

**WEST PAKISTAN GOVERNMENT SERVANTS
BENEVOLENT FUND PART-II (DISBURSEMENT) RULES, 1966**

NOTIFICATION

The 8th November, 1966

No.S.VIII-3-17/66 In exercise of the powers conferred on him by Section 7 of the 'West Pakistan Government Servants Benevolent Fund Ordinance, 1960 (West Pakistan Ordinance XIV of 1966) and in suppression of the West Pakistan Government Servants Benevolent Fund, Part-II (Disbursement) Rules, 1963 the Governor of West Pakistan is pleased to frame the following Rules: -

1. SHORT TITLE AND COMMENCEMENT.

(1) These rules may be called the West Pakistan Government Servants Benevolent Fund, Part-II (Disbursement) Rules, 1966:-

(2) They shall come into force at once.

2. In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-

(a) **"Controlling Officer"** means the officers, who, in relation to the Non-Gazetted Government Servants concerned, exercise the powers of Controlling Officer under the financial rules or in the case of death of such servant, last exercised such powers.

¹“(bb)” **District Board**’ means the District Board of Management constituted under Section 6 (1) (d) of the Ordinance”.

(a) **"Medical Officer"** means the Authorized Medical Attendant within the meaning of the West Pakistan Government Servants (Medical Attendance) Rules, 1959 or the Medical Officer specified under the corresponding other rules applicable to the Non-Gazetted Government Servants concerned, who has examined or attended on the Non-Gazetted Government Servants concerned or a member of his family.

¹ Clause (b) words “Divisional Board” deleted by substituting “District Board” Ord. No. XIV of 2001.

- (d) **"Pay"** means the amount drawn monthly by a Government Servant as:-
- (i) The pay which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;
 - (ii) Overseas pay, technical pay, personal pay and special pay other than special pay granted in view of his personal qualifications; and
 - (iii) Any other emoluments which may specially be classed as pay by the competent authority.
- (e) **"Provincial Board"** means the Provincial Board of Management (Non-Gazetted) constituted under section 6 of the Ordinance; and
- (f) ²**"Ordinance"** means the West Pakistan Government Servants Benevolent Fund Ordinance, 1960.

³Explanation: - For the purposes of these rules

- (a) 'Government Servant' or 'Non-Gazetted Government Servant' means, a Government servant holding a post in National Pay scale No.15 or below;
- (b) 'Government servant of Class-IV' or 'Non-Gazetted Government servant of class-IV' means a Government servant holding a post in any of the National Pay Scales No. 1 to 4; and
- (c) 'Government Servant above Class-IV' or 'Non-Gazetted Government Servant above Class-IV' means a Government servant holding a post in any of the National Pay Scale No.5 to 15".

3. ⁴“(1) The Provincial Board in respect of Government Servants holding any of the National Pay Scales No.1 to 15 and serving or employed in the Provincial Government Secretariat, and the District Board in respect of all other such Government servants, may, out of the amount allocated to the District Board in pursuance of the provisions of Section 6 of the Ordinance and the West Pakistan Government Servants Benevolent Fund Rules, 1960, sanction and disburse grants admissible under Rules 4 and 7;

² West Pakistan Government Servants Benevolent Fund Ordinance, 1960 repealed by N.W.F.P Ordinance No .VII of 1972.

³ Explanation to Rule 2 added by Notification No.S&GAD/BF/12-71/349, dated 13/02/1976.

⁴ Rule 3 substituted by Notification No.S&GAD/BF/12-71/655, dated 10/09/1975.

Provided that in respect of the Government Servants falling within the purview of the Provincial Board under this rule, the Secretary of the Provincial Board shall be competent to sanction funeral grant as specified in these rules.

(2) The District Board, may, out of the amount allocated to it by the District Board in pursuance of the provisions of Section 6 of the Ordinance and the West Pakistan Government Servants Benevolent Fund Rules, 1960, sanction and disburse grants admissible under Rules 4 and 7".

⁵4. The following grants from the West Pakistan Government Servants Benevolent Fund Part-II shall, subject to the provisions of these rules, be admissible to Government Servants (N.P.S 1 to 15), who are subscribers to the fund or their families, as the case may be namely: -

⁶(a) For the Funeral expenses of Rs.3,000/-
Government Servant or a member of his (Rupees Three Thousand).
family wholly dependent upon him/her.

(b) Educational scholarships for pursuing studies to the children of serving as well as deceased or invalided Government servants.	Such amounts for such period and on such terms as the Provincial Board may determine.
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The following rates of scholarship have been approved by the Board. Application form for the grant of scholarship is to be submitted on prescribed form : -

- | | |
|--|------------------------------------|
| 1. School going children
OR | (Upto maximum 3 children) Rs.500/- |
| 2. College going children
OR | (One child only) Rs.1200/- |
| 3. Post Graduate/Professional Colleges | (One child only) Rs.1500/- |

⁷(c) In case of death of a Government servant while in service or within 8(fifteen) years of his retirement or in the event of his invalidation during service. A sum of Rs.250/- per mensem:-

⁵ Rule 4 substituted by Notification No.S&GAD/12-71/557, dated 17/02/1980.

⁶ Clause (a) of Rule 4 substituted by Notification No.S&GAD/BF/12-71-IV, dated 10/12/2003.

⁷ Clause(c) of Rule 4 substituted by Notification No.S&GAD/BF/12-71-II, dated 1/12/1989.

(i) to Government Servant if invalid during service, or to the widow/members of his family, if he dies during service, for a period of 8(fifteen) years from the date of his/her invalidation or death, as the case may be; or

(ii) to the widow/member of his family for the un-expired portion of 8(fifteen) years from the date of retirement of a Government servant, if he/she dies within ⁸(fifteen) years of his retirement:

Provided that in relation to Government servants who contributed to the Fund at the enhanced rate since 01/01/1990, the amount of grant shall be five hundred rupees per mensem".

- (d) The Provincial Board may also, with the approval of Government, introduced schemes for granting loans or advances to Non-Gazetted Government Servants for specified purposes, or any other beneficial schemes, such as housing societies, educational institutions etc.

5. An application for a grant under Rule 4 shall be made in the form set out in Annexure "A" and shall be presented to the Controlling Officer alongwith the certificate of the Medical Officer, where such certificate is necessary.

6. (1) Where an application is made to him under Rule 5, if the Controlling Officer, after taking into consideration the contents of the application and making such inquiries as he may consider necessary, is satisfied that the applicant is entitled to a grant under Rule 4, may recommend to the ⁹(District Board as the case may be,) the amount to be disbursed or granted to the applicant.

(2) On receipt of the recommendation of the Controlling Officer under Sub-Rule (1), the ¹⁰(District Board as the case may be,) may, after taking into consideration, such recommendations and making such inquiries (if any) as it may consider necessary, sanction out of the funds allocated to it under Rule 3, a grant or payment to the Government servant

⁸ The word "ten" substituted by Notification No.S&GAD/BF/12-71-II, dated 8/3/1993.

⁹ The word "ten" substituted by Notification No.S&GAD/BF/12-71-II, dated 8/3/1993.

¹⁰ In Sub-Rules (1) & (2) of Rule 6 the words "Divisional Board" substituted by Notification No.S&GAD/BF/12-71 dated 25/6/1974.

concerned or a member of his family in accordance with the provisions of Rule 4.

(3) The amount sanctioned under Sub-Rule (2) shall be paid ¹¹(.....) by issuing a cheque in favour of the Government servant concerned or a member of his family, as the case may be.

(4) The District Board shall obtain proper receipts from the grantee in respect of all such payments and maintain a record of the same in the register prescribed under Rule 13 of the West Pakistan Government Servants Benevolent Fund Rules, 1960.

7. (1) Notwithstanding anything contained in these rules, the District Board may, with the approval of the Provincial Board, make to a Non-Gazetted Government Servant or member of his family, in case of extreme financial distress which is not occasioned on account of actions or omissions on the part of the Government servant himself/herself, any grant not provided for in Rule 4.

(2) The procedure for a grant under this Rule shall be as provided in Rule 5 and 6.

8. Each District Board shall by the tenth of each month, submit to the Provincial Board, a monthly return relating to the last preceding month showing the amount of allocation in hand at the beginning of the last preceding month, the amount of further allocation received, if any, and the disbursement made under Rules 4 and 7 during that month.

¹²9. Where a grant under these rules has been sanctioned in favour of a widow, the same shall be subject to the condition that the widow does not re-marry. Such widow shall each month furnish to the Board a Certificate in the form set out in Annexure 'B'. On re-marriage of the widow the monthly aid amount for the un-expired portion of ¹³(fifteen) years {15 Years in case of occurrence of death or invalidation after 01/12/1989} (to be counted from the date of the death of the deceased Government servant) may be paid to the guardian of the children of the deceased Government Servants, or, if the children are major, to one of them in whose favour a power of attorney has been given by other brothers/sisters, if any, the payment of monthly aid to the

¹¹ The words "by the Divisional Board" deleted by Notification No.S&GAD/BF/12-71, dated 25/6/1974.

¹² Rule 9 substituted by Notification No.S&GAD/BF/12-71-II, dated 14/9/1988.

¹³ The word "ten" substituted by Notification No.S&GAD/BF/12-71-II, dated 8/3/1993 in Rule 4 of these rules.

guardian or the child of the deceased Government servants, as the case may be, shall be made subject to scrutiny and verification by the DCO of the District in whose jurisdiction the family of the deceased Government servant resides".

10. A Non-Gazetted Government servant who, for any reason whatsoever, quits Government service or is forced to leave Government service shall not be entitled to the refund of the contributions made by him towards the Fund during the period of his service.

ORDER OF THE GOVERNOR OF WEST
PAKISTAN

(A.H QURAISHI)
CHIEF SECRETARY TO
GOVERNMENT OF WEST PAKISTAN

APPLICATION FORM FOR THE GRANT OF AID OUT OF *[Khyber Pakhtunkhwa]
GOVERNMENT SERVANTS BENEVOLENT FUND PART-I & PART-II
 See Rule 9 of the West Pakistan Government Servants Part-I (Disbursement Rules 1965)
 See Rule 5 of the West Pakistan Government Servants Part-II (Disbursement Rules 1966)

1.	Name of Government Servant				
2.	Designation & Pay Scale				
3.	Date of Entry into Government Service				
4.	Date of				
	i. Death				
	ii. Invalidation				
	iii. Retirement				
5.	Details of Dependent Family Members	Name	Relation	Age	Occupation
6.	Attach attested copy of Pay Slip				
7.	Attach No-Marriage and Non-Separation Certificate				

I do hereby solemnly affirm and verify that the contents of the above application are true to the best of my knowledge and nothing has been concealed.

I know that in the event of making a willful misrepresentation of suppression of facts, I shall be liable to criminal prosecution.

Signature of the applicant : _____

Name of the applicant : _____

Address : _____

I certify and attest the details furnished above on the record available in this office.

 Signature & Name of the
 Head of Office with Official Seal

 Signature & Name of the Head of
 Department with Official Seal

**In case of Government
 Servants in BS-01 to BS-15**

 Signature & Name of the
 Head of Department with Official Seal

 Signature & Name of the Head of
 Administrative Department with Official Seal

**In case of Government Servants
 in BS-16 and above including
 Non-Gazetted Secretariat Staff**

Annexure-B

NON - MARRIAGE CERTIFICATE

I do hereby solemnly affirm that I
 Mst: _____ widow of
 late _____ drawing Rs. _____ (Rupees
 _____ per month as grant out of
 the N.W.F.P Government Servants Benevolent Fund Part-I & II have not yet remarried and
 still a widow. I therefore, request that the sanction of Rs. _____ for the month(s) of
 _____ may kindly be remitted to me.

 SIGNATURE WITH DATE

(_____)
 (Name in Block Letters)

Attested.

W/O late _____

Address _____

**APPLICATION FOR THE GRANT OF SCHOLARSHIP FROM THE *^[Khyber Pakhtunkhwa] GOVERNMENT
SERVANTS BENEVOLENT FUND PART-I & PART-II (FOR THE YEAR _____)**

See Clause (d) of rule 3 of West Pakistan Government Servants Benevolent Fund
Part-I (Disbursement) Rules, 1965.

See Clause (b) of rule 4 of West Pakistan Government Servants Benevolent fund
Part-II (Disbursement) Rules, 1966.

1.	Name of Student										
2.	Date of Birth of Student										
3.	Class / Course for which Scholarship is needed										
4.	Name of Institution with complete address										
5.	Marks Obtained / Percentage in Exam (Attach attested copy of DMC)										
6.	Details of Scholarship(s) if received from other sources.										
7.	Name of Government Servant (Father / Mother)										
8.	Designation & Pay Scale										
9.	NIC No.										
10.	Date of retirement or death or invalidation of father / mother.										
11.	Whether father / mother died during service.	Yes					No				
12.	Attach Pay Slip of father / mother										

I do hereby solemnly affirm / verify that the contents of the above application are true to the best of my knowledge and belief and that I have concealed nothing.

Signature of the Student

Signature of Father / Mother / Guardian

CERTIFICATE FROM THE HEAD OF THE INSTITUTION AS MENTIONED AT S.NO.4 ABOVE.

Certified that as per record of this institution entries recorded against S.No.1 to 6 above are correct.

Dated: _____

Signature of Head of Institution with
Official Seal

THIS CERTIFICATE SHOULD BE ISSUED BY THE "HEAD OF DEPARTMENT" CONCERNED

Certified that the details furnished at S.No.7 to 12 above are correct as per record.

Dated: _____

Signature & Designation of
Head of Department
with Official Seal

See instructions overleaf

INSTRUCTIONS

1. Government servants having at least five years service are eligible for the grant of scholarship.
2. Apply either for Three (3) children studying in Pre-Matric classes @ Rs.500/- each child **OR** for One Child studying in Post-Matric Class @ Rs.1200/- **OR** for One Child studying in Post Graduate and Professional Classes @ Rs.1500/- per year. No such restriction applies in case of ward of deceased or invalid Government servants.
3. Scholarship is granted on the basis of 50% marks in the last annual examination. However children studying in primary classes (1st to 5th) are exempted from this condition.
4. Children of Retired Government Servants are not eligible for scholarship from the fund.
5. Children of Government Servants studying in Registered Deni Madaris are also eligible for the grant of scholarship out of Benevolent Fund.
6. The scholarship application forms shall be verified from the Head of Institution and submitted through the head of Department concerned.
7. Form should be filled clearly, and all required information must be provided. Incomplete forms will not be entertained.
8. Date fixed for the receipt of the scholarship should strictly be followed.

APPLICATION FOR THE GRANT OF MERIT SCHOLARSHIP FROM THE *[Khyber Pakhtunkhwa]
GOVERNMENT SERVANTS BENEVOLENT FUND PART-I & II
(FORM SHOULD BE FILLED IN BLOCK LETTERS)

1. Name of Student _____
2. Date of Birth of Student _____
3. Name of the Government Servant
(Father/Mother) _____
4. Government Servant N.I.C No. _____
5. Post held by the Father / Mother with
pay scale. _____
6. Position scored in the Board/University
examination. _____
7. Academic session _____
8. Name of present Institutions with
complete address _____
9. Details of any other scholarship received _____
10. Board/University merit declaration certificate. _____

I do hereby solemnly affirm / verify that the contents of the above application are true to the best of my knowledge and belief and that I have concealed nothing.

(Signature of Student)

(Signature of Father/Mother/Guardian)

CERTIFICATE OF HEAD OF INSTITUTION WHERE THE APPLICANT IS STUDYING

Certified that applicant _____ son/daughter of _____
 _____ is a student of _____ class in this institution and
 that he / she is a fit person for the grant of merit scholarship applied for as he/she obtained _____
 position at Board or University level in the annual examination for the session _____

Signature and Designation
with official seal of the Head of Institution

dated: _____

THIS CERTIFICATE SHOULD BE ISSUED BY THE "HEAD OF DEPARTMENT" CONCERNED

Certified that applicant _____ is the son/daughter of
 Mr./Ms _____ who is working as _____ in this
 Department .

Signature and Designation
with official seal of the Head of Department

dated: _____

Note: Postal address of the school/college/institution for the dispatch of cheques must clearly be stated.

**APPLICATION FORM FOR THE GRANT OF FUNERAL CHARGES OUT OF
BENEVOLENT FUND PART-II**

See Rules 4 Clause "A" of West Pakistan Government Servants Benevolent Fund Part-II
(Disbursement) Rules, 1966.

1. Name of Applicant. _____
2. Date of entry into service _____
3. Post held (Permanent/Temporary) _____
4. Scale of Pay. _____
5. Rate of B. Fund contribution. _____
6. Date from which contributing. _____
7. Date of death of dependent/self-death. _____
8. Amount applied for _____
9. Reason for the Funeral Charges grant. _____
10. Name of the deceased. _____
11. Relationship with the Applicant. _____
12. Certificate to the effect that the deceased was wholly dependent upon the Government
Servant shall be attached with the application form.

Signature of the Applicant

Name: _____
(Block letters)

Address: _____

Signature & Seal of Officer
Incharge section/Department

Signature & Seal of the Head of
Administration Department.