirement. (Para 17 of Finance Division's O.M. dated 20th December, 1972).

2. Government servants whose home towns are in Gilgit, Baltistan and Chitral and have, of necessity, to perform journey on retirement, by air, shall be allowed travelling allowance as under:-

- (i) For the portion of journey connected by rail; rail fare of the class of entitlement.
- (ii) For the portion of journey connected by road; mileage allowance at prescribed rate.
- (iii) Air fare (economy class) for self and family from the Airport of Rawalpindi/Peshawar, as the case may be, upto the airport near the home town; and
- (iv) The cost of transportation of personal effects at paisa *0.148 per Kilometer Per Kilogram from the residence at the old station of posting to the residence at his home town irrespective of mode by which the personal effects are carried.

3. A civil servant who did not avail himself of the concession of retirement T.A. during leave preparatory to retirement, may do so within six months after the actual date of his retirement. If, however, a retired civil servant dies during this period without having availed himself of the concession, it may be allowed to the family on application to the Head of Department and should be availed of before the expiry of six months from the date of retirement of the deceased Government servant or within three months of the date of his death, whichever may be later.

4. In the case of a retired Government servant who is re-employed immediately after, or within six months from the date of

_____Revised *vide* Finance Division O.M.No.1(16)Reg.9/91, dated 3-10-1991.

his retirement, the time limit prescribed above shall commence from the date on which the period of re-employment concludes.

[*Authority.*- Finance Division O.M. No. F. 2(5)-R 9/76, dated 3-3-1976].

Note.- For subsequent orders regarding grant of T.A. to Government servants proceeding on retirement including payment of Transfer Grant, see Finance Division's Compilation of General Orders relating to Travelling Allowance. (1947--30th June, 1981).

Sl. No. 19

Reference Finance Division's O.M. No. F.2(1)-Rev.I/72 dated the 20th December, 1972, on the above mentioned subject, as amended from time to time, it is stated that the President has been pleased to decide that the existing rates of Transfer Grant, Transportation of Motor Car/Motorcycle/Scooter by road and the Mileage Allowance shall be revised with immediate effect, as under:

(I) TRANSFER GRANT

Category of Employees	Existing Rates	Revised Rates
a) Employees having family.	One month's pay subject to a maximum of	No change in the existing rules but the condition of maximum

b) Employees not having family.	Rs.4000/- Half month's pay subject to a maximum of Rs.2000/-	of Rs.4000/- and Rs.2000/- has been removed.
---------------------------------	---	--

(II) TRANSPORTATION OF MOTOR CAR/MOTOR CYCLE
OR SCOOTER BY ROAD.

	Existing Rates per kilometer	Revised Rates per kilometer
i) Motor Car	60 Paisa	Rs.1.20
ii) Motor Cycle or Scooter	20 Paisa	Rs.0.40

(III) MILEAGE ALLOWANCE

	Existing Rates per Kilometer	Revised Rates per Kilometer
a) Personal car or by engaging a full taxi.	Rs.2.00	Rs.3.00
b) Motor Cycle	Rs.0.65	Rs.1.00
or Scooter.	Rs.0.50	Rs.0.75
c) Bicycle, animal back or foot.		
d) Public transport		

plying for hire on single seat basis:-	Rs.0.32	Rs.0.50
i) For Govt. Servants in BPS-7 and above.	Rs.0.20	Rs.0.30
ii) For Govt.servants in BPS-6 and below.		

(IV) TRAVEL BY AIR:

Government servants in BPS-17 and above and those in receipt of pay exceeding [Rs. 5400/- P.M.] shall be allowed to travel by air.

2. ** [Transportation of Motor Car may be permitted by any means of transport but its transportation cost be restricted to the expenditure for EVK transport].

[Authority.- Finance Division O.M. No.F.1(16)-Reg.(9)/91, dated 21-8-1991].

Employment after retirement Policy and procedure

Sl. No. 20

Re-employment after superannuation.- It has been noticed that Ministries/Divisions initiate proposals for re-employment of

_____ *Subs vide Finance Division
O.M. No. F.1(33)-Reg.9/94, dated 19-10-1994.

**Added vide Finance Division O.M. No.F.1(16)-Reg.(9)/ 91, dated 26-9-1991.

Government servants after superannuation as a routine measure. It is emphasized that re-employment beyond superannuation should be an exception and not the rule. It may be recommended only in cases where Government considers that the experience gained by the retiring person is of vital importance and can be gainfully utilized, particularly in fields where suitably qualified and experienced persons are not available.

2. For achievement of the objective mentioned above, the present Government has framed a policy for re-employment of Government servants and cases for re-employment would, in future, be considered in accordance with the following criteria:

- (i) Non availability of suitably qualified or experienced officers to replace the retiring officer;
- (ii) the officer is a highly competent person with distinction in his profession/field;
- (iii) the re-employment does not cause a promotion block; and
- (iv) retention of the retiring officer, for a specified period, is in the public interest.

This policy would also apply to government controlled corporations and other autonomous bodies.

3. Proposals for re-employment are required to be accompanied with the following documents/information:-

- (a) The proposal duly signed by Secretary or Additional Secretary Incharge of the Ministry concerned is received in the Establishment Division 6 months before the officer is due to attain the age of superannuation and has the approval of the Minister Incharge;
- (b) the steps taken to train the substitute, if any;
- (c) ACRs with photograph, ICP chart and bio-data on prescribed proforma; and
- (d) certificate that the officer is medically fit.

4. Re-employment beyond the age of superannuation in all

cases requires the approval of the Prime Minister.

5. It is requested to instruct all concerned in Ministries/ Divisions and Attached Departments/autonomous bodies to strictly follow the guidelines given above.

[Authority.- Establishment Secretary's d.o. letter No.7/3/ 89-OMG-II dated 28-01-1989].

Sl. No. 21

Re-employment of Civil Servants after compulsory retirement or termination of service.- A person, whose services have been terminated as a result of a disciplinary action against him, or retrenched due to winding up of an organization (where he was serving) on grounds of its having been set up irregularly, will not be re-employed without obtaining the orders of the President.

2. Such cases for re-employment of persons, in all grades, both in Government service and Corporations etc., should be submitted by the Ministry concerned (together with its recommendations and bio-data of the proposed person), through the Establishment Division, to the President for orders. Such a proposal shall be made in the form of a "Summary", containing the approval of the Minister-in-charge, and signed by the Secretary or Additional Secretary Incharge.

3. Ministries/Divisions are requested to bring these instructions to the notice of all Attached Departments/Subordinate Offices/Corporations etc. under their administrative control, for information and necessary action.

[Authority.- Estt. Division O.M. No. 2/6/78-CV, dated 08-1-1979].

Sl. No. 22

A question has arisen whether a Government Servant, whose L.P.R. has been refused, should be recommended for re-employment on the same post, after superannuation.

2. It has been decided that as a matter of policy, re-employment, beyond superannuation, may not be initiated as the period of refused L.P.R. gives ample time to find out replacement of the retiring officer. In exceptional cases, where re-employment beyond superannuation is inevitable, the reasons therefor may specifically be brought out in the "Summary for the President".

3. Ministries/Divisions may please bring these instructions to the notice of the autonomous bodies/corporations etc.

[Authority.- Estt. Division O.M. No. 3/60/81, dated 17-11-1982].

Sl. No. 23

It has time and again been stressed that the approval of the President would be necessary in all cases of re-employment after the age of superannuation in Government as well as in the autonomous bodies. In this connection attention is invited to Establishment Secretary's d.o. letter No. 8/1/72-CV, dated 29-5-1972 and Establishment Division O.M. No. 2/2/78-CV, dated 24-12-1978. According to these instructions the age of superannuation of all Government servants should be 60 years and this should apply equally to Government controlled corporations/ autonomous bodies etc. and if such organizations have prescribed age beyond 60 years they were required to amend their Recruitment/Service Rules and inform the Establishment Division of compliance. It was abundantly made clear that in case no communication was received it would be assumed that the age of superannuation, as prescribed in their rules, is 60 years.

2. Contrary to the explicit instructions referred to above it has come to notice that corporations/autonomous bodies have been re-employing persons after the date of superannuation without obtaining prior approval of the President.

3. It is, therefore, reiterated that no person who has already attained the age of 60 years should be allowed to be in employment

without obtaining prior approval of the President.

[Authority.- Estt. Division O.M. No. 2/48/84-ABC dated 23-1-1985].

Sl. No. 24

The Prime Minister has taken serious notice of cases in which civil servants were allowed to continue in service beyond the date on which they attained the age of superannuation or completed the specified period of their re-employment on contract simply on the grounds that proposals for their re-employment beyond the age of 60 or beyond the period of re-employment had been submitted or were being submitted. This practice is in violation of Government's clear instructions issued time and again. In this connection, attention is invited to circular (d.o. letter No. 4/1/84-R.I dated 20-6-1984).

2. The procedure for employment of civil servants after retirement should be strictly followed. It should particularly be ensured that all proposals for re-employment beyond the age of 60 or for extension of the period of current re-employment are made at least 6 months before the date of attaining the age of superannuation or the date of expiry of the current period of re-employment, as the case may be.

3. In case a proposal for re-employment has been submitted and no decision has been received by the date on which the civil servant concerned attains the age of 60 or completes the current period of reemployment, it is the responsibility of the head of office to ensure that the civil servant relinquishes the charge on such date.

[Authority.- Estt. Secretary's d.o. No. 4/1/84-R.I, dated 8-8-1985].

Sl. No. 25

In continuation of the Establishment Division's Office Memorandum No.2/2/78-CV, dated the 24th December, 1978, it is re-emphasized that re-employment of Government servants beyond superannuation is allowed in exceptional cases to meet the shortage

NOTE:

- (1) Any missing ACRs with reasons
- (2) Photo of the officer affixed in the CR dossier or not, if not affixed.

- f. Adverse Remarks in the ACRs
- g. Service (Showing Appointment Held)

2. Promotion in Blockade(Indicate if Promotion blockade is created due to his re-employment).

Sl. No. 26

Re-employment of government servants beyond superannuation is to be recommended in exceptional cases particularly to meet the shortage of experienced and competent persons where replacement from the existing cadres is not available.

2. The Prime Minister has been pleased to observe that no case for re-employment/extension in re-employment should be put up unless specifically asked for.

[Authority.- Estt. Division d.o. letter No.1/2/90-D.S. dated 07-3-1990].

Sl. No. 27

It has been observed by the Establishment Division that officers appointed on contract or serving on re-employment and secondment in the Federal Government continue in their posts after the expiry of their tenure without specific orders of the competent authority.

2. All Ministries/Divisions are requested to please adhere to the instructions issued by the Establishment Division and not to allow any officer to continue in service beyond the age of superannuation or contractual appointment without the prior

approval of the competent authority.

[Authority.- Estt. Division O.M.No.4/1/84-R.I, dated 2-9-1990].

Sl. No. 28

The Cabinet in its meeting held on 12-11-1990 has decided that no re-employment beyond the age of superannuation should be allowed except in very exceptional cases for which approval of the Prime Minister would need to be obtained.

2. This decision is also applicable to autonomous bodies/semi-autonomous bodies and may please be brought to their notice for strict compliance.

[Authority.- Estt. Division O.M. No.4/2/90-R.I dated 5-12-1990].

Sl. No. 29

The Ministries/Divisions are advised not to initiate cases of re-employment of civil servants beyond the age of superannuation unless that is considered unavoidable due to non-availability of his replacement and the importance and sensitivity of the job which must be clearly brought out while initiating any such proposal.

[Authority.- Estt. Division O.M.No.4/1/93-R.I dated 27-8-1995].

Sl. No. 30

As per existing policy of the Government, re-employment of retired civil servants beyond superannuation is not encouraged except in cases when a civil servant possesses such expertise that his services are irreplaceable.

2. The Prime Minister has been pleased to decide that requests for re-employment of ex-civil servants who have voluntarily retired from service shall be summarily rejected. Ministries/Divisions

are advised not to initiate any such proposal in future.

[Authority.- Estt. Division O.M. No.4/1/96-R.I, dated 16-11-1996].

Sl. No. 31

Guard against unauthorised overstayal after superannuation/on expiry of the period of contract re-employment.-It has been observed by the Establishment Division in certain cases that officers on superannuation or on expiry of contract re-employment continue in office which is violation of the existing instructions issued on the subject from time to time. Attention is invited to this Division's D.O. letters No. 5/10/83-E-4, dated 23-4-1983 (Sl.No.25), No.4/1/84-R.1, dated 20-11-1986 (Annexure to Sl.No.27, Chapter-III), O.M.No.4/1/84-R.1, dated 2-9-1990 (Sl.No.27) and O.M. No.4/2/90-R.1, dated 5-12-1990 (Sl.No. 28).

2. In view of the above, all the Ministries/Divisions are requested to ensure that the instructions already issued by the Establishment Division are complied with in letter and spirit and no officer is allowed to continue in office after superannuation/on expiry of the period of contract re-employment unless prior approval of the competent authority is obtained in advance. In case of unauthorised overstayal, the financial liability for such an irregularity shall rest upon the head of the department and the officer concerned himself.

3. If it is intended to get the retiring person re-employment on contract in public interest to get his contract extended, a proposal in the form of a summary for the Prime Minister should be submitted to this Division about six months in advance from the date of his retirement from service/expiry of the contract so that Establishment Division could have sufficient time to process it properly.

4. The proposal for re-employment on contract/extension in contract should invariably contain the following information:-

- (a) A brief report on the performance of the officer during the period of his contract re-employment (only

for the cases for extension in contract).

- (b) Certificate that the proposed re-employment/extension in contract will not create promotion blockade for the departmental officers.
- (c) Steps taken to train a substitute of the officer and a statement of circumstances in which no officer could be groomed to take up the assignment.

5. No request for grant of *ex-post-facto* approval to the contract re-employment/extension in contract, in any circumstances, will be entertained.

6. All the Ministries/Divisions are requested to strictly abide by the above guidelines. If a proposal, floated on the subject, either fails to give adequate information, as mentioned above or is not received in the Establishment Division in time, the same will be liable to be summarily rejected by the Establishment Division and will not be processed further.

7. All the Ministries/Divisions are requested to bring the above instructions to the notice of the Attached Departments/organizations for strict compliance.

[Authority.- Estt. Division O.M. No.3/16/99-CP-6, dated 26-5-1999].

**Ex-Government Servants (Employment
with Foreign Governments)(Prohibition)
Act,1966 (Act No. XII of 1966)**

Sl. No. 32

An Act to prohibit ex-Government servants from seeking or taking up employment with a foreign Government or foreign Agency.

WHEREAS, in the interest of the security of Pakistan, it is expedient to prohibit *Ex-Government Servants* from seeking or

taking up employment with a foreign Government or foreign agency;

AND WHEREAS the national interest in relation to the security of Pakistan requires Central legislation in the matter under clause(2) of Article 131 of the Constitution;

It is hereby enacted as follows:-

1. **Short title, extent and commencement.**- (1) This Act may be called the *Ex-Government Servants (Employment with Foreign Governments) (Prohibition) Act, 1966.*

(2) It extends to the whole of Pakistan.

(3) It shall come into force at once.

2. **Definitions.**- In this Act, unless there is anything repugnant in the subject or context, -

(a) "*ex-Government servant*" means any person who was, at any time, appointed or employed as an officer or servant of the Central Government or a Provincial Government and has ceased to be so appointed or employed;

(b) "*foreign agency*" means any office or establishment of the diplomatic or consular representative of a foreign Government by whatever name called and includes any information, public relations, trade or commercial agency, service, centre or foundation established or maintained by any such Government or by any person who is a national of a foreign country; and

(c) "*foreign Government*" means the Government of a foreign country.

3. **Prohibition of employment, etc.**- (1) No *ex-Government*

servant shall, except with the previous permission in writing of the Federal Government or a person * [or authority authorized by it in this behalf] seek or take up employment as an officer or servant of a foreign government or a foreign agency.

(2) No *ex*-Government servant who is, at the commencement of this Act, in the service of a foreign government or a foreign agency shall, except with the permission in writing of the Central Government, continue in such service after the expiry of three months from such commencement.

[4. **Penalty.- Whoever contravenes the provisions of section 3 shall be punishable with imprisonment for a term which may extend to seven years, or with fine which may extend to fifty thousand rupees or with forfeiture of property, or with any two or more of the said punishments].

[*Authority.*- The Act Published in the Gazette of Pakistan Extraordinary Part-I, dated 7-7-1966].

Sl. No. 33

3. *Ex*-Government servants employed by U.N. or its Agencies are not affected by the *ex*-Government servants (Employment with Foreign Governments) (Prohibition) Act, 1966 (Act No.XII of 1966).

[*Authority.*- Para 3 of Ministry of Foreign Affairs Circular No. SS (A) EGS/66, dated 17-12-1966].

Production of certificate of physical fitness by retired Government servants on re-employment to Gazetted posts

Sl. No. 34

Under S. R. 4-A (6), retired Government servants re-employed immediately after retirement are exempted from

*Section 3, as amended *vide* Ordinance No.XXIX of 1984 dated 27-6-1984.

**Subs *vide* Ordinance No.XI of 1982, dated 18-5-1982.

producing medical certificate of the health. It has, however, been noticed that the appointing authorities do not insist upon the production of a medical certificate even where there has been a break between the retirement and re-employment of the Government servants. The attention of the Ministries/Divisions is drawn to the provisions of the said rules and it is stated that the medical certificate of health should be obtained in all cases in which an interval occurs between Government servant's retirement and re-employment.

[*Authority.-* Estt. Division O.M. No. 5/5/49-Ests. (SE), dated 23-8-1949].

Sl. No. 35

The orders contained in the Ministry of Finance Office Memorandum No. 20-F. 38(I) RI/(2)/54, dated the 17th August, 1954 (Annexure) also apply to the cases of re-employment to Gazetted posts when an interval occurs between the retirement and re-employment of a Government servant. A medical certificate of health is necessary in such cases under the orders contained in the Establishment Division Office Memorandum No. 5/5/49- Ests. (SE),dated the 23rd August, 1949.

[*Authority.-* Estt. Division O.M. No. 15/28/ 54-SEII, dated 4-5-1955].

ANNEXURE

Copy of Finance Division O.M. No. 20-F. 38(I) RI/(2)/54, dated the 17th August, 1954.

The question has been raised whether candidates appointed direct to Gazetted posts under Central Government should be examined by a Medical Board or by a Civil Surgeon. Since those orders are not clear on some points the question has been reconsidered and it has been decided that -

- (i) all persons not already in service under the Federal Government should be required to undergo medical

examination. The examination should be by a Medical Board if the post is permanent, or quasi-permanent or is likely to last for more than a year and by a Civil Surgeon if the post is likely to last for not more than a year. If an appointment initially made for a period not more than a year is subsequently extended beyond that period, the person concerned should be required to undergo medical examination by a Medical Board.

- (ii) Persons already in temporary service under Federal Government whether in Gazetted or non-Gazetted posts will also be subject *mutatis mutandis* to the general rules in (i) above; provided that any person appointed to a post not likely to last for more than a year who has already been medically examined by an authority not lower than a Civil Surgeon in respect of a previous post need not undergo examination again until and unless the period of the post is extended beyond one year. If such a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh medical examination before confirmation.
- (iii) A person who is already, permanent or quasi-permanent in a post under the Federal Government need not be medically examined on appointment to a Gazetted post; provided that if the new appointment is not in normal line of promotion of the person concerned and requires a different medical standard from that required in his permanent or quasi-permanent appointment or the rules for recruitment to the new appointment prescribe a fresh Medical examination in respect of all candidates, he shall undergo a fresh medical examination by the prescribed standard and by the prescribed medical

authority.

2. These orders will not have retrospective effect and cases already decided need not be re-opened.

3. These orders do not apply to the medical examination of persons recruited through competitive examinations held by the Federal Public Service Commission, the rules for which make separate provision for the purpose.

Note:- The above orders also apply to female candidates appointed to Gazetted posts *vide* Establishment Division letter No. 1/15/58-SEL, dated 27-5-1958, reproduced at Serial No. 5 of Part IV of the Ministry of Finance's Compilation of General Orders (2nd Edition).

Fixation of pay and allowances of re-employed Government servants

Sl. No. 36

Principles for fixation of pay.- The question of formulating a uniform policy in regard to the fixation of pay of retired Government servants re-employed under the Government of Pakistan and in autonomous bodies had been under the consideration of the Ministry of Finance for some time past. The President has now been pleased to decide that in supersession of all previous orders on the above subject, the pay of retired Government servant on re-employment shall be fixed in accordance with the following principles :-

- (i) Where the new post carries a fixed pay, he should be allowed the pay of that post less pension.
- (ii) Where the new post carries a time-scale of pay:-
 - (a) If the substantive pay last drawn by the officer before retirement was less than the minimum of the scale of the new post, he should be allowed the minimum of the scale less

pension.

- (b) If the substantive pay last drawn was more than the minimum of the scale but less than the maximum of the scale of the new post, his pay should be fixed at the stage in the scale corresponding to the pay last drawn, or if there be no such stage, at the next lower stage in the scale. From the pay so fixed the amount of pension should be deducted.
- (c) Where the substantive pay last drawn was more than the maximum of the scale of the new post the pay should be fixed at the maximum less pension.
- (iii) A re-employed Government servant should earn increments in all cases where pay has been fixed in a scale at a stage lower than the maximum.
- (iv) In case a re-employed pensioner is promoted to a higher post, his pay should be fixed in such a manner as if he was a serving officer with the difference that from the pay so determined the pension would be deducted.
- (v) In a case where officiating pay higher than the substantive pay was drawn for a continuous period of 3 years or more immediately before retirement, the officiating pay drawn before retirement may be treated as substantive pay for the purpose of these orders.

2. The above principles should be made applicable to employment in Autonomous Bodies and Public Limited Companies in which Government holds controlling shares.

3. These principles should be followed in case of

appointments to statutory posts as those of Governors, Speakers, Ministers etc. A retired official appointed to any statutory post should draw the pay of the post less the amount of pension drawn by him.

4. The pay of the retired military personnel re-employed in civil posts may also be fixed in accordance with the above principles. In their case substantive pay shall also include the following elements; provided that they were drawn before retirement/release/leave/leave pending retirement for a continuous period of 3 years or more:-

- (a) Command/Staff/Charge Pay.
- (b) Instructional pay.
- (c) Qualification pay.
- (d) Disturbance Pay.

5. The word 'pension' wherever used in these orders means pension before commutation and/or surrender.

6. These orders will have effect from the date of issue of this Office Memorandum.

[Authority.- Finance Division O.M.No.F. 4(7)- Regs.7/72, dated 1-1-1973].

Sl. No. 37

Grant of Allowances during re-employment/contractual appointment.- The queries have been received from different quarters about the payment of Orderly Allowance, Senior Post Allowance and Qualification Allowance (where admissible) during re-employment/contractual appointment. It is clarified that these allowances are not admissible during re-employment/contractual appointment because:-

- (1) 100% Orderly Allowance is already included in pension, as Special Additional Pension.

- (2) Similarly, Senior Post Allowance also forms part of pension. Move-over, this allowance is admissible to civil servants: whereas a contractual appointee is not a civil servant.
- (3) Qualification *Pay also forms part of pension. This has been examined many times in the past. The view has been:

"QP is not admissible because, the philosophy at the time of its introduction was to encourage the government officers in service to do the higher courses and was made a condition for future promotion. It was meant as an incentive for government's regular, permanent officers who are in service. Moreover, the Qualification Pay is counted towards pension. As such, there can not be two benefits at the same time, as the officer was already drawing."

2. If these allowances are again granted on re-employment, it will amount to duplication. This policy is being kept in mind while vetting the terms and conditions of contractual appointments and the payment of the above discussed allowances is not allowed to retired government servants.

[Authority.- Finance Division O.M. No. 5(4)R-3/96 dated 16-4-1996].

Sl. No. 38

Fixation of pay of retired Government servants civil/military re-employed under the Government and in autonomous bodies.- The question of fixation of pay of retired government servants, civil and military, on re-employment in civil posts under Federal Government and in autonomous bodies has been reviewed by government and the President has been pleased to decide that

*Amended *vide* Finance

Division O.M. No.5(4)R.3/96, dated 16-4-1996.

re-employment and re-employment pay of retired government servants shall henceforth be regulated in accordance with the following principles:-

(I) Post on which re-employment shall be made

- (i) Re-employment of retired civil servants shall be made in grades equivalent to substantive grade or temporary grade if held for one year by the Government servant before retirement.
- (ii) In the case of officers of Armed Forces, re-employment shall be made on contract in accordance with the instructions contained in the Establishment Division O.M. No. 14/5/78-D. III, dated 10-2-1980 in the case of civil posts and in the light of orders issued in pursuance of the Establishment Division No.14/5/78-D.III, dated 11-2-1980 in the case of autonomous bodies. The equivalent grade in the civil post shall be determined according to the equivalence formula approved by the President, (Sl.No.39).

(II) Pay on re-employment under clause (I) above.

- (i) (a) When a retired civil servant is re-employed under Federal Government after superannuation or after completion of 30 years pensionable service, his initial pay shall be fixed at the minimum of the pay scale of the post in which he is re-employed.
- (b) When a retired civil servant is

re-employed under the Government owned/controlled autonomous/semi-autonomous bodies and corporations after superannuation or after completion of 30 years pensionable service, the initial pay of such a government servant shall be fixed at the minimum of the scale of pay of the post in which he is re-employed.

- (c) A re-employed government servant would earn increments under normal rules.
 - (d) In addition to pay, as indicated in clause (a) and (b), full pension shall be admissible to the re-employed civil servant.
- (ii) (a) When a retired military officer of the rank of Major/equivalent and above is re-employed under Federal Government or under an autonomous body in accordance with clause I (ii), his pay may be fixed at the minimum of the equivalent grade in which re-employment is made and, in addition, full service pension as admissible under the rules shall be paid. The pay scale of the post shall for this purpose be determined with reference to the equivalence formula mentioned in Clause I (ii).
- (iii) The pay of retired Government servants other than those covered by I & II shall be fixed in accordance with the Ministry of Finance O. M. No. F. 4(7) Reg. 7/72, dated 1-1-1973

(Sl.No.36) referred to above, as amended from time to time.

2. Existing re-employed retired civil servants may opt to be governed by the existing rules/orders or by the revised orders in this Office Memorandum. Where such a government servant opts to be governed by the revised orders, his initial pay should be re-fixed at the minimum of the scale of the post held by him with effect from the 1st of the month in which option is given and pension may be allowed in addition as provided in part (II) (i) above.

3. Existing retired officers of the Armed Forces of the rank of Major/equivalent and above who were re-employed in civil posts for a specified period may opt either to be governed by their existing terms and conditions or by the revised orders in this Office Memorandum. Where such re-employed officers opt to be governed by the revised orders, they will be brought on the revised terms and conditions with effect from 23rd December, 1979 on which date the President was pleased to approve the scheme published *vide* Establishment Division O.M. No.14/5/78-D. III, dated 10-2-1980. From that date, their re-employment would be converted into re-employment on contract on the terms and conditions laid down in the O.M. of 10-2-1980 for the remaining term of their re-employment or for a period of 3 years, whichever is less. Their pay will be re-fixed at the minimum of the scale of the post held by them w.e.f 23-12-1979, and if the pay so fixed plus pension is less than the pay received by them immediately before 23-12-1979, the difference shall be allowed as personal pay to be absorbed in future increase of pay.

4. The option will be submitted to the Audit Officer concerned under advice to the Ministries/Divisions, Departments or offices administratively concerned.

[Authority.- Finance Division O.M. No.F.4(4)-Reg.7/78 dated 20-3-1980].

Sl. No. 39

The President has been pleased to approve the following 'principle of equivalence' between the rank held in the Defence Services with appointment in National Pay Scales.

Defence Service Rank

Major General and equivalent	Grade-21 or 22 at the discretion of the Government.
Brigadier and equivalent.	Grade-20.
Colonel and Lt.Colonel(with 18 to 20 years commissioned service) and equivalent.	Grade-19
Major and equivalent.	Grade-18
Captain and equivalent and Lt. 2/Lt. and equivalent.	Grade-17

[Authority.- Estt. Division's Circular No. 16/4/79-AV, dated 8-8-1979].

Sl. No. 40

Refixation of pay after introduction of Revised National Pay Scales.- Under the existing orders the pay of a retired Government servant who has been re-employed under the Federal Government or in an autonomous body or Public Limited Company in which Government holds controlling shares and who has not attained the age of 60 years, is required to be fixed after taking into account the

amount of gross pension, i.e. pension before commutation and/or surrender. Consequent upon the liberalisation of pension rules for civil servants *vide* Finance Division O.M. No. F. 6(1)-Rev. 1/75, dated 7-1-1977 (please *see* Manual of Pension Procedure) the amount of gross pension in the case of existing pensioners is also required to be enhanced with effect from 1-2-1977 in accordance with the provisions of paras 3 and 8 of the above mentioned O.M., with resultant adjustment in the pay.

2. * It has been decided that consequent upon the introduction of Revised National Scales of Pay, the pay of retired Government servants re-employed since before 1-5-1977 who have been drawing, or may elect to draw, pay in, or with reference to the National Scales of Pay shall, with effect from 1st May, 1977, be fixed in the relevant revised National Scales of Pay in the manner indicated below:-

- (i) In the case of a re-employed Government servant who has not attained the age of 60 years on 1-5-1977, the initial pay in the relevant Revised National Scale of Pay shall be fixed at the stage equal to, or if there is no such stage, at the stage next above, the amount arrived at by allowing an increase of 10% over the aggregate of the basic pay, which for this purpose shall be taken as inclusive of gross pension, i.e. pension before commutation and/or surrender, and the dearness allowances that would have been admissible thereon, but for these orders, on the 1st May, 1977. The pay so re-fixed shall then be reduced by the amount of gross pension and the amount of pension will continue to be drawn separately in addition to the pay so determined, subject to the condition that pay plus pension shall be limited to the maximum of the Revised National Scale of pay or the last pre-retirement substantive pay inclusive of dearness allowances, whichever is more.
- (ii) In the case of a re-employed Government servant who has already crossed the age of 60 years before

1-5-1977 and is thereby entitled to draw pension in addition to pay of the post *vide* this Division O.M. No.F.4(3)-R.7/76, dated 17-2-1976 (Annexure), the

*Subs *vide* Finance Division

O.M. No.F.1(4) Imp./77, dated 30-7-1977.

initial pay in the relevant Revised National Scale of Pay will be fixed as in (i) above on the basis of the pay he is entitled to draw in accordance with the above mentioned O.M., together with the dearness allowances subject to the pay so fixed not exceeding the maximum of the Revised National Scale of Pay. The amount of pension shall not figure in the calculation anywhere and shall in his case continue to be drawn separately in addition to the pay so fixed.

3. When the pay of an existing re-employed Government servant is fixed in the revised National Scale of Pay, the amount of Dearness Allowance, Special Dearness Allowance and Additional Dearness Allowance shall cease to be admissible with effect from 1st May, 1977.

4. In the case of a retired Government servant employed on or after 1-5-1977, the initial pay shall be fixed in the revised National Scale of Pay in accordance with the relevant orders for the time being in force, provided that the last pre-retirement pay in his case would be taken as inclusive of the amount of Dearness Allowance, Special Dearness Allowance and Additional Dearness Allowance, actually drawn or which would have been drawn, on the date of retirement.

5. For the purpose of grant of allowances, the pay or basic pay on which the allowances are to be calculated would, in addition to actual pay drawn, also include the amount of gross pension which had been taken into account for the purpose of determination of pay during the period of re-employment.

[Authority.- Finance Division O.M. No. F. 1(4)-Imp.11/77, dated 14-5-1977].

ANNEXURE

Copy of Finance Division O.M. No. F. 4(3)-R. 7/76, dated the 17th February, 1976.

SUBJECT:- *Fixation of pay, of retired civil servants re-employed in the Government of Pakistan and in Autonomous Bodies.*

A reference is invited to the Finance Division's O. M. No. F. 4 (7)Reg. 7/72, dated the 1st January, 1973 (Sl.No.36) read with O.M. No. F. 4(6)-Reg. 7/73, dated the 22nd August, 1974 and it is stated that according to the instructions issued therein the salary of a re-employed pensioner, as determined with reference to the scale of pay of the post to which he is appointed, is to be reduced by the amount of his gross pension. The position has been further reviewed and it has been decided that in partial modification of the instructions referred to above a retired civil servant who is re-employed after, or continues to be re-employed beyond, the age of 60 years, he may with effect from the date of his appointment or of attaining the age of 60 years, as the case may be, allowed to draw his pension in addition to the pay of the post.

2. The above decision will be applicable to retired Government servants appointed to posts, other than statutory posts, under Government or in Autonomous Bodies and Public Limited Companies in which Government hold controlling shares.

3. The pay of the existing re-employed pensioners of the above categories shall be re-fixed in accordance with these orders with effect from the date of issue of this Office Memorandum.

Sl. No. 41

Reference sub-clauses (i) (b) and (ii) (a) of clause II of para 1

of this Division's O.M. No. F. 4(4) Reg. 7/78, dated 20th March, 1980 (Sl. No. 38) laying down the method of fixation of pay of retired civil and military officers on appointment to posts in Government owned/controlled autonomous and semi- autonomous bodies. The position has been further reviewed with particular reference to re-employment against a post in an autonomous/semi-autonomous body or corporation included in Management Grades *vide* Finance Division O. M. No. F. 6(27) Imp. I/79, dated 30th April, 1980, and appointment to which is, by law, required to be made and the salary of which is required to be fixed, by the Federal Government. It is clarified that in the case of such re-employment, the re-employed officer, civil or military, shall be entitled to draw minimum of the rank/grade from which he has retired. In addition, he will be entitled to pension and pre-requisites attached to the management post concerned.

[Authority.- Finance Division O.M.No.F.4(4)-Reg.7/78-1520, dated 30-11-1980].

**Leave salary admissible
during re-employment**

Sl. No. 42

The Government servants who proceed on leave preparatory to retirement on voluntary premature retirement on proportionate pension on completing 25 years of qualifying service and re-employed during LPR under the Central or a Provincial Government or in an autonomous or semi-autonomous corporation or body set up by or under the control of the Central or Provincial Government or in a local body or Local Fund, will be entitled to leave salary, which shall be restricted to the amount of anticipated pension in accordance with Government decision below F.R. 69.

[Authority.- Finance Division O.M. No. F.2(59)-R.I/79, dated 22-7-1979, read with O.M. No. F. 2(59)-R.I/79, dated 5-7-1980].