

Sl. No. 24

Introduction of revised pension Application form CSR-25 and Forms S.156-A, S.156-B (Revised) (communication of Civil Pensions) and Forms S.156-C (Revised) Medical Examination.- Since the issue of Finance Division's O.M. No. F.12(11)/R.6/81, dated the 10-6-1982, some additional benefits have been allowed to the retiring government servants. As such it has been decided, in consultation with the Auditor General of Pakistan, to introduce a revised pension application Form CSR-25, a copy of which is enclosed. Ministries/Divisions/Departments/ Offices are requested to use the new Form invariably while dealing with the pension cases of retiring government servants.

2. The Department of Stationery and Forms is being requested to standardize the above Form so as to enable the Ministries/ Divisions/Departments/Offices to obtain future supply thereof from that Department.

[Authority:- Finance Division O.M. No.28(18)-Reg.(6)/86, dated 30-7-1987]

C.S.R. 25
Revised

PENSION PAPERS

OF

Mr./Mrs./Miss.
.....
Postal address
.....
.....

N.B.- Please read carefully the instructions contained in the Guide for Retiring Government servants and the Manual of Pension Procedures.

In the case of family pension for death while in service, page 2 will not be filled in and page 3 will be applicable.

APPLICATION FOR PENSION
AND/OR GRATUITY

PART I

(To be filled in and signed by the applicant himself/herself)

To

The

.....

.....

Sir,

have retired

I have the honour to say that I have been permitted to retire from service

am due to retire

on (Dated).....

I, therefore, request that the pension/ gratuity admissible under the rules may kindly be sanctioned to me.

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

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

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

5. I wish to draw my pension from the District Accounts Office/Treasury/Sub treasury/National Bank of Pakistan Branch. at.....(Place).

6. The following documents, duly, 10 attested, are enclosed:

- (a) Three specimen signatures of mine/two sets of my thumb and finger impressions on the prescribed form.
- (b) Three photographs of mine.
- (c) List of family members.

Your obedient servant,

Signature

: _____

S/o

: _____

W/o

: _____

D/o

: _____

Post held on the date of retirement : _____

Dated : _____

*Delete inapplicable alternative.

APPLICATION FOR FAMILY PENSION

(To be filled in and signed by the applicant himself/herself)

To

The -----

Dear Sir,

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

* Indicate relationship with the deceased Government servant.

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

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

4. I wish to draw my pension from the District Accounts Office
Government Treasury/Sub-Try.
National Bank of Pakistan Br.
at (place)

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

- (i) Three specimen signatures of mine duly attested/two sets of my thumb and finger impressions on the prescribed form.
- (ii) Three photographs of mine.*
- (iii) List and particulars of family members.
- (iv) Descriptive Roll.
- (v) Death Certificate.
- (vi) Non-remarriage and non-separation certificates.

Yours faithfully

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

			Y	M	D
From	to				
From	to				

Total:

* Entries 1, 2, 3, 4 and 17 should be made in Capital Letters.

10. Government under which service has been rendered, in chronological order;

Government of	from	to	<i>i.e.</i>
Government of	from	to	<i>i.e.</i>
Government of	from	to	<i>i.e.</i>

Total:

- 11. Class of pension or Gratuity applied for.....
- 12. Average emoluments/Last pay drawn of the post held on regular basis.
- 13. Proposed gross pension/Gratuity
- 14. Proposed family pension
- 15. Proposed value of commutation
- 16. Proposed net pension.....

*17. Place of District Account Office
Treasury/Sub Treasury.....

National Bank of Pakistan.....Br.....

18. Date from which pension is to commence.....

Official seal Signature of Head of

Office/Department

Name

Designation

SECTION (2).- *Calculation of qualifying Service*

Total length of service as
per Col. 10 of Section 1

Y M D

(1) Non-qualifying
service from, to

Period

Y M D

(i) Extraordinary leave

(ii) Unauthorized absence

(iii) Spell of service not
qualifying for pension under
Article 420,C.S.R.

Total (i)(ii) & (iii):

Net qualifying service

Add From to

_____ Period _____

Y M D

- (i) Periods, if any, of Military service or war service allowed to count for pension.
- (ii) Benefit of condonation of deficiency in total qualifying service.

Total(i)(ii): _____

Total qualifying service

Section (3).- Calculation of "Average Emoluments" under para 3(a)/(b) of LPR 1977.*

Statement of Emoluments During the Last 36/12 months

Period		Duration		Monthly rate		Account Drawn	
From	To	M	D	Rs.	Ps.	Rs.	Ps.

_____The total emoluments for 36/12 months are;
Therefore "Average Emoluments".work out to Rs. $\div 36/12 =$ Rs. PM

SECTION (4).- Calculation of Pension

Length of total qualifying service _____ Years
Emoluments/Average Emoluments/

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

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

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

*Please see relevant rules/orders before filling in this section.

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

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

Total Rs.....

Commutation Rs.....

Net Pension Rs.....

SECTION (5).-Commuted Value of Pension

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

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

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

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

SECTION (6).-Orders of the Sanctioning Authority

1. The undersigned is satisfied that the service ofhas been satisfactory. The grant of full pension and/or gratuity which the Audit Officer may find to be admissible under the rules is hereby sanctioned.

OR

The undersigned is satisfied that the service of..... has not been satisfactory and it has been decided that the full pension and/or gratuity found by the Audit Officer to be admissible under the rules should be reduced by the specific amounts or percentage given below :-

Amount or percentage
of reduction in pension

Amount or percentage
of reduction in gratuity

Sanction is hereby accorded to the grant of pension and/or gratuity as reduced.

2. The payment of pension and/or gratuity may commence fromBefore issuing the pension payment order, the Audit Officer may kindly ascertain whether the Last Pay and No Demand Certificates have been received by him. In case the Last Pay Certificate and/or No Demand Certificate has/have not been received with the pension papers, the Audit Officer should issue P.P.O. subject to the production of the last pay certificate and/or an undertaking, at the time of first payment of pension/gratuity, by the pensioner or his family (in case of his death) to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recovered from him/her.

Signature

Official Seal

Designation

(FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE)

- I. The calculations contained in the preceding pages have been checked.
- II. Length of qualifying service accepted in Audit Yrs
- III. Reasons for difference, if any, between this and the length of qualifying service worked out by the Department.
- IV. Amount of pension Rs.....
- V. Reasons for discrepancy, if any, between this amount and that calculated by the Department.
- VI. Amount of family pension. Rs.....
- VII. Reasons for discrepancy, if any, between this amount and that calculated by the Department.
- VIII. Amount of commutation for the pension commuted. Rs.....
- IX. Reasons for discrepancy, if any, between this amount and that calculated by the Department.
- X. Amount of net pension payable. Rs.....
- XI. The pension will commence from
- XII. Allocation of the pension and gratuity

	Pension	Gratuity
Government of.....		
Government of.....		
Government of.....		
Defence Estimates.....		

Total:

- XIII. Anticipatory pension of Rs.....(Rupees.....) per month, granted with effect from.....*vide* P.P.O. No..... Under rule....to be adjusted in the final P.P.O.
- XIV. Amount of original pension commuted Rs.....
- XV. Checked with the L.P.C. and "No Demand Certificate".
- XVI. P.P.O. issued *vide* No.....dated.....

Assistant Accountant General

Assistant Accounts Officer

S-156

FORM A

COMMUTATION OF CIVIL PENSIONS

SECTION I.--FORM OF APPLICATION

I.....desire to commute Rs.....of my pension of Rs..... Ps..... a month. I certify that I have correctly furnished the following particulars as required:-

Place.....	Signature.....
Date.....	Designation.....
	Address.....

1. Date of birth.
2. Date of retirement.
3. Amount of pension to be commuted.
4. (a) portion of pension already commuted.
(b) particulars of any application for commutation of pension ever been rejected, or ever accepted/ declined to accept commutation of pension on the basis of an addition of years to the actual age recommended by

the medical authority.

- 5. District Accounts Office/Treasury/Sub-Treasury/Branch of the National Bank of Pakistan from where commutation money is to be drawn.
- 6. If drawing pension abroad, which Accounts Officer issued the authority for payment of pension.
- 7. If already drawing pension, quote the number and date of the pension Payment Order and the name of District Accounts Office/Treasury/Sub-Treasury/Branch of the National Bank at where drawn.
- 8. Without prejudice to the direction of the sanctioning authority, from what date approximately this commutation shall have effect? (See Rule 6 of the Civil Pension Commutation Rules).
- 9. *Station at which medical examination is preferred.

Place..... Signature.....
 Date.....

To

The _____ (here enter the designation

 _____ and Address of the Accounts

 _____ Officer).

SECTION II

FORWARDED TO.....
 (here enter the designation and address of
 the sanctioning authority).

2. Subject to the medical authority's recommending

commutation, the lump-sum payable will be as stated below :-

Sum payable, if the commutation age, becomes absolute before the applicant's next birthday, which falls on _____	On the basis of normal i.e _____ Years, Rs. Do. Do. <i>Plus</i> 1 year, i.e ___ years. Rs. Do. Do. <i>Plus</i> 2 years, i.e ___ years. Rs. Do. Do. Do. <i>Plus</i> 3 years, i.e ___ years. Rs. Do. Do. <i>Plus</i> 4 years, i.e ___ years. Rs. Do. Do. <i>Plus</i> 5 years, i.e ___ years. Rs.
--	---

Note 1.*To be filled only

if commutation is applied for after one year of the date of retirement.

2. If the commutation is applied within one year of the date of retirement, the accounts Officer will authorize the commutation admissible and the form will not be forwarded to the authority competent to sanction pension.

Sum payable, if the commutation becomes absolute after the applicant's next birthday but before his next birthday but one.	On the basis of normal age, i.e _____ Years, Rs. Do. Do. <i>Plus</i> 1 year, i.e ___ years. Rs. Do. Do. <i>Plus</i> 2 years, i.e., ___ years. Rs. Do. Do. <i>Plus</i> 3 years, i.e ___ years. Rs. Do. Do. <i>Plus</i> 4 years, i.e ___ years. Rs. Do. Do. <i>Plus</i> 5 years, i.e ___ years. Rs.
--	--

3. The sum payable will be a charge on:-

Federal revenues.....	Rs.....
the Government of.....	(Provincial Govt.)
	Rs.....

Station.....

Dated

Signature and designation of
Accounts Officer.

S. 156-B. (REVISED)

FORM " B "

SECTION I

Subject to the medical authority's recommending commutation and the conditions prescribed in Section II of this Form, the lump-sum payable will be as stated below :-

Sum payable, if the commutation becomes absolute before the applicant's next birthday which falls on _____	On the basis of normal age, i.e. _____ Years, Rs.	
	Do.	Do. <i>Plus</i>
	1 year, i.e. ___ years. Rs.	
	Do.	Do. <i>Plus</i>
	2 years, i.e., ___ years. Rs.	
	Do.	Do. <i>Plus</i>
Sum payable, if the commutation becomes absolute after the applicant's next birthday but before his next birthday but one.	3 years, i.e. ___ years. Rs.	
	Do.	Do. <i>Plus</i>
	4 years, i.e. ___ years. Rs.	
	Do.	Do. <i>Plus</i>
	5 years, i.e. ___ years. Rs.	
	Do.	Do. <i>Plus</i>

Sum payable, if the commutation becomes absolute after the applicant's next birthday but before his next birthday but one.	On the basis of normal age, i.e. _____ Years, Rs.	
	Do.	Do. <i>Plus</i>
	1 year, i.e. ___ years Rs.	
	Do.	Do. <i>Plus</i>
	2 years, i.e. ___ years. Rs.	
	Do.	Do. <i>Plus</i>
Sum payable, if the commutation becomes absolute after the applicant's next birthday but before his next birthday but one.	3 years, i.e. ___ years. Rs.	
	Do.	Do. <i>Plus</i>
	4 years, i.e. ___ years. Rs.	
	Do.	Do. <i>Plus</i>
	5 years, i.e. ___ years. Rs.	
	Do.	Do. <i>Plus</i>

Station _____

Signed.....

Signature and designation

of Accounts Officer.

Date.....

SECTION II

The commutation for a lump sum payment of the pension of..... is administratively sanctioned on the basis of the report of the Accounts Officer contained in Section 1 above. The table of present values, on the basis of which the calculation in the Accounts Officer's report have been made, is subject to alteration at any time without notice, and consequently they are liable to revision before payment is made. The sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute or, if the medical authority directs that years, shall be added to that age, to the consequent assumed age.

2. The
(here enter the designation and address of the Chief
Administrative Medical Officer).

has been requested to arrange for the medical examination and inform Mr..... direct where and when he should appear for the examination. He should bring with him the enclosed Form C with the particulars required in Section 'I' completed except for the Signature.

Station..... Signature.....
Dated..... Designation.....
To.....
(the name and
.....
address of the
.....
applicant).

SECTION III

Administrative sanction of..... is accorded to the above commutation. A certified copy of paragraph 2 of Section II of the form has been forwarded to the applicant in From B.

Place..... Signature.....

Date.....Designation.....

Forwarded to
(here enter the designation and address of

the Chief Administrative Medical Officer).

.....in original on with the request that he will arrange for the medical examination of the applicant by the proper medical authority as early as possible within three months from the (here enter the date of retirement) and inform the applicant direct in sufficient time where and when he should appear for the examination.

(Signature and designation of the sanctioning authority)

With one copy of Form C and an extra copy of Section III of that Form.

Annexure V
S. 156-C (REVISED)

FORM 'C'

MEDICAL EXAMINATION BY THE.....

(here enter the medical authority)

SECTION I

Statement by the applicant for commutation of a portion of his pension. The applicants must complete his statement prior to his

examination by the.....
(here enter the medical authority)
and must sign the declaration appended thereto in the presence of the
authority.

A. Form to be filled in by applicant.

1. State your name in full.
(in BLOCK letters).
2. State place of birth.
3. State your age and date of birth.
4. Furnish the following particular concerning your family.

Father's age if dead, living, and state cause of health.	Father's age at death and cause of death	Number of brothers living, their ages and state of health	Number of brother their ages at and of death.
--	---	---	---

Mother's age if living and state cause of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages at and of death.
---	--	--	---

5. Have any of your near relations suffered from tuberculosis (consumption, scrofula), cancer, asthma, fits, epilepsy, insanity or any other nervous disease ?

6. Have you ever been abroad. Where and for what period and how long since ?

7. Have you ever served in the Navy, Army, Air Force, or in any Government Department ?

8. Have you ever been examined :-

- (a) for life Insurance, or/and
- (b) by any Government Medical Officer or Medical Board, Civil or Military? If so, state details and with what result?

9. Have you ever :-

- (a) had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks rheumatism, appendicitis, epilepsy, insanity, or other nervous disease, discharge from or other disease of the ear, syphilis, gonorrhoea, or
- (b) Had any other disease or injury which required confinement to bed or medical or surgical treatment, or
- (c) Undergone any surgical operation.

10. Have you rupture ?

11. Have you varicocele, varicose veins or piles ?

12. Is your vision in each eye good ?

13. Is your hearing in each ear good ?

14. Have you any congenital or acquired malformation, defect or deformity?

15. When were you last vaccinated ?

16. Is there any further matter concerning your health not covered by the above questions which should be communicated to the medical authority.

declaration by applicant

(To be signed in presence of the medical authority)

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

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

I am fully aware that by wilfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for and of having my pension with-held or withdrawn under Article 351 of Civil Service Regulations.

Signed in presence of

Applicant's signature

*Signature and designation of
medical authority.*

SECTION II

(To be filled in by the examining medical authority)

1. Apparent age.
2. Height.
3. Weight.
4. Girth of abdomen at level of umbilicus.
5. Pulse rate :-
 - (a) Sitting.
 - (b) Standing.What is character of pulse ?
6. What is condition of arteries ?
7. Blood pressure
8.
 - (a) Systolic.
 - (b) Diastolic.
9. Is there any evidence of disease of the main organs ?

- (a) Heart.
- (b) Lungs.
- (c) Liver.
- (d) Spleen.
- (e)
-

- 10. Does chemical examination of urine show :
(i) Albumen, (ii) Sugar ? State specific gravity.
- 11. Has the applicant a rupture ? If so, state the kind and if reducible.
- 12. Describe any scars or identifying marks.
- 13. Any additional information.

SECTION III

I/We have carefully examined.....and am/are of opinion that

.....
 is _____ has the prospect of an average
 He ___ in good bodily health and
is not _____ duration of life.
 is is not a fit subject for commutation
 suffering from _____ and

his age for the purpose of commutation, i.e., his age next birthday should be taken to be _____ years more than his actual age.

Station
Dated-

*(Signature and designation of
examining medical authority).*

CERTIFICATE REQUIRED UNDER ARTICLE 922 OF THE
CIVIL SERVICE REGULATIONS

WHEREAS the Government of Pakistan has consented provisionally, to advance to me the sum of Rs..... (Rupees) a month, in anticipation of the completion of the enquiries necessary to enable the Government, to fix the amount of my pension/gratuity, I, son of..... Ministry of Finance, Islamabad/Rawalpindi/ Karachi do hereby acknowledge that in accepting this advance, I fully understand that my pension is subject to revision on the completion of the necessary formal enquiries, and I promise to base no objection to such revision on the ground that the provisional pension now to be paid to me exceeds the pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension to which I may be eventually found entitled.

Signature.....

Dated :-

Witness :

- (1).....
-
- (2).....
-

DECLARATION UNDER ARTICLE 920(I) C.S.R.

In case the amount of pension/gratuity sanctioned to me is found to be in excess of that to which I am entitled to, under the rules I undertake to refund such excess, when called upon to refund such excess.

Station.....
 Dated.....
 Signature.....

Address.....

Attested

DECLARATION UNDER ARTICLE 911 C.S.R.

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 gratuity is claimed herein nor shall I submit application hereafter without quoting a reference to this application and to the order which may be passed thereon.

Station.....
Dated.....
Signature.....
Address.....

Attested

UNDERTAKING REQUIRED UNDER MINISTRY OF
FINANCE NOTIFICATION No.S.R.O.144(K)/65
(No.F. 1(7)R.I/64, DATED THE 1-3-1965).

I..... son of Finance Division,
Islamabad/Karachi give an undertaking that I will not take part in
politics during the first two years after my retirement on.....

Signature.....
Station.....
Dated Designation.....
Address.....
.....

UNDERTAKING

WHEREAS, I.....s/o going to retire/have retired
on..... from the post of..... Finance Division and enquiries
has not yet been completed regarding Government dues, if any
outstanding against me I hereby undertake and give my consent to the

recovery of any Government dues found outstanding against me within one year from the date of issue of Pension Payment Order to me from the Gratuity/Pension admissible to me under the rules.

WITNESS:

- 1
-
- 2
-

Signature.....
Date.....

Attested

Specimen signature of.....
..... Finance Division, Islamabad.

- 1.
- 2.
- 3.
- 4.

Attested

Sl. No. 25

(i) Counting of Extraordinary Leave and Suspension.- As in the existing rules, the period of extraordinary leave shall not be treated as qualifying service for pension but only as a bridge between the two periods of qualifying service. Interruption in service due to other reasons may be condoned provided such interruption is not due to any fault or wilful act of the government servant, like unauthorized absence, resignation or removal from service. Interruption due to removal on account of reduction and retirement of the post shall however be deemed to have been condoned. The periods of such interruptions shall not, however, count as qualifying service for pension. The action in respect of break in service should be completed by the head of the administrative Division or Department before forwarding the papers to the Audit Office.

(ii) All periods of suspension followed by reinstatement should qualify for pension regardless of the fact whether the government servant was or was not allowed full pay and allowances for the period of suspension. In other words, the mere act of reinstatement should be deemed to have rendered the period of suspension as qualifying for pension.

[Authority.-Paras 1(i) and (j) of Finance Division O.M.No.F.5(l)-Reg.(6)/77, dated 24-2-1977].

Sl. No. 26

Simplification of pensions sanctioning Procedures.- Reference Finance Division's Office Memorandum No. F. 5(l) Reg. (6)/77, dated the 24th February, 1977, notwithstanding the various measures taken and the orders/instructions issued from time to time for simplifying pension sanctioning procedures, it has been observed that the expected improvement has not taken place to the extent desired and settlement of pension cases continues to be delayed. The question of carrying out further improvements in the existing procedure for prompt sanctioning of pension has been considered, in compliance with the directive of the President, and the following decisions have been taken:-

- (a) *Reckonable emoluments* .- The following shall be treated as emoluments reckoning for pension under Article 486, Civil Service Regulations :
- (i) Pay as defined in FR 9(21) (a) (i).
 - (ii) Senior Post Allowance.
 - (iii) Special Pay of all types and nature.
 - (iv) Personal Pay.
 - (v) Technical Pay.
 - (vi) Dearness Allowance.
 - (vii) Increments accrued during Leave Preparatory to Retirement.
 - (viii) Any other emoluments which may be specially classed as pay.

(b) *Rules Regarding Qualifying Service.*-In partial modification of the existing rules, it has been decided as under:-

- (i) Any interruption in the service of an officer entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed by reinstatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
- (ii) The authority who sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.

(c) *Verification of Service and Computerization of Accounts:-*

- (i) In order to deal with the existing outstanding pension cases in which the entries relating to previous fixation of pay or verification of service are missing, it shall be incumbent upon the last Audit and Account Officer dealing with a pension case to verify the same *himself* on the basis of the available record without referring the case to any other audit and account office.
- (ii) The verification of qualifying service of all government servants should be completed by the administrative and audit authorities concerned within 12 months of the issue of these orders, in accordance with the rules regarding qualifying service.
- (iii) The salary accounts of the government servants, if not computerized so far, should be

computerized immediately and completed within 12 months of the issue of these orders.

- (iv) The computer slip should be modified to indicate upto-date qualifying service and the status of government servants, *i.e.*, 'temporary', 'permanent' or 'substantive', as well as the name of the nominee for the purpose of gratuity. These entries will be considered as duly audited.
 - (v) In case any of the salary accounts remains uncomputerised after 12 months of the issue of these orders, the audit and account authorities should issue an up-to-date qualifying service certificate to each government servant and, thereafter, such a certificate be issued every year till the audited qualifying service is reflected in the computer pay slip. The audit and accounts authorities should also give a certificate that valid nomination papers regarding gratuity are held by them.
- (d) *Recovery of Leave Salary and Pension Contributions.*- (i) In the case of government servants on deputation to foreign service within Pakistan or abroad, the leave salary and pension contributions shall be paid by the foreign employers. In case of non-payment of these contributions by the foreign employers in time, the matter will be taken up by the administrative authorities with the foreign employer concerned, but the finalization of pension cases shall not be held up nor shall the qualifying service of the government servants concerned be reduced on that account.
- *[(ii) In those cases of the government servants, already on deputation to foreign service, where the leave salary

and pension contributions are payable by the government servants themselves, in accordance with their terms of deputation, and they fail to do so, the period of deputation will be considered as non-qualifying and a break in their service].

Note.- In terms of the Finance Division No.F.5(5)-Reg. 7/79-1407 dated 15th December, 1981 no leave salary contributions are payable by or recoverable from Government servants while on deputation on foreign service.

- (e) *Anticipatory Pension.-* Administrative as well as audit and account authorities must exercise the power to sanction anticipatory pension, whenever required, to avoid any delay in the payment of pension.
- (f) *No Demand Certificate.-*The finalization of pension cases should not be held up for want of 'No Demand Certificate' from the Estate Office. However, the Head of Department or office should alert the Estate Office at least six months before the retirement of the government servant to bring the rent accounts up-to-date and to notify the outstanding dues in respect of the last accommodation occupied by the government servant within 15 days of the date of his retirement. If any government dues are found to be outstanding against a pensioner within one year from the date of issue of the PPO, the matter shall be referred to

*Added *vide* Finance Division O.M. No.F.6(4)Reg.(6)/79, dated 22-4-1981 .

the Head of Department for orders, before any recoveries are actually effected from the pensioner.

- (g) *Last Pay Certificate.-*It shall be mandatory for the Drawing and Disbursing Officers and audit and accounts authorities to issue Last Pay Certificate

within 15 days of the date of retirement of a government servant.

- (h) *Rule of Proportion.*-The `Rule of Proportion' and the other associated rules and accounting instructions shall continue to be operative and the apportionment of pensionary liability between the various Departments and Federal/Provincial Governments, as the case may be, shall be made by the Audit and Accounts Officer issuing the Pension Payment Order. Finalization of pension cases shall not be held up on this account. If there is any dispute with regard to the apportionment of pensionary liability, the matter should be sorted out by the Audit and Accounts Officers involved.

2. The existing rules shall be deemed to have been modified to the extent indicated above.

3. These orders shall take effect from 1st March, 1981.

[Authority.-Finance Division O.M. No. F 6(4)-Reg. (6)/79, dated 22-3-1981].

Sl. No. 27

Steps to be taken by the Authorities concerned and the Retiring government Servant for timely sanction of Pension.- In spite of instructions issued from time to time in connection with expeditious settlement of pension cases, complaints are still being received by the Wafaqi Mohtasib Secretariat. The Wafaqi Mohtasib has been pleased to order that Finance Division should issue suitable instructions to all concerned to eradicate inordinate delay in the payment of pension etc. indicating suitable measures including disciplinary action which may be invoked against the defaulter in case of inordinate delay.

2. Under CSR-906 all authorities dealing with the application for pension, should bear in mind that delay in the payment of pension

involves peculiar hardships, it is essential to ensure that the retired employee should be able to receive his pension on the date on which it becomes due. In terms of CSR-907 every employee shall submit a formal application for pension in Part-I of CSR-25. The employee should, in his own interest, submit his formal application for pension to the departmental authority concerned six months in advance of the date of his actual or anticipated retirement:-

Provided -

- (i) in cases in which the date of retirement cannot be foreseen six months in advance the application shall be submitted immediately after the date of retirement is settled; and
- (ii) an officer proceeding on leave preparatory to retirement in excess of six months, shall submit the application at the time of proceeding on such leave.

Further action is to be taken by department and the audit office concerned.

3. For expeditious disposal of the pension cases instructions were issued to all Ministries/Divisions/Departments *vide* Finance Division O.M.No.F.6(4)/R.6/79, dated 22-03-1981. The authorities concerned are required to forward the pension case of the retired Government servant to the audit office concerned complete in all respects and with the documents mentioned in (Annex).

4. As regards commutation of pension, it is admissible subject to medical examination if commutation is applied by an employee retired on invalid pension and also by a retired employee who applies for commutation after one year of retirement. He is required to apply for commutation on the prescribed Form S-156(A), 156(B) and 156(C). The medical authorities should examine the retired Government servant and then pass on their recommendations to audit office concerned for necessary action.

5. Ministries/Divisions/Departments/Audit Offices are requested to bring to the notice of all concerned including

Government servants the above instructions and ensure expeditious settlement of pension cases of the retired Government Servants/families of deceased Government Servants. In case of inordinate delay strict disciplinary action may be initiated against the defaulter as ordered by the Wafaqi Mohtasib.

[Authority .- Finance Division O.M. No. F.13(4)/R.6/89, dated 24-1-1991].

Annexure

Dated

Ministry/Division/Department/
Office of the _____

To _____

SUBJECT: Grant of pension/gratuity to

Sir,

I am directed to forward herewith the pension papers in respect of Mr/Mrs/Miss _____ as detailed below:-

1. Service Book (where necessary).
2. The Last Pay Certificate showing him paid upto_____
3. No Demand Certificate of the Department.
4. No Demand Certificate of the Estate Office.
5. An undertaking from the retiring/retired Government servant/entitled member of his family for refund of government dues from pension. (If certificates at serial Nos. 3 & 4 are not available).
6. A certificate that leave salary/pension contribution for the period from _____ to _____ was duly recovered and credited to the Government.

- In case of family pension (
- 7. Form C.S.R. 25 (in duplicate).
 - (8. Death Certificate in Original.
 - (9. List of Family Members.
 - (10. A certificate to the effect that the widow was not judicially separated during life time of her husband and that she has not re-married. (
 - (11. Descriptive roll of the widow/Family members. (
 - (12. Specimen signature/thumb impression of the widow duly attested.
 - (13. In the absence of nomination for gratuity, necessary sanction authorizing somebody to receive the share of minor child/children, if any, may be issued in terms of Ministry of Finance O.M. No. F.12(2)-R I(1)/57 dated 28.02.1957 and of even number dated 09.06.1957.

In case of invalid original pension.

- 14. Invalid certificate in original.*
- 15. Three photographs duly attested.
- 16. Office Order/Notification regarding retirement.

Your obedient servant,

Signature: _____

Designation: _____

Sl. No. 28

Speedy finalization of Pension cases.- As you are aware, the

Government attaches great importance to speedy finalization of pension cases, and measures have been taken to achieve the same, by simplifying the present procedure. Improvements, however, have been minimal. It is, therefore, necessary that all out efforts may be made to process pension cases.

2. The relevant instructions stipulate that pension payment order be issued a month before retirement in normal cases and within three months of the event in cases where pre-mature, compulsory or voluntary retirement is involved and the sanctioning authority should send pension papers complete in all respects to the Audit Office, six months before the retirement date. This practice, however, is not being adhered to hence causing excessive delay's in issuance of PPO.

3. It will be appreciated if the pension cases are sent within the prescribed time schedule complete in all respects. In the instances, where delays are un-avoidable, anticipatory pension cases may be sent to Audit Office, keeping in view the provisions of Article 922 of CSR read with CSR 926. For this purpose necessary instructions may kindly be issued in your Ministry/ Division/Attached department/Sub-ordinate offices, under your control.

[Authority:- AGPR letter No.PN.II/General-Orders/95-96/2379, dated 20-5-1996].

**Grant of full pension to
Government Servants retired
after completion of 25 years
Service**

Sl. No. 29

In pursuance of the President's directive on simplicity, austerity and economy it was decided that the cases of government servants who had completed, or would complete 25 years service qualifying for pension and other retirement benefits on 31st December, 1979, should be reviewed and those who had outlived their usefulness for retention in service for one reason or the other should be retired in terms of section 13 of the Civil Servants Act,

1973. In view of this, the President has been pleased to decide that the government servants who have been, or may be, retired as a result of above review of their service career shall be granted full pension admissible after completion of 30 years of qualifying service, even if the length of qualifying service in any such case falls short of 30 years, provided that this concession will not be allowed to persons retired on grounds of reputation of corruption or living beyond means or involvement in financial irregularities or persistent indifferent record.

2. The above concession will not be admissible in the case of government servants retired compulsorily after 31st December, 1980.

[Authority.-Finance Division O.M. No. F. 12(4)-Reg.6/80-2013, dated 28-12-1980].

Sl. No. 30

In continuation of the Finance Division O.M. No. F. 12 (4)-Reg.(6)/80-2013 dated the 28th December, 1980, it is clarified that the concession would also be admissible to all such government servants who were retired under section 13 of the Civil Servants Act, 1973, and who had proceeded on L.P.R. on or before 31st December, 1980, but have actually retired from government service after 31st December, 1980, on the expiry of their L.P.R.

[Authority.-Finance Division O.M. No. F. 12 (4)-Reg.(6)/80, dated 24-3-1981].

Incentives to Civil Servants to Proceed on Leave Preparatory to Retirement after Completion of 25 years service

Sl. No. 31

The matter of allowing retirement benefits to superannuating government servants and provision of additional incentives to civil officers in BPS-21 and 22 who volunteer to retire on completion of 25 years qualifying service or more has been under active consideration of the Government.

2. On the recommendation of the Committee set up by the Government for the purpose the President has been pleased to approve the following retirement benefits to superannuating government servants with effect from 1st February, 1991:-

(A) *Retirement benefits to Superannuating Government servants.*

- (i) retention of government accommodation allotted to government servant after his retirement upto the date of his superannuation plus 6 months. In case the retired government servant dies during this period, this facility may also be extended to the family of the deceased for the corresponding period;
- (ii) A retiring government officer may be permitted to undertake private job (except a job under foreign government) or to carry on private business in partnership with other party during LPR and thereafter. Such permission be given by the Government liberally;
- (iii) A retiring government officer in BPS-20, 21 and 22 would be allowed a special additional pension equal to the admissible pre-retirement orderly allowance for these grades.

(B) *Additional incentives for BPS 21-22 officers to retire on completion of 25 years of service.*

The incentives at (A) above will be available to all such officers. In addition the following additional incentives will be available to all civil officers in BPS 21 and 22 who opt to retire on completion of 25 years of service or more :-

- (i) Maximum limit of one year LPR will be relaxed in their cases. Leave at full pay will be calculated at four days per month of service, less leave on full pay availed during the service. The balance would be allowed as LPR on full pay;
- (ii) On retirement after LPR, they should be entitled to pension calculated on their services on the date of proceeding LPR, plus LPR availed plus a grace period of two years.
- (iii) For purpose of commutation, the factor relevant to actual age on conclusion of LPR will be applied.

Necessary amendment/modification in the existing leave/pension will be issued separately.

[Authority.- Finance Division O.M. No. F.1(8)-R.4/89, dated 21-2-1991].

Sl. No. 32

On the recommendations of the Committee set up by the Government for the purpose, the President has been pleased to approve that all civil officers in BPS 21 and 22 who opt to retire on completion of 25 years service or more, shall be allowed the following benefits with effect from 19.2.1991:-

- (i) Maximum limit of one year LPR will be relaxed in their case. Leave at full pay will be calculated at 4 days per month of service, less leave on full pay availed during the service. The balance would be allowed as LPR on full pay;
- (ii) On retirement after LPR, they should be entitled to pension based on their service as on the date of proceeding on LPR plus LPR availed plus a grace

period of 2 years; provided the above period does not exceed the age of superannuation prescribed in section 13 of the Civil Servants Act, 1973;

- (iii) For purpose of commutation, the factor relevant to actual age on conclusion of LPR will be applied as under existing rules/orders.

2. On retirement, a Government Officer in BPS-20, 21 and 22 would be allowed a special additional pension equal to the admissible pre-retirement orderly allowance.

[Authority.- Finance Division O.M.No.F.1(2)/Reg(6)/91, dated 29-9-1991].

Grant of increase in pension

Sl. No. 33

Grant of increase in pension to Civil Servants.- In supersession of Finance Division (Regs Wing-II) O.M. No. F.6(3)/R.6/91 dated 22nd August, 1991 regarding grant of *ad hoc* increase in pension to the pensioners of the Government of Pakistan, the President has been pleased to grant the benefits as follows.

2. Pensioners who retired prior to 1st May, 1977 be allowed an increase in pension w.e.f. 1.6.1991 at 20% on existing pension (inclusive of *ad hoc* increases). All pensioners be allowed increase in their pension at the rate of 12% w.e.f. 1.6.1991. For pensioners who retired before 1.5.1977, this increase will be over and above the increase of 20% mentioned above.

- (i) The above increase will not be admissible to those retired on or after 1.6.1991.
- (ii) For the purpose of admissibility of the *ad hoc* increase sanctioned in this O.M. the term "Pension" means pension before commutation and/or surrender of 1/4th for gratuity plus dearness/*ad hoc* increases/

Indexation/Ad hoc Relief in pension sanctioned from time to time.

- (iii) The *ad hoc* increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954 Liberalized Pension Rules, 1977, on pension sanctioned under the Central Civil Services(Extraordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.
- (iv) If the gross pension sanctioned by the Federal Government is shared with any other government in accordance with the rules laid down in Part-IV of Appendix III to the Accounts Code, Volume I, the amount of the *ad hoc* increase will be apportioned between the Federal Government and the other Government concerned on proportionate basis.
- (v) Commutation/Gratuity of any part of *ad hoc* increase will not be permissible.
- (vi) In the case of re-employee pensioners, the *ad hoc* increase sanctioned in this Office Memorandum shall not be admissible to them during the period of their re-employment.
- (vii) The benefit of *ad hoc* increase sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15.8.1974 and are not entitled to, or are not in receipt of pension increase under the British Government's Pension(Increases) Act. The payment will be made at the existing official rate of exchange.

3. Government servants who have retired on or after 1.7.1990 till the introduction of revised pay scales *i.e.* 1.6.1991, be allowed pension/ commutation on the basis of pay that would have been

admissible to them had the pay revision been effected on the date of their retirement, discounted by 12%.

4. Pension shall be calculated for all pensioners for time to time in accordance with the latest rules.

5. The above benefits will also be admissible on family pension.

[Authority.- Finance Division O.M. No. F.6(4)/Reg(6)/91, dated 3-10-1991].

Sl. No. 34

Grant of Increase in Pension to Civil Pensioners of the Federal Government as well as Retired Armed forces Personnel.-The President has been pleased to sanction with effect from 1.7.1995 increase in pension to all civil pensioners of Federal Government including those paid from Defence Services Estimates as well as retired armed forces personnel at the rates as follows:-

Increase in pension

i)	Pensioners retired upto 30.4.1977	15%
ii)	Pensioners retired between 1.5.1977 to 31.5.1991	10%
iii)	Pensioners retired between 1.6.1991 to 31.5.1993	5%

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

3. The increase in pension will also be admissible on family pension granted under the Pension-*cum*-Gratuity Scheme, 1954 Liberalized Pension Rules, 1977, on pension sanctioned under the Central Civil Services (Extraordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

4. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in Part-IV of Appendix-III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

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

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

7. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15.8.1947 and are not entitled to, or are not in receipt of pension increase under the British Government's Pension (increases). The payment will be made at the existing official rate of exchange.

[Authority:-Finance Division O.M.No.4(5)-Reg.6/95, dated 29-6-1995].

Sl. No. 35

Grant of increase in Pension to civil pensioners of the Federal Government as well as Armed Forces Personnel retired in BPS 1 to 16.- The President has been pleased to sanction with effect from 1.3.1997 an increase @ 10% in pension to civil pensioners of Federal Government including those paid from Defence Services Estimates as well as Armed Forces personnel retired in BPS 1-16.

[Authority:- Para 1 of Finance Division O.M. No.F.4(3)-Reg.6/97, dated 11-3-1997].

Sl. No. 36

It is hereby clarified that:-

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

[Authority:- Para 2 of Finance Division O.M.No.F.4(3)-Reg.6/97, dated 29-3-1997].

Sl. No. 37

Grant of increase in Pension to civil pensioners of the Federal Government including civilians paid from Defence Estimates.-The President has been pleased to allow increase in pension with effect from 1st July, 1999 to civil pensioners of the Federal Government including civilians paid from Defence Estimates at the following rates:

Increase in Pension

- (i) Pensioners in 25%
BPS 1 to 16
- (ii) Pensioners in 20%
BPS 17 & above.

2. For the purpose of admissibility of the increase in pension sanctioned in this O.M. the term "Pension" means pension before commutation and/or surrender of 1/4 for gratuity plus dearness/*ad hoc* increases/indexation/*ad hoc* relief in pension sanctioned from time to time. Gross pension of retired Government employees would not be less than Rs.300/- per month and in the case of family pension

not less than Rs.150/- per month for the purpose of calculation of the above increase.

3. The increase in pension will also be admissible on family pension granted under the Pension-*cum*-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the Central Civil Service (Extraordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

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

5. If the gross pension sanctioned by the Federal Government is shared with any other Government in accordance with the rules laid down in part IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

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

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

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

[Authority:- Finance Division O.M.No.F.4(1)-R.6/99, dated 23-7-1999].

**Issue of Pension
Payment Orders**

Sl. No. 38

- (a) The pension payment order should as a rule be issued.-
- (1) in the case of normal retirement, one month before retirement and
 - (2) in the case of premature, voluntary or compulsory retirement or death, within three months from the date of the event.
- (b) If for any reason it is apprehended that the pension payment order cannot be issued within the prescribed time, a provisional order authorizing payment of 80 per cent of the admissible pension should be issued by the competent authority without referring the case to the Audit Officer within one month of the expiry of the prescribed time *i.e.*, in the case of normal retirement the provisional orders must be issued within two months from the date of retirement and in the case of compulsory retirement or death within four months from the date of the event.

[Authority.-Para 1 (h) of Finance Division O.M.No.F.5(l)-Reg.(6)/77, dated 24-2-1977].

Payment of Pension

Sl. No. 39

Payment of Pension through National Bank of Pakistan.-With a view to further facilitating the drawal of their monthly pensions by retired Government servants, it has been decided that the payment of

pensions will also be allowed at all branches of the National Bank of Pakistan. This arrangement will take effect from the 1st September, 1977 and the pensioners at their option can choose either to continue to draw their pension from the Treasury Officer or District Accounts Officer, as the case may be, as hitherto or to draw it from a branch of the National Bank of Pakistan of their choice.

[Authority.-Finance Division letter No. F. 3(9)-IF,IX/77-660, dated 13-8-1977].

Sl. No. 40

Remittance of small pensions through Postal Money Orders at Government expense.-The position at present is that small pensions upto *Rs.500.00 per mensem can be drawn by pensioners at their option and expense through Postal Money Orders. In order to provide greater facility to small scale pensioners, the President has been pleased to decide that, with immediate effect, Central pensioners drawing pensions upto Rs. 30.00 per mensem will be allowed to draw their pensions at the expense of the Central Government. Necessary amendment to the relevant rules is being made separately.

[Authority.-Finance Division O.M.No.F.4(3)-RI/64, dated 11-2-1965].

Sl. No. 41

The expenditure incurred by Government in connection with the remittance of small pensions through Postal Money Orders, including the expenditure on money order commission, will be charged to subhead "A - Superannuation and Retired Allowances" under the Major Head "55 - Superannuation Allowances and Pensions".

[Authority.-Finance Division O.M. No. 879-R-I/65, dated 13-5-1965].

*Revised vide Finance Division O.M. No. F. 4(8)-RS/68, dated 10-5-1969.

Sl. No. 42

Payment of pensions through Pakistan Missions Abroad - Drawal of Pension and Provident Fund in Sterling.- Reference the Pension and Provident Funds (Payment in Rupees) Order, 1959, published in the Gazette of Pakistan Extraordinary dated the 24th August, 1959 (Annexure), it is stated that under the provisions thereof payment of pensions due on or after 24th August, 1959 shall be made in rupees only. This will also apply to the arrears of pension not paid upto 24th August, 1959.

2. In accordance with the proviso to section 3 of the above order a person will be entitled to receive his pension in Sterling for the period of his residence outside Pakistan. The term "residence" will also include temporary visits abroad.

[Authority.-Finance Division O.M. No. F. 8(5)RI/(1)/59, dated 15-9-1959.]

ANNEXURE

PRESIDENT'S ORDER No. 14 OF 1959
DATED 24-8-1959

THE PENSIONS AND PROVIDENT FUNDS (PAYMENT IN RUPEES) ORDER, 1959

In pursuance of the Proclamation of the seventh day of October, 1958, and in exercise of all powers enabling him in that behalf, the President is pleased to make and promulgate the following Order:-

1. **Short title and commencement.**-This Order may be called the Pensions and Provident Funds (Payment in Rupees) Order, 1959.

(2) It shall come into force at once.

2. **Application of the Order.**-This order applies to persons domiciled in Pakistan who are entitled to pension or to provident fund dues from the Central Government or a Provincial Government as having held the office of Governor-General, President, Governor,

Judge of the Federal Court or of the Supreme Court or of a High Court, Comptroller and Auditor General, Attorney-General or Advocate-General or as having been in the service of Pakistan within the meaning of Article 218 of the Constitution of the twenty-third day of March, 1956 or otherwise and any reference hereinafter made to a person to whom this Order applies shall be construed accordingly.

3. Payment of pension or provident fund dues to be in rupees.- Notwithstanding any provision of the said Constitution or anything contained in any rule, order, contract of service or other instrument governing the terms and conditions of service of a person to whom this Order applies the amount due and payable to such person on account of pension or provident fund dues by the Central Government or by a Provincial Government shall be payable only in Pakistan rupees :

Provided that if such person resides outside Pakistan, he shall for the period of such residence be entitled to draw his pension in Sterling.

4. Rate of conversion of rupees into Sterling and vice-versa.- If the pension of a person to whom this Order applies is stated in sterling but is, by reason of the preceding Article, payable in rupees or if the pension is stated in rupees but is, by reason as aforesaid, payable in sterling, it shall be converted into rupees or sterling as the case may be at the rate of one shilling and six pence to the rupee :

Provided that if by the terms and conditions of his service such person is entitled to have his pension converted at a different rate of exchange then his pension shall be converted at the rate:

*[Provided further that, if such person has opted, or opts, for the pension rules and rates which were introduced from the first day of July, 1966, or which may be introduced subsequently, he shall be entitled to have his pension converted into rupees or sterling, as the case may be at the rate of exchange for the time being authorized by the State Bank of Pakistan :

Provided also that, if such person has opted for the pension rules and rates which were introduced from the first day of July, 1966, he shall not be liable to reimburse any amount drawn before the twelfth day of May, 1972 at the rate of one shilling and six pence to the rupee].

Sl. No. 43

Payment of Pensions through Pakistan Mission in Canada, etc.-

*Reference:-*Note below Appendix 15 to C.S.R.

The President has been pleased to decide that the pensions to pensioners residing in Canada may be paid through the Embassy of Pakistan in Canada.

2. The Pakistan Embassy in Canada in respect of its function as the pension disbursing agency would act as a Central Treasury and the procedure for payment of pensions from the Imprest Account will *mutatis mutandis* be the same as for payment of pensions payable at a Treasury in Pakistan as contained in Chapter VI of the Compilation of Treasury Rules (Vol. I).

3. The amount of Imprest if required to be increased would be determined by the Ministry of Foreign Affairs in consultation with the Chief Accounts Officer, Foreign Affairs, Islamabad. The Mission will prepare schedules of payment in respect of pensions debitible to Defence Services Estimates, the Provincial Governments, the Railways and the Post Office and Telephone and

*Added *vide* Ordinance No.III of 1981, dated 24-1-1981.

Telegraph Departments and send the same to the Chief Accounts Officer, Foreign Affairs with their monthly accounts. The latter would raise debits in respect of pensions against the C.M.P., Lahore, and other Accounts Officers concerned who will make necessary adjustment in the usual manner.

4. Any pension sanctioned and authorized for payment in

Canada after the issue of these orders will be authorized by the Accounts Officer concerned to be paid according to the above procedure. A copy of the authority will also be endorsed to the Chief Accounts Officer.

5. The existing arrangements for payment of pensions to pensioners residing in Canada by the Pakistan Embassy in United Kingdom will be discontinued with effect from the 1st October, 1967 after which payment of pensions in Canada shall be arranged by the Pakistan Embassy in that country. The Pakistan Mission in Canada may obtain the requisite documents through diplomatic channels and arrange payment on the basis of the existing authorities. These authorities will be confirmed by the Accounts Officer concerned as and when the Mission inform him of their having taken over the pension payment.

[Authority.-Finance Division O.M.No.F.4(2)-R.VI/67, dated 29-8-1967].

Sl. No. 44

Reference .- Appendix 15 to C.S.R.

The President has been pleased to decide that the pensions to pensioners residing in New Zealand may be paid through the Embassy of Pakistan in Australia.

2. The Pakistan Embassy in Australia in respect of its function as the pension disbursing agency would act as a Central Treasury and the procedure for payment of pensions from the Imprest Accounts will *mutatis mutandis* be the same as for payment of pensions payable at a Treasury in Pakistan as contained in Chapter VI of the Compilation of Treasury Rules (Vol. I).

3. The amount of Imprest if required to be increased would be determined by the Ministry of Foreign Affairs in consultation with the Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad. The Mission will prepare schedules of payment in respect of pensions debitable to Defence Services Estimates, the Provincial

Governments, the Railways and the Post Office and Telephone and Telegraph departments and send the same to the C.A.O. with their monthly accounts. The latter would raise debit in respect of pensions against the C.M.P., Lahore, and other Accounts Officers concerned who will make necessary adjustment in the usual manner.

4. Any pension sanctioned and authorized for payment in New Zealand after the issue of these orders will be authorized by the Accounts Officer concerned to be paid according to the above procedure. A copy of the authority will also be endorsed to the Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad.

5. The existing arrangements for payment of pensions to pensioners residing in New Zealand by the Pakistan Embassy in United Kingdom will be discontinued with effect from the 1st October, 1967, after which payment of pensions in New Zealand shall be arranged by the Pakistan Embassy in Australia. The Pakistan Mission in Australia may obtain the requisite documents through diplomatic channels and arrange payment on the basis of the existing authorities. These authorities will be confirmed by the Accounts Officer concerned as and when the Mission inform him of their having taken over the pension payment.

[Authority.-Finance Division O.M. No.F.4(5)-R.VI/67, dated 29-8-1967].

Sl. No. 45

In terms of para 3 of the Presidential Order No. 14 of 24th August, 1959 a pensioner who takes up residence abroad is entitled to draw pension in foreign exchange during the period of such residence. All such payments are, however, made through normal banking channel in accordance with the decision contained in this Ministry's O.M. No. F. 1(1) EF (B.II)/72, dated the 23rd June, 1972. (Annexure).

2. Since payments in foreign exchange through Embassies of Pakistan abroad are not allowed to be made without prior approval of this Ministry, problem has arisen in cases where pensioners want payments of their pensions being made in foreign through Pakistan

Missions abroad. The matter has been considered at length and it has been decided that the following procedure shall be adopted for drawal of pensions by the Pakistani pensioners through Pakistan Missions abroad.

Such pensioners can be placed in the following three categories:

- (i) Federal Government Pensioners. (Civil)
- (ii) Federal Government Pensioners. (Defence)
- (iii) Provincial Government Pensioners.

A Pakistani pensioner belonging to any of these three categories desiring to draw pension through a Mission abroad, should approach his Audit Officer for this purpose and the Audit Officer will provide the requisite funds in the Assignment Account of the Ministry of Foreign Affairs together with necessary foreign exchange component.

3. The Chief Accounts Officer, Ministry of Foreign Affairs, on receipt of requisite funds in the Assignment Account and the Payment Authority from Account Office concerned will arrange payment to the pensioner through the missions concerned. The provision for pension payments in the account circle of the respective Accounts Office shall continue to be made as at present in respect of all the three categories of pensioners mentioned above.

4. The mechanism in the Accounts Offices concerned shall be that the Accounts Officer concerned shall forward both halves of the existing P.P.O. of the pensioner to the Chief Accounts Officer, Foreign Affairs with a sealed letter of authority for arranging payment through the mission concerned. The Chief Accounts Officer, Foreign Affairs will record on the P.P.O. an endorsement showing name of the mission where pension is to be paid and then forward both the halves of the P.P.O. to the mission concerned. The pensioner will be advised to contact the mission and receive his own copy of the P.P.O. for getting monthly payments.

ANNEXURE

Copy of Finance Division's O. M. No. F.1(1)-EF(B.II)/72, dated 23rd June, 1972.

Foreign Exchange Budget

Certain Public and Semi-public Agencies do not follow the instructions laid down in this Ministry's letter No. 4(1-A)/EF (B)/66, dated 7th June, 1967 and continue asking Pakistani Missions abroad for making payments on their behalf. The Pakistan Missions are sometimes placed in a very embarrassing situation and have no alternative except to make the payment in contravention of this Ministry's orders referred to above. It has therefore, been decided to bring these orders to the notice of Divisions/ Departments that all payments be arranged through normal banking channels after obtaining foreign exchange cover from the Ministry of Finance, External Finance Wing wherever necessary. The Pakistani Missions are being directed not to entertain any requests from Divisions/ Departments and Officials proceeding abroad on duty or on leave for payment of any amount in foreign exchange unless prior approval of Ministry of Finance, External Finance Wing has been obtained and communicated to the Mission concerned.

Sl. No. 46

According to the proviso to Section 3 of the President's Order No. 14 of 1959, a person is entitled to receive his pension in sterling for the period of his residence outside Pakistan. The term "residence" includes temporary visits abroad. A question has been raised whether the term "residence" also includes the time spent in transit from the point of exit from Pakistan to the point of entry in Pakistan. The matter has been considered in this Ministry and it has been decided to follow the analogy of leave salary *ex*-Pakistan as given in the Government decision No.(1)below F.R.91.

[*Authority*.-Finance Division O.M.No.F.4(9)-R-6/ 67, dated 18-3-1968].

Sl. No. 47

Payment of Pension in foreign countries where Sterling, Pound is not the currency.- Under the proviso below para 3 of the Pension and Provident Funds (Payment in Rupees) Order, 1959 a pensioner is entitled to draw his pension in sterling during the period he resides outside Pakistan. A question has been raised whether a pensioner, who resides abroad in a country in which sterling is not the currency, can be paid his pension in the currency of that country. The President is pleased to decide as follows :

- (i) If a pensioner, who has opted for the New Pension Rules and Rates as contained in this Ministry's Office Memorandum No. OB-2/12/63-IMP (I)/66, dated the 18th August, 1966 and whose pension when payable in sterling is to be converted into sterling at the official rate of exchange for the time being in force, resides abroad in a country where currency is other than the sterling and has not demanded payment in sterling, payment of pension shall be made to him for the period of his residence in that country in the currency of that country at the rate of exchange prevalent on the date of payment without first converting rupees into sterling. However, if the pensioner demands payment in sterling in such a country he would be entitled to draw his pension in sterling.
- (ii) If a pensioner, who continues to be governed by his old pension rules and whose pension when payable in sterling for the period of his residence abroad, resides in a country where the currency is not sterling, payment of his pension shall be made to him by first converting it into sterling at the rate of exchange as prescribed in para 4 of the order referred to above or in the proviso to that para, as the case may be and thereafter, it should be converted into the currency of that country at the official rate of exchange between the sterling and the currency of that country prevalent

at the time of payment.

[Authority.-Finance Division O.M.No.F.4(9)-RI/67, dated 8-3-1969].

Sl. No. 48

Payment of Pension in Foreign Exchange.- Reference Finance Division's Office Memorandum No. OB 2/12/63-Imp (I), dated 18th August, 1966, introducing the Revised Pension Rules and Rates. According to para 12 thereof all pensions sanctioned thereunder when payable in sterling are required to be converted into sterling at the rate of exchange for the time being in force. Enquiries have been received in this Ministry as to whether and if so, how, the payment in foreign exchange of the pensions of Pakistan pensioners residing abroad would be effected as a result of recent devaluation of Pak. rupee. It is clarified for general information that consequent on the devaluation of Pakistan rupee the pensions determined under 1966 - Pension Rules will now be converted into sterling at the new official rate of exchange prescribed as a result of devaluation of Pak. rupee. This will apply to all payments made on or after the date of devaluation of Pakistan rupee irrespective of the period to which they relate.

2. The payment of pension in sterling in the case of the pensions who do not fall within the purview of Revised Pension Rules, 1966, or who have elected to retain the pre-1966 pensionary benefits would continue to be governed by the provisions of Article 934 CSR, or Article 983 CSR, as the case may be, read with paras 3 and 4 of the pensions and Provident Funds (Payment in Rupees) Order, 1959 (President's Order XIV of 1959).

[Authority.- Finance Division O.M.No.F.6(22)-Reg.(6)/72, dated 8-9-1972].

Sl. No. 49

Reference para 2 of Finance Division Office Memorandum of even number dated 8th September, 1972. A doubt has been raised as to whether the payment of pension in sterling in the case of those governed by the provisions of Article 934 or 983 CSR, as the case

may be, read with paras 3 and 4 of the President Order XIV of 1959 would remain intact or be varied with the fluctuations of the rate of exchange. It is clarified that in all cases governed by the aforesaid provision in the Civil Service Regulations, the amount of pensionary entitlement in pound sterling is to be determined at the rate of Is. 9d or Is bd to a rupee, as the case may be. The amount of sterling pension so sanctioned has to be remitted at the current rate of exchange. In other words, while the amount of sterling pension to be remitted will remain unaltered, the rupee equivalent will fluctuate according to the rate of exchange.

[Authority.- Finance Division O.M.No.F.6(22)-Reg.(6)/72, dated 22-11-1978].

Rate of Commutation

Sl. No. 50

Mode of determination of commutation.- Under the existing rules a civil pensioner is eligible to commute at his option 50% of his gross pension. He has also the option to draw $\frac{1}{4}$ th amount of gross pension as gratuity and $\frac{1}{4}$ th amount thereof as commutation. The President has been pleased to decide that w.e.f. 1-7-1986 gratuity shall be abolished altogether. Commutation upto 50% of gross pension shall, however, continue to be admissible at the option of a pensioner.

2. It has further been decided to replace the existing Commutation Table by the new Commutation Table as annexed to this Office Memorandum.

3. Under the existing rules, if a civil servant dies while in service, gratuity in lieu of one-fourth of the gross pension is allowed. In such cases, the rate of gratuity as from 1-7-1986 will be determined on the basis of age next birthday of the deceased civil servant in accordance with the new Commutation Table referred to above.

[Authority.-Finance Division O.M.No.F-10(3)-Reg.(6)/86(II), dated 1-7-1986].

ANNEXURE TO FINANCE DIVISION O.M. No.F.10(3)
REG.(6)/86, DATED THE 1ST JULY, 1986.

COMMUTATION TABLE

of years' birthday	Age next purchase	Number of years' birthday	Age next purchase	Number
(3)	(4)	(1)	(2)	
		20		50.6304
	50	22.8911		
21	49.6676	51		22.0658
22	48.7066	52		21.2563
23	47.7467	53		20.4638
24	46.7884	54		19.6896
25	45.8314	55		18.9348
26	44.8758	56		18.2002
27	43.9215	57		17.4860
28	42.9688	58		16.7925
29	42.0179	59		16.1191
30	41.0089	60		15.4649
31	40.1218	61		14.8290
32	39.1767	62		14.2105
33	38.2336	63		13.6090
34	37.2929	64		13.0239
35	36.3551	65		12.4549
36	35.4203	66		11.9017
37	34.4885	67		11.3643
38	33.5603	68		10.8428
39	32.6361	69		10.3371
40	31.7160	70		9.8472
41	30.8007	71		9.3729
42	29.8907	72		8.9142
43	28.9800	73		8.4708
44	28.0891	74		8.0427
45	27.1990	75		7.6299
46	26.3172	76		7.2322
47	25.4444	77		6.8496
48	24.5816	78		6.4818
49	23.7301	79		6.1287
		80		5.7901

Sl. No. 51

Rate of commutation on retirement of a Civil Servant on 60 years of age.- Under the existing rules a civil servant can apply for commutation before the age of sixty years but he is allowed the commuted value at the rate prescribed for 61 years of age under the Commutation Table. The President has been pleased to decide that a civil servant retiring on or after 1-7-1986 after attaining the age of 60 years shall be allowed commuted value of pension as applicable at the age of 60 years instead of at the age of 61 years if he applies for commutation while in service.

2. In all other cases the commuted value of pension shall continue to be admissible under the formula of "age next birthday" as heretofore.

[Authority.- Finance Division O.M.No.F.10(3)-Reg.(6)/86(1), dated 1-7-1986].

Sl. No. 52

Medical Examination not required if commutation applied for within one year, of the date of retirement.-It should not be necessary to submit to medical examination if commutation is asked for within one year of the date of retirement. The pensioner should apply to the Accounts Officer who would authorize payment, and a copy of the letter of authority issued to the D.A.O., T.O./Branch of National Bank will be endorsed to the administrative authority concerned.

In the case of issue of provisional pension, the commutation may be provisionally paid on the basis thereof, but when the pension is finally sanctioned the final payment order shall be substituted for the provisional payment order for the purpose of commutation as also for all other purposes. In the case of premature retirement on medical grounds the requirement of medical examination shall not be waived. This decision shall take effect from 1st February, 1977 notwithstanding the date given in para 3 of the Finance Division O.M. No. F. 5(1)-Reg. (6)/77, dated 24-2-1977.

[Authority.- Para 1(k) of Finance Division O.M. No.F.5(1)-Reg.(6)/77, dated 24-2-1977 as substituted by their O.M. No. F.5(1)-Reg (6)/77, dated 20-5-1978 as amended vide their addendum No. F.5(1)-Reg.(6)/77, dated 3-6-1978].

Sl. No. 53

Under rule 6(2) of the Civil Pension (Commutation) Rules, commutation becomes absolute, that is, the title to receive the commuted portion of the pension ceases and the title to receive the commuted value accrues, on the date on which the Medical Board signs the medical certificate. A question has now been raised as to the date on which commutation should be considered as having become absolute where, as provided in para 5(c) of this Division Office Memorandum No. F. 6(1)Rev. 1/75, dated the 7th January, 1977 the commutation is not subject to medical certification if it is asked for within one year of the date of retirement. The matter has been carefully considered and it has been decided that in such cases the date of application by the retired civil servant shall be the date of the commutation becoming absolute.

[Authority.- Finance Division O.M.No F.6(1)/75, dated 29-3-1977].

Sl. No. 54

Option for Commutation of pension.- It was clarified in the Finance Division O.M. No. F. 6(1)-Rev. 1/75, dated the 14th January, 1979 that in case a pensioner who does not opt to draw gratuity equal to 25% of his gross pension, he can commute up to 50% of the gross pension. The matter has since been further reviewed. It has been decided that the aforesaid orders of 14th January, 1979 will be treated to be effective from the 1st February, 1977, the date from which the financial benefits under the Liberalized Pension Rules were allowed. It has further been decided that those retired civil servants who had drawn gratuity for 25% of gross pension on or after 1st February, 1977 but before the issue of this Division's O.M. dated 14th January, 1979, will be allowed to change their option for 50% commutation, and the difference, if any may be paid to them.

[Authority.- Finance Division O.M.No.F.15(2)Reg.(6)/81, dated 4-1-1982].

Sl. No. 55

Grant of commutation to the widow of Government servant retired on Superannuation but expired before signing his Pension/Commutation claims .- Reference Finance Division's O.M.No.10(3)-Reg.6/86(II) dated 1.7.1986, commutation upto 50% of gross pension is admissible to a civil pensioner at his option. Under the existing procedure, the entitlement of commuted value upto 50% of gross pension becomes valid as and when a Government servant, while in service or on retirement, exercise his option for commuted value of pension on prescribed Form (CSR-25 Revised). Few references have been received in this Division wherein Government servants, while having retired on superannuation, could not sign their pension papers due to their death. Consequently the bereaved families of deceased pensioners were not given benefit of the commuted value of pension under the existing rules and orders.

2. The case has been considered and it has been decided that the family of a deceased Government servant, who after having retirement on superannuation could not sign his pension papers due to death, will also be entitled for the commuted value of pension w.e.f. 1.7.1999.

[Authority:- Finance Division O.M.No.13(1)-Reg.6/94, dated 6-7-1999.

Liberalized Pension Rules for Civil Servants

Sl. No. 56

The question of liberalizing the existing pensionary benefits has been under the consideration of Government for some time past. It has now been decided that pensions and retirement benefits of those civil servants who have retired or died on or after the 1st March, 1972, shall be determined in accordance with the following provisions.

A. ACCRUAL OF FINANCIAL BENEFITS

2. While pensions of civil servants will be fixed in accordance with these provisions with effect from the date of their retirement financial benefits will be paid with effect from 1st February, 1977.

B. RATE AND SCALE OF PENSION

3. (a) Pension shall be calculated at the rate of 70% of average emoluments on completion of 30 years qualifying service. Where qualifying service is less than 30 years but not less than 10 years, proportionate reduction in percentage shall be made. Any amount of pension in excess of *Rs. 2,000 shall be reduced by 50%. A revised Pension Table regulating all the four pensions, namely, compensation Pension, Superannuation Pension, Invalid Pension and Retiring Pension is enclosed as Annexure I.

(b) If, for a pensioner with qualifying service of 30 years or more, the amount of a pension calculated under sub-para (a) above falls short of the amount of pension (inclusive of dearness increases) that would have been admissible under the existing rules, or exceeds it by less than Rs. 45, the amount under the liberalized formula shall be so increased as to make such difference one of Rs.45. Where qualifying service is less than 30 years but not less than 10 years, proportionate reduction at the rate of Rs. 1.50 for each year short of 30 years shall be made while working out the amount of minimum increase mentioned above.

(c) The term "emoluments", *i.e.*, pensionable pay, shall also include dearness allowances sanctioned from time to time.

(d) On the pensions sanctioned under these orders such dearness increases in pensions shall not be admissible as were sanctioned before 1st February, 1977.

(e) Special Additional Pension shall be abolished.

*Subs *vide* Finance Division O.M.No.F.6(3)-Reg.(6)/79, dated 28-6-1980.

**C. GRATUITY FOR SERVICE OF LESS THAN 10 YEARS
BUT NOT LESS THAN 5 YEARS**

4. (a) The existing rate shall continue. If, however, retirement is due to invalidation, or if a civil servant dies in service, the rate shall be 1-1/2 months' of pay for each completed year of service.

(b) The maximum limit of Rs. 12,500 shall be removed.

**D. GRATUITY AND COMMUTATION FOR PENSIONERS
RETIRING AFTER 10 YEARS' SERVICE**

5. (a) Subject to sub-paras (b) and (c) below, a pensioner shall be allowed to draw full gross pension, *i.e.*, one-fourth of the pension under Pension-cum-Gratuity Scheme, 1954, need not compulsorily be paid in the form of gratuity.

(b) But if a pensioner so wishes, he may, at any time before the expiry of one month from the date of his retirement, ask for gratuity upto 25% of his gross pension together with the remaining net amount of pension; the gratuity shall be paid at the existing rates.

(c) The existing provision for commutation of a further 25% of the gross pension under Civil Pensions (Commutation) Rules shall continue to be in force; the commutation shall be at the existing rates. Commutation shall, however, not be subject to medical certification if it is asked for within one year of the date of retirement.

E. FAMILY PENSION

6. (a) In the case of death of a civil servant while in service, gratuity in lieu of one-fourth of the gross pension will be allowed at existing rates. In addition, family pension shall be admissible for a period of 10 years at 50% of the gross pension.

(b) In the case of death within 10 years of retirement, family

pension for the unexpired portion of 10 years at 50% of the pension (net, or gross, as the case may be) shall be admissible.

F. PENSIONS/GRATUITIES FOR INJURY OR DEATH IN COURSE OR CONSEQUENCE OF DUTY

7. The classification of disabilities and the criteria for determining their attributability to service under the Central Civil Services (Extraordinary pension) Rules shall be as detailed in Annexure II. The rate and scale of disability/death pension and gratuity shall be as follows:-

DISABILITY PENSION/GRATUITY

Class of Injury	Pension	Children's pension Gratuity		A	20%	of	pay subject to
		Child without own mother	Child with own mother living				
a	6 months pay. maximum of Rs.600 and a minimum of Rs. 100 p.m. (Note: After death it will devolve on the widow).	5% of pay, subject to a	2-1/2% of pay subject to a				
			a maximum of Rs. 100 and minimum of Rs. 50 per child.				maximum of Rs.50 and a minimum of Rs.25 per child.

Class of Injury	Pension	Children's pension Gratuity		B	15%	of	pay
		Child without own mother	Child with own mother living				
	<i>Nil</i> subject to a maximum of Rs. 450 and a minimum of Rs. 75 p.m.	4% of pay	2% of pay				
			subject to a maximum of Rs.80 and minimum of Rs. 40 per child.				subject to a maximum of Rs.40 and minimum of Rs. 20 per child.

C Do Nil Nil Nil

DEATH (SPECIAL FAMILY) PENSION/GRATUITY

20% of pay subject to a maximum of Rs. 600 and a minimum of Rs.100 p.m.	6 months Pay	5% of pay, 2-1/2% of pay subject to a maximum of Rs.100 and a minimum of Rs. 50 per child.	subject to a maximum of Rs.50 and minimum of Rs. 25 per child.
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[Note.- As at present, the pensions/gratuities mentioned in this para will be in addition to the pensions and/or gratuities mentioned in paras 3 to 6 above]

G. PENSIONERS WHO RETIRED BEFORE 1-3-1972

8. Such pensioners shall be entitled to have their retirement pensions recalculated in accordance with one of the following alternatives whichever is more favourable to them:-

- (i) The amount of their pensions shall be recalculated on the basis mentioned in para 3 (a) above, on their average emoluments, without dearness increases sanctioned before 1st February, 1977 ; or
- (ii) an increase of 5% (in the case of an employee who retired between 1st July, 1963 and 29th February, 1972) or 12-1/4% (in the case of an employee who retired upto 30th June, 1963) over his existing gross pension, plus dearness increases admissible thereon.

[Note.- For the purpose of these computations, the average emoluments will remain as calculated at the time of his retirement. Gratuity will not be revised or recalculated. Commutation will be allowed on the basis of the original gross pension.]

9. If the demise of an existing pensioner occurs or occurred on or after 1st March, 1972, within ten years of his retirement, family pension will be admissible for the unexpired portion of ten years.

H. FAMILY PENSION IN EXISTENCE ON 1-3-1972

*[10. If a family pension in existence on 1st March, 1972, related to a civil servant who had died while in service, the total period of the admissibility of family pension will be ten years instead of five years. If a family pension in existence on 1st March, 1972, related to a civil servant who had died within five years of his retirement, the total period of admissibility of the family pension in such a case shall be the unexpired portion of ten years instead of five years. The amounts of family pensions in either case shall remain the same as on 1st March, 1972.]

I. AMENDMENT OF EXISTING RULES

11. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated in the preceding paragraphs.

12. Necessary amendments to the rules shall be notified in due course.

[Authority.-Finance Division O.M. No. F.6(l) Rev.I/75, dated 7-1-1977].

*Subs. vide Finance Division O.M. No. F. 6(1) Rev.I/75 dated 15-3-1977.

ANNEXURE I

REVISED PENSION TABLE

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

Note.- Any amount in excess of Rs. 2,000 p.m. calculated in accordance with the scale shown in column (2) of this Table shall be reduced by 50%.

ANNEXURE II

PART I

CLASSIFICATION OF DISABILITY

Class 'A'

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

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

Class `B'

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

Class `C'

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

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

PART II

**PRINCIPLES AND PROCEDURE FOR DETERMINING
ATTRIBUTABILITY TO SERVICE OF DISABILITY**

(A) Casualties due to wound or injury

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

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

(3) An individual is on duty for 24 hours of the day except when on leave other than casual leave.

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

- (i) he is physically present in his headquarters;
- (ii) he is travelling on leave at Government expense ;
- (iii) when travelling to or from duty (*e.g.*, from residence to place of duty and back but not whilst he is in his residence);
- (iv) whilst travelling on duty *i.e.*, where it is established that but for the duty he would not have been travelling at all.

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

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

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

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

(B) Casualties due to disease

(a) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in

service. In determining attributability in such cases due regard should be paid to the question whether service in a particular region or of a particular type, involved exposure to exceptional risk of contraction of, or infection by a disease, as well as to the actual circumstances of the case.

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

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

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

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

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

GUIDELINES FOR DETERMINING ATTRIBUTABILITY/ AGGRAVATION IN CASES OF CARDIAC DISEASES

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

(a) *Physical exertion.*-Coronary occlusion is known to have precipitated during or immediately following

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

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

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

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

Sl. No. 57

Clarifications have been sought by certain quarters of some of the provisions contained in Finance Division Office Memorandum No. F. 6(1)Rev. I/75, dated the 7th January, 1977. The points raised are clarified in the succeeding paragraphs:-

- i) *Procedure for starting revision of calculation of*

pensions.- The Accounts Officers concerned should on the basis of the orders contained in the Office Memorandum of 7th January, 1977, start making revised calculations without waiting for applications.

- ii) *Gratuity.*-Is the difference between the gratuity (*i.e.*, the amount payable in lieu of one-fourth of gross pension to persons having service of ten years or more) admissible on the basis of pension as calculated in accordance with the new formula and the gratuity calculated in accordance with the old formula payable to persons who retired or died on or after 1st March, 1972?

According to the provisions contained in paras (i) and (ii) of Finance Division Office Memorandum of 7th January, 1977, pensions of civil servants who retired/retire or died/die or on after 1st March, 1972 will be calculated from the date of their retirement, or death, as the case may be, but the financial benefits will be paid with effect from 1st February, 1977 only.

This means that no arrears of pension for any period before 1st February, 1977 are payable. Otherwise the new rules remain effective from 1st March, 1972 in all respects; hence, any difference in gratuity that may accrue as a result of revision of the gross pension is payable.

- iii) *Commutation of Pensions.*- Is the difference in commuted value resulting from an increase in the amount of gross pension as calculated under the new rules payable?

To a civil servant who retired/retires on or after 1st March, 1972, and has already had a certain percentage (not exceeding 25) of his gross pension commuted, the difference in commuted value is payable without medical certification, on the same percentage, and at the rate applicable in the case of

the original commutation(s). Commutation(s) higher than that percentage (but not exceeding 25) will require medical certification and will be calculated on the basis of age next birthday.

- iv) *Gratuity for service of less than 10 years but not less than 5 years.*- Should it be revised on the basis of the provisions contained in para 4 of this Division Office Memorandum of 7th January, 1977, where payment have already been made and difference paid ?

In the case of those who have retired or died on or after 1st March, 1972, the gratuity is to be calculated at the new scale, and difference (if any) paid.

- v) *Family pensions in existence on 1st March, 1972.*- Are the arrears payable to cover the period beyond 5 years ?

As the life of the family pension has been extended from 5 to 10 years, it is evident that, in all cases where the period of 5 years terminated on or after 1st March, 1972, the arrears will be payable to cover the remaining period beyond five years. The amount of pension would, of course, remain unchanged.

[Authority.- Finance Division O.M.No.F.6(1)-Rev.I/75, dated 25-1-1977].

Sl. No. 58

The term 'dearness increases', wherever occurring in the Finance Division Office Memorandum No. F.6(1)Rev.I/75, dated the 7th January, 1977 includes the following four increases granted as relief to pensioners :-

1. *Ad hoc* increase sanctioned *vide* this Division's Notification No. F. 9(4)-Reg. (6)/72, dated the 13th June, 1973.

2. Dearness increase sanctioned under this Division's Office Memorandum No. 1057-R4/73-F.II (I) R-1/73, dated the 15th August, 1973.
3. Special dearness increase sanctioned under this Division's Office Memorandum No. F. 9(1)-Reg (6)/74, dated the 10th June, 1974.
4. Additional dearness increase sanctioned *vide* this Division's Office Memorandum No. F. 9(1)-Reg. (6)/75, dated the 9th April, 1975.

[Authority.- Finance Division O.M.No.F.6(1)-Rev.I/75, dated 8-2-1977].

Sl. No. 59

A question has been raised as to how the average emoluments should be calculated in respect of those Civil Servants who were posted abroad during the period of three years (or a portion thereof) preceding their retirement. The matter has been carefully considered and it has now been decided that the dearness allowances which a Civil servant would have drawn in Pakistan but for the posting abroad may be taken into account and included in the term 'emoluments' on notional basis.

[Authority.- Finance Division O.M.No.F.6(1)-Rev.I/75, dated 11-3-1977].

Sl. No. 60

It has been brought to the notice of Finance Division that in some cases the "take-home" pension under the liberalized rules (*viz.* gross pension as calculated under para 3 thereof, minus one-fourth surrendered for the purpose of gratuity) is less than the "take-home" pension under the former rules (*viz.*, gross pension as calculated under those rules minus one-fourth surrendered for the purpose of gratuity, plus the ad hoc increase and the dearness increases). The matter has been considered, and it has been decided that, if a pensioner wishes not to avail of the benefit of receiving a lump-sum by way of difference in gratuity and wishes instead that his "take-home" pension be not reduced, he will not be compulsorily

paid that lump-sum.

2. Pensioners who do not indicate, by 30th June, 1977, their desire to forego such lump-sum payment will be presumed to have opted for the lump-sum payment.

3. The same provisions as above will apply in the case of commuted portions of gross pensions.

[Authority.- Finance Division O.M.No.F.6(1)-Rev.I/75, dated 12-3-1977].

Sl. No. 61

It has been decided that with effect from 1st July, 1980 the amount of pension in excess of Rs. 2,000 (instead of Rs. 1,000) shall be reduced by 50 per cent. Therefore, the figure of Rs. 1,000 shall be substituted by the figure of Rs. 2,000 referred to in para 3(a) of the Finance Division Office Memorandum No. F. 6(1)-Rev. I/75, dated the 7th January, 1977, and in the Note below the Revised Pension Table at Annexure I thereto.

2. It has also been decided that where the enhancement of the cut off point to Rs. 2,000 as mentioned in para 1 above results in no increase or an increase of less than Rs. 40 in the pension, it shall be so determined that a minimum benefit of Rs. 40 p.m. is ensured.

[Authority.- Finance Division O.M. No.F.6(3)-Reg.(6)/79, dated 28-6-1980].

Sl. No. 62

It has been decided that the families of those pensioners who retired within 10 years preceding to 1st March, 1972 will also be entitled to family pension for the unexpired portion of 10 years after the death of the pensioner.

[Authority.- Finance Division O.M.No.F.6(1)-Rev.1/75, dated 3-2-1979].

Sl. No. 63

Calculation of pension on average emoluments last pay drawn.- It has been decided that the "average emoluments" shall be calculated for the purpose of pensionary benefits on the basis of the last twelve months of service.

2. These orders shall be applicable to all Civil servants retiring on or after the 1st February, 1979.

[Authority.- Finance Division O.M.No.F.6(9)-Reg.(6)/78, dated 15-2-1979].

Sl. No. 64

Reference Finance Division O.M. No. F. 6(9)-Reg. (6)/78, dated the 15th February, 1979. The decision contained therein was intended to be applicable in cases where the average calculated on that basis was more favourable than under the rules previously in force. It has accordingly been decided that in cases where the pay of a Government servant has been reduced, otherwise than as a penalty, under the Government Servants (Efficiency and Discipline) Rules, the average for the purpose of pension may, at the option of the pensioner, be calculated on the basis of the emoluments drawn or which would have been drawn, during the last three years of service.

[Authority.- Finance Division O.M. No.F.6(9)-Reg.(6)/78, dated 16-6-1979].

Sl. No. 65

Under the existing rules, pension is calculated on the average emoluments drawn during the last 36/12 months of service. The President has been pleased to decide that *w.e.f.* 01-7-1986 the pension of a civil servant who shall retire on or after this date shall be calculated at the existing rate on last pay/emoluments drawn provided the post has been held by him on a regular basis. Otherwise pension shall be calculated on average emoluments as admissible prior to the issue of this Office Memorandum.

2. The existing employees shall have the option to have their pension calculated either on the basis of last pay/emoluments drawn

or on 12 months average emoluments whichever is more beneficial to them. No option will, however, be available to persons entering service on or after 01-7-1986 and in their case pension shall be calculated at the prescribed rate on last pay/emoluments drawn.

[Authority.- Finance Division O.M.No.F.10(4)-Reg.(6)/86, dated 1-7-1986]

Sl. No. 66

Calculation of Pension without Applying any Reduction Due to Cut Off Points.- According to the existing orders pension is calculated at the rate of 70% of average emoluments on completion of 30 years qualifying service. Where qualifying service is less than 30 years but not less than 10 years, the pension is calculated at the percentage applicable according to length of service. Any amount of pension in excess of Rs. 2500 is reduced by 50%. The President has been pleased to decide that with effect from the 1st July 1985, the reduction by 50% of the pension in excess of Rs. 2500 shall not be applied in the case of those government servants who will retire on or after 1-7-1985. In all such cases the pension shall be calculated at the rate of 70% of average emoluments or other percentage rate applicable according to length of qualifying service without applying any reduction.

2. The President has also been pleased to decide that the pension/family pension of those who retired/died between the period 1-7-1966 to 30-6-1985 and in whose case the reduction of pension in excess of the cut off points of Rs. 600, 1000, 2000 and 2500 existing at the time of their retirement/ death was applied, shall also be that as calculated previously without applying any reduction subject to the condition that the amount of re-calculated pension governed by the Pension Rules, 1966 shall not exceed the maximum limit of pension referred to in the pension table annexed to Finance Division Office Memorandum No. OB 2/12/63-Imp (I), dated 18-8-1966. In such cases gratuity or commutation will not be revised or re-calculated. The pensioner concerned or his family will only be allowed the benefit of enhanced pension with effect from 1-7-1985 without any arrears.

3. The benefit of gratuity or commutation will also not be admissible on the revised enhanced pension in cases wherein the pensioners concerned did not exercise their option to draw any gratuity or commutation at the time of their retirement. In such cases the benefit of gratuity or commutation will continue to be admissible on the original amount of gross pension in accordance with the prescribed rules.

[Authority.- Finance Division O.M.No.F.10(7)-Reg.(6)/85, dated 25-6-1985].

Sl. No. 67

Benefit for extra years of service after completion of 30 years.- Under the existing rules a civil servant is entitled to full pension on completion of 30 years qualifying service. In order to provide additional benefit to those civil servants who serve beyond 30 years of service, the President has been pleased to decide that a civil servant who shall retire on or after 1-7-1986 shall be allowed benefit to the extent of 2% of his gross pension for each extra years of service put in by him beyond 30 years qualifying service subject to a maximum of 10% of his gross pension.

[Authority.- Finance Division O.M. No. F. 11(d)-Reg. (6)/86, dated 1-7-1986].

Sl. No. 68

Under the existing rules and orders Government servants retired prior to 1.7.1986 are not entitled to any benefit of service rendered after completion of 30 years qualifying service. It has been decided that the Government servants retired prior to 1.7.1986 shall also be allowed the benefit to the extent of 2% of gross pension for each extra year of service put in by him beyond 30 years qualifying service subject to a maximum of 10% of his gross pension from 1.7.1986. No arrears will be allowed prior to 1.7.1986.

2. Commutation/gratuity of any part of the additional amount will not be admissible.

3. Indexation on pension and *ad hoc* relief allowed from

1.7.1986, (i.e. 4¹/₂% of pension upto Rs.1500/- and 3¹/₂% of pension above Rs.1500/-) 1.7.1987, 1.7.1988 and 1.7.1990 respectively will also be admissible on the above amount.

4. The above benefit will also be applicable/admissible to family pensions.

[Authority:- Finance Division O.M.No.F.6(2)/Reg(6)/91 dated 13-6-1991].

Sl. No. 69

The benefit of extra year of service has normally been allowed on completed year of service. Superior Courts in certain cases, however, allowed the benefit for the fraction of a year by counting more than six months service put in by a civil servant beyond 30 years as one year.

2. The case has been re-considered in the light of the Judgement of Supreme Court of Pakistan and existing regulations on the subject. In terms of CSR-423(1) a deficiency of a period not exceeding six months in qualifying service of an officer is deemed to have been condoned automatically. Cases of pension under reference should henceforth be dealt with in accordance with the above referred CSR.

[Authority:- Finance Division O.M.No.F.1(1)-R.6/99, dated 2-6-1999].

Sl. No. 70

Restoration of 1/4th amount of Gross Pension surrendered compulsorily in lieu of Gratuity under the Pension-cum-Gratuity Scheme 1954.- Under the existing rules a civil pensioner is eligible to commute at his option 50% of his gross pension. He has also the option to draw 1/4th amount of gross pension as gratuity and 1/4th thereof as commutation. Under this Division Office Memorandum No. F. 10(8) Reg. (6)/85, dated 25-6-1985, 1/4th amount of commutation was restored to the pensioners out-living the period of commutation. The President has now been pleased to decide that civil pensioners including those paid from Defence Services

Estimates who availed the benefit of gratuity only and had not drawn commutation shall also be restored the amount of gratuity (1/4th of gross pension) only as and when they out-live the period for which the gratuity was paid.

2. In restoring the amount of gratuity, the rate of gratuity would be divided by 12 to arrive at the period of gratuity. For instance if a pensioner had received the gratuity at the rate of Rs.160, his period of gratuity would work out to 13.33.

3. While restoring the amount of gratuity, fraction of a year which is less than 6 months will be ignored and that of 6 months and more will count as one year.

4. No arrears on account of restoration of the amount of gratuity will be payable in any case for the period prior to 1-7-1986 due to the completion of the period for which the gratuity was paid.

[Authority.- Finance Division O.M.No.F.10(5)-Reg.(6)/86, dated 1-7-1986].

Sl. No. 71

Revival of the Family Pensions ceased to be payable before 1-7-1983.- Reference para 2 of Finance Division's Office Memorandum No. F. 1(3)-Reg. (6)/83 dated the 23rd October, 1983, in which it was indicated that family pension of a widow which had ceased to be payable before 1-7-1983 was not to be revived for life from that date. The President has been pleased to decide that the pensions of such widows which ceased to be payable before 1-7-1983 on account of expiry of prescribed period of 5/10 years will also be revived for life with effect from the dates these ceased to be payable. The amount of family pension that will be revived shall be equal to the same amount of family pension as was drawn and payable immediately before it ceased to be admissible. In cases in which the gross pension is required to be re-calculated on account of elimination of the reduction of pension due to cut off points referred to in this Division Office Memorandum No. F. 10(7)-Reg. (6)/85 dated the 25th June, 1985, the amount of family pension may be worked out on the basis of re-calculated amount of gross pension.

2. No arrears will, however, be payable for the period prior to 1-7-1985.

3. The other instructions on the subject will be the same as applicable to family pensions which were in existence on 1-7-1983.

[Authority.- Finance Division O.M. No. F. 5(2)-Reg.(6)/85, dated 25-6-1985].

Sl. No. 72

Grant of Family Pensions to those widows whose husbands died after drawal of pension for 5/10 years before 1-7-1983.- Reference Finance Division's Office Memorandum No.F. 5(2)R. 6/85 dated the 25th June, 1985 (Sl.No. 71) on the subject noted above and it is stated that according to the instructions contained therein, the pensions of such widows which ceased to be payable before 1-7-1983 on account of expiry of prescribed period of 5/10 years have been revived for life with effect from 1-7-1985. There is yet another category of widows of government servants whose *husbands had died before 1-7-1983 after drawal of pension for 5/10 years.* The President has been pleased to decide that such widows may also be paid family pension for life at 50% of the pension (net or gross as the case may be) *w.e.f.* 1-7-1985 without any arrears.

2. In cases where the gross pension is required to be re-calculated on account of elimination of the reduction of pension due to cut-off points referred to in this Division's Office Memorandum No. F. 10(7)-R. 6/85 dated the 25th June, 1985, the amount of family pension may be worked out on the basis of re-calculated amount of gross pension.

The other instructions on the subject will be the same as applicable to family pensions which were in existence on 1-7-1983.

[Authority.- Finance Division O.M.No.F.5(2)-Reg.(6)/85 dated 5-8-1985].

Sl. No. 73

Grant of Family Pension to the Widows of those Civil Servants who had retired before 24-3-1954 or who did not opt for the Pension-cum-Gratuity Scheme of 1954.- Reference Finance Division's Office Memorandum of even number dated the 25th June, 1985 and 5th August, 1985 regarding revival/grant of Family pensions, it is stated that the orders contained therein do not cover the categories of the widows of the following Government servants:-

- (i) who had retired before 24-3-1954 *i.e.* before the Pension-cum-Gratuity Scheme was introduced by the Government of Pakistan; and
- (ii) who did not opt for the Pension-cum-Gratuity Scheme and whose pension was sanctioned under the rules in force prior to 24-3-1985.

2. The President has been pleased to decide that such widows may also be paid family pension for life at 50% of the pension (net or gross, as the case may be) *w.e.f.* 1-7-1985, without any arrear.

3. The other instructions on the subject will be the same as applicable to family pensions which were in existence on 1-7-1983.

[Authority.- Finance Division O.M. No. F. 5(2) Reg.(6)/85 dated 10-12-1985].

Sl. No. 74

Admissibility of Pension for Life to a Widower.- Under existing rules/orders on the subject, family pension is admissible to widower of a deceased female government servant for a period of 10 years or un-expired portion of 10 years and to a widow for life or until re-marriage. It is also stated that *w.e.f.* 01.03.1992 the widower of deceased female government servant will also be entitled to family pension for life or until re-marriage.

2. The other instructions on the subject will continue.

[Authority.- Finance Division O.M.No.F.2(2)Reg.(6)/91, dated 12-3-1992].

Sl. No. 75

Grant of Family Pension to the widows of Civil Servants who had died while in service prior to 24-3-1954.- Reference Finance Division O.M. No. F. 5(2)/Reg. (6)/85 dated the 25th June, 1985, 5th August, 1985 and 10th December, 1985 regarding grant of family pension, it is stated that the orders contained/ therein do not cover the widows of civil servants who had died while in service prior to 24-3-1954. The President has been pleased to decide that such widows may also be paid family pension w.e.f. 1-7-1987 for life at the rate of 50% of the gross pension admissible to the deceased civil servant in each case.

2. No arrears for the period prior to 1-7-1987 would be admissible.

3. * [The family pension shall be admissible to the widow for life or until remarriage.]

4. The other instructions on the subject will be the same as applicable to family pensions which were in existence on 1-7-1983.

[Authority.-Finance Division O.M. No.F. 5(4)-Reg.(6)/87 dated 11-8-1987].

Sl. No. 76

Payment of family pension in the case of employees who remain missing for 12 months.- Reference Finance Division's O.M.No.5(1)-Reg.6/87, dated 4.3.1987 in which it was decided that if an employee remains missing or unheard of for a period of 7 years to the satisfaction of the department concerned, family pension may be allowed to his heirs as admissible under the prescribed rules. The President has been pleased to decide that, with effect from 24th September, 1997, if an employee remains missing or unheard of for a period of 12 months to the satisfaction

_____ *Subs vide Finance Division
O.M. No. F. 5 (4)-Reg. (6)/87 dated 23-8-1987.

of the Department concerned, family pension may be allowed to his heirs as admissible under the prescribed rules provided that :-

- (i) The spouse of the pension claiming to be entitled to the pensionary benefits of the missing person shall, before such benefits are paid, guarantee, through affidavit or as the pensionary authority may require, the repayment of pensionary benefits to the missing person if subsequently he appears and makes any claim thereto.
- (ii) The pensionary authority shall not be responsible for repayment of any pensionary benefits to the missing person which have already been paid to his spouse or family members who shall personally be responsible for satisfaction thereof on appearance of the missing person.

[Authority:- Finance Division O.M. No.F.2(1)-Reg.6/97, dated 25-9-1997].

Sl. No. 77

In continuation of Finance Division's O.M. No. F.2(1)-Reg.6/97 dated 25-9-1997 on the above cited subject, the undersigned is directed to say that the concession admissible thereunder shall also be admissible in cases a pensioner remains missing or unheard of for a period of 12 months to the satisfaction of the Department concerned, family pension may be allowed to his heirs as admissible under the prescribed rules and subject to the condition mentioned in O.M. dated 25-9-1997 referred to above.

[Authority:- Finance Division O.M. No.F.2(1)-Reg.6/99, dated 8-5-1999].

**Central Civil Services (War
Injuries Pension) Rules, 1965**

Sl. No. 78

In exercise of the powers conferred by paragraph (a) of clause (2) of Article 178 of the Constitution, the President is pleased to make the following rules, namely :-

1. These rules may be called the Central Civil Services (War Injuries Pension) Rules, 1965. They shall come into force at once and shall be deemed to have taken effect on the sixth day of September, 1965.

2. In these rules,-

"duty" has the meaning assigned to that expression in rule 9(6) of the Fundamental Rules ; "war injury" has the meaning assigned to that expression in section 2 of the War Injuries Ordinance, 1941 (VII of 1941).

3. Where a person, other than a Military Officer serving under the operational Command of the Pakistan Army to whom the Superior Civil Services (Extraordinary Pension) Rules, 1936, apply sustains a war injury while on duty, or dies of a war injury so sustained, awards shall be made in accordance with the provisions of those Rules as if the injury were received as a result of risk of office:

Provided that if the authority making an award is satisfied that the war injury has been received as a result of "Special risk" as defined in rule 3 of the said Rules, the award shall be made in accordance with the provisions of those Rules as if the injury were received as a result of special risk of office.

4. Where a person to whom the Central Civil Services (Extraordinary Pension) Rules, 1937, apply sustains a war injury so sustained, awards shall be made in accordance with the provisions of those Rules as if the injury were received as a result of risk of office:

Provided that if the authority making an award is satisfied that the war injury has been received as a result of "Special risk" as defined in rule 3 of the said Rules, the award shall be made in

accordance with the provisions of those Rules as if the injury were received as a result of special risk of office.

5. Where a person to whom the rules in Chapter XXXVIII of the Civil Service Regulations apply sustains a war injury while on duty otherwise than on service with a military force, or dies of a war injury so sustained, awards shall be made in accordance with the provisions of those rules as if the injury were received in the performance of a duty which had the effect of increasing his liability to injury or death beyond the ordinary risk of the Civil appointment held by him.
6. Nothing in these rules shall be deemed to authorize or require the making, in respect of the same injury-
 - (a) of an award under rule 3 of these rules as well as an award under the Superior Civil Services (Extraordinary Pension) Rules, 1936; or
 - (b) of an award under rule 4 of these rules as well as an award under the Central Civil Services (Extraordinary Pension) Rules, 1937; or
 - (c) of an award under rule 5 of these rules as well as an award under Chapter XXXVIII of the Civil Service Regulations.
7. The Central Civil Services (War Injuries Pension) Rules, 1942 are hereby repealed but such repeal shall not affect the awards already made under those Rules, or the making of awards in respect of war injuries sustained before the commencement of these rules.

[Authority.- Finance Division S.R.O. No.172(K)/66, dated 11-2-1966].