

**THE WEST PAKISTAN GOVERNMENT SERVANTS
BENEVOLENT FUND RULES, 1960**

THE 30TH NOVEMBER, 1960

No.FD-SOI(SR)988/60 – In exercise of the powers conferred on him by Section 7 of the West Pakistan Government Servants Benevolent Fund Ordinance, 1960 the Governor of West Pakistan is pleased to make the following rules, namely: -

1. Short title and commencement

- (1) These rules may be called the West Pakistan Government Servants Benevolent Fund Rules, 1960.
- (2) They shall come into force on the Twenty Seventh day of December, 1960.

¹2. Rate of contribution.-

The rate of contribution to the fund shall be: -

(a)	In case of Government Servants drawing pay in BPS-16 and above;	Rs.75.00 Per Month
(b)	In case of Government Servants drawing pay in BPS-5 to 15;	Rs.35.00 Per Month
(c)	In case of Government servants drawing pay in BPS-1 to 4;	Rs.25.00 Per Month”

3. Deduction.- Contribution to the Fund shall be made: -

- (i) In the case of Gazetted Government Servants, by deduction of the amounts by the Gazetted Government Servants from their pay bills;
- (ii) In the case of Non-Gazetted government servants, by deduction of the amounts by the drawing officers from the pay bills of the Non-Gazetted Government servants.

¹ Rule 2 substituted by Notification No.S&GAD/BF/12-71-, Dated 10/12/2003.

4. Contribution By Government Servants Transferred To Foreign Service.

When a Government Servant is transferred to foreign service he shall remain subject to these rules in the same manner as if he was not so transferred, and his/her contribution during such period shall be remitted by the employer to the Audit Officer in whose jurisdiction he/she was serving immediately before he/she was so transferred.

"4-A A member of the Civil Service of Pakistan who has opted for the fund shall cease to be entitled to the benefits under the Ordinance as soon as he ceases, save in the case of death to hold any post in connection with the affairs of the Province".

5. Head of Account.

The amounts so deducted shall be credited to the minor head "West Pakistan Government Servants Benevolent Fund" under the major head "P-Deposits and Advances-B-Benevolent Fund". There shall be two Sub-Heads under the minor head, one Sub-Head for Part-I of the Fund and the other for Part-II of the Fund. Separate accounts of the two parts of the Fund in respect of the transactions relating to each audit circle shall be maintained by the respective area audit and accounts offices.

6. The amounts deducted as aforesaid shall be checked by the Audit Office in the case of payments made at ²(Peshawar) and by the Treasury Officer in the case of payments made in their respective Districts.

7. (1) The Provincial Board of Management (Gazetted) shall consist of
- (a) The Chief Secretary to the Government of West Pakistan (Chairman);
 - (b) The Secretary to the Government of West Pakistan, Finance Department;
 - ³(c) "Two members from any of the Provincial Services to be co-opted by the Chairman for a period of one year;
 - (d) One representative of the ⁴[Khyber Pakhtunkhwa] Secretariat Officer Association; and
 - (e) Such other Government Servants, not exceeding three in number, as Government may, from time to time, appoint.”;

² Note : The word "Peshawar" may be considered as for word "Lahore".

³ Clause (bb) and (c) of Sub-Rule (1) of Rule 7 substituted by Notification No.S&GAD/BF/12-71/Vol-II, Dated 24/12/1990.

⁴ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

- (2) The Provincial Board of Management (Non-Gazetted) shall consist of:-
- (a) The Chief Secretary to Government of West Pakistan (Chairman);
 - (b) The Secretary to Government of West Pakistan, Finance Department; and
 - ⁵(c) Such other Government Servants not exceeding four in number, as Government may, from time to time appoint, of whom one shall belong to the category of Government Servants drawing pay in BPS-1 to BPS-4 and one in the category of Government Servants drawing pay in BPS 5 to 15, to be nominated by the respective Association of each category of Government Servants".

⁶(_)

- ⁷(3) Each District Board of Management shall consist of: -

- ⁸(a) The District Coordination Officer of the District concerned (Chairman); and
- ⁹(b) Such other Government Servants, not exceeding four in number, as government may from time to time appoint", of whom two shall be appointed by the Chairman of each Board from amongst Government Servants serving in the District and the remaining shall be appointed by Government; provided that of the two members to be appointed by the Chairman, one shall belong to the category of Government Servants drawing pay in Grades 1 to 4 and the other shall belong to the category drawing pay in Grades 5 to 15".

8. **Meeting of the Board.**- "(1) The meeting of the Provincial Board of Management (Gazetted) the Provincial Board of Management (Non-Gazetted), ¹⁰or the District Board of Management, as the case may be, shall be held at least once in three months.

- (2) A meeting of the Board may be called by the Chairman whenever considered necessary.
- (3) The Chairman and any two members of the Board shall form the quorum.
- (4) Decisions by the Board shall be taken by majority of votes. In case of equality of votes, the chairman shall have a second or casting vote.

⁵ Clause (c) of Sub-Rule (2) of Rules 7 substituted by Notification No.S&GAD/BF/12-71/Vol-II, dated 24/12/1990.

⁶ Clause (3) of Rule 7 (Divisional Board of Management) deleted and added District Board of Management vide Khyber Pakhtunkhwa Ord. No.XVI of 2001, dated 17/08/2001.

⁷ Clause (a) of Sub-Rule(4) of Rule 7 substituted by Notification No.S&GAD/12-71, dated 25/6/1974.

⁸ Clause (a) of Sub-Rule (3) now substituted by notification No.S&GAD/BF/92-76/8154-82, dated 08/12/2001.

⁹ Clause (b) of Sub-Rule (4) of Rule 7 substituted by Notification No.S&GAD/BF/12-71/Vol-III, dated 13/8/1997.

¹⁰ In Sub-Rule (1) of Rule 8 the words "or the Divisional Board of Management" deleted by substituting the words "District Board of Management" by Ordinance No.XVI of 2001 dated 17/08/2001.

- (5) The Chairman may appoint one of the members as Secretary to the Board.
- (6) All decisions of the Board shall be recorded in a minute book. The duty of recording of minutes shall be discharged by the Secretary and in his absence by another member of the Board as directed by the Chairman.
- (7) Subject to the general supervision and control of the Chairman, the Secretary shall be responsible for: -
 - (i) The conduct of correspondence on behalf of the Board;
 - (ii) The maintenance of the record of the Board;
 - (iii) The disbursement of money from the Fund;
 - (iv) The maintenance of the accounts;
 - (v) Preparation of the agenda of the meeting of the Board and giving advance notice of such meetings to the members of the Board;
 - (vi) Performance of such other functions as may be directed by the Chairman.

9. Remuneration. Members of the Provincial Board of Management (Gazetted).Provincial Board of Management (Non-Gazetted) ¹¹"(and District Board of Management)," shall not be entitled to any remuneration.

10. Custody of moneys. All moneys constituting the Fund shall be kept in the Government Treasury in the name of the Chairman of the Provincial Board of Management (Gazetted) or the Provincial Board of Management (Non-Gazetted), as the case may be.

11. Investment. The Provincial Board of Management (Gazetted) and the Provincial Board of Management(Non Gazetted) may invest such moneys constituting the fund as are not required for immediate expenditure in any of the securities described in Section 20 of the Trust Act, 1882 , or in real estate, or may place them in fixed deposit with a bank approved by Government.

12. Withdrawals.

- (1) Any amount required to be drawn from the Fund shall be drawn by submitting to the Accountant General, ¹²[Khyber Pakhtunkhwa], bills signed by the Finance Secretary, Government of West Pakistan in his capacity as member of the

¹¹ In Rule 9 for the words "and Divisional Board of Management" deleted by substituting the words "District Board of Management" through Ordinance No.XVI of 2001 dated 17/08/2001.

¹² Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

Provincial Board of Management (Gazetted) or Provincial Board of Management (Non-Gazetted), as the case may be. The amount so drawn shall be kept in the National Bank of Pakistan in current account in the name of the Chairman of the Provincial Board concerned and shall be drawn from the Bank by cheques signed by the Chairman, provided that the Chairman may delegate his powers of drawl to a member or the Secretary of the Board concerned, who shall exercise such powers of drawl in the manner and subject to the conditions prescribed by the Chairman.

- (2) The Board concerned shall be informed by the Chairman as regards any delegation of powers made by him under this rule.

13. Accounts. The accounts of the Fund shall be maintained by the Audit Officer of the area in whose jurisdiction the Government Servant is serving. The accounts shall be kept by the Boards in the forms of Registers given in the Schedule.

14. Payments. The account shall be kept in Pakistan in rupee and all payments from it shall be made in Pakistani Rupee.

15. Grants.- Individual grants from the Fund shall be drawn by the person in whose favour such grant is sanctioned on a simple receipt form quoting therein the number and date of the sanction.

BY ORDER OF THE GOVERNOR
OF WEST PAKISTAN

(A.G.N. KAZI)
SECRETARY TO GOVERNMENT OF WEST
PAKISTAN FINANCE DEPARTMENT

Note : The form between Rule 15 & Schedule omitted by Notification No.SOG-III-3-144/69, dated 28/1/1970.

SCHEDULE
PART I

The account of the Fund shall be kept by the District Board of Management in a register of the following form: -

FORM
DISTRICT BOARDS OF MANAGEMENT (.....) ETC.

Amount of allocation made for the year _____ by the Provincial Board of Management (Non-Gazetted) _____ (vide No. and date _____ *)

No. and date of cheque drawn by the Provincial Board of Management.	Amount Rs. Ps.	The name and address of Government Servant or the members of his family in whose favour the cheque has been drawn.	No. and date of the order of the District Board sanctioning the grant.	The date when the cheque was issued to grantee and his signature.	Balance
(1)	(2)	(3)	(4)	(5)	(6)

*Vide No. and date of the order of the Provincial board of Management (Non-Gazetted) making this allocation.

PART II

The amount of the fund shall be maintained by the Provincial Board of Management (Non-Gazetted) in a register of the following form:-

FORM

*PROVINCIAL BOARD OF MANAGEMENT (NON-GAZETTED) BENEVOLENT FUND PART-II

Amount
Rs. Ps.

1. The amount of the fund invested in securities described in Section 20 of the Trust Act, upto the 30th June of the last financial year.
2. The amount of the fund invested in real estate, upto the 30th June of the last financial year.
3. The amount of the fund placed in fixed deposit with Banks upto the 30th June of the last financial year.
4. The balance in the fund on the 30th June of the last financial year.
5. The amount of allocations made to the various District Boards of Management during the current financial year.

The District Board of Management _____

The total amount of allocations _____

6. The balance in the Fund after making allocations as in 5 above.

*These entries should be made on the first page of the Register.

PART-III

The account of the Provincial Board of Management (Gazetted) will be kept in the following form:-

**FORM
THE PROVINCIAL BOARD OF
MANAGEMENT (GAZETTED) BENEVOLENT
FUND PART-I**

Amount
Rs. Ps.

1. The amount of the fund invested in securities described in Section 20 of the Trust Act upto the 30th June of the last financial year.
2. The amount of the fund invested in real estate upto the 30th June of the last financial year.
3. The amount of the fund placed in fixed deposit with Banks upto the 30th June of the last financial year.
4. The balance in the fund on the 30th June of the last financial year.

The Name and Address of the Government Servant or members of his family to whom grant has been made.	No. and date of the order sanctioning the grant.	The amount of Grant Rs. Ps.	No. & Date of Cheque issued to the grantee	Balance Rs. Ps.
1	2	3	4	5

**GOVERNMENT OF ¹³[Khyber Pakhtunkhwa]
SERVICES & GENERAL ADMINISTRATION DEPARTMENT
(BENEVOLENT FUND CELL)**

NOTIFICATION

Dated Peshawar the 4th June, 1995

No.S&GAD/BF/12-71-IV In exercise of the powers conferred under Section 6 of the ¹⁴[Khyber Pakhtunkhwa], Government Servants Benevolent Fund Ordinance 1972, (¹⁵[Khyber Pakhtunkhwa] Ordinance; VII of 1972) read with Rule 8, Sub-Rule 5 of West Pakistan Government Servants Benevolent Fund Rules, 1960, the Government of ¹⁶[Khyber Pakhtunkhwa] is pleased to re-constitute the existing Provincial Board of Management (Gazetted) ¹⁷[Khyber Pakhtunkhwa], Government Servants Benevolent Fund, notified under No.S&GAD/BF/3-70/184 dated 24/02/1977 as below: -

- | | |
|---|------------------|
| 1. Chief Secretary, ¹⁸ [Khyber Pakhtunkhwa]. | Chairman |
| 2. Senior Member Board of Revenue, ¹⁹ [Khyber Pakhtunkhwa]. | Member |
| 3. Secretary to Government of ²⁰ [Khyber Pakhtunkhwa] S&GAD. | Member |
| 4. Secretary to Government of ²¹ [Khyber Pakhtunkhwa] Finance Department | Member |
| 5. Secretary to Government of ²² [Khyber Pakhtunkhwa] Law Department | Member |
| 6. Secretary to Government of ²³ [Khyber Pakhtunkhwa] Education Department | Member |
| 7. Secretary to Government of ²⁴ [Khyber Pakhtunkhwa] C & W Department | Member |
| 8. Deputy Secretary, Benevolent Fund, S&GAD. | Member/Secretary |
| 9. Representative of Officers Association Civil Secretariat. | Member |

¹³ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

¹⁴ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

¹⁵ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

¹⁶ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

¹⁷ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

¹⁸ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

¹⁹ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

²⁰ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

²¹ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

²² Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

²³ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

²⁴ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

(IJAZ RAHIM)
 CHIEF SECRETARY
 GOVERNMENT OF ²⁵[Khyber
 Pakhtunkhwa]

**GOVERNMENT OF N.W.F.P
 SERVICES & GENERAL ADMINISTRATION DEPARTMENT
 (BENEVOLENT FUND CELL)**

NOTIFICATION

Dated Peshawar the 4th June, 1995

No.S&GAD/BF/12-71-IV In exercise of the powers conferred under Section 6 of the ²⁶[Khyber Pakhtunkhwa] Government Servants Benevolent Fund Ordinance 1972, (²⁷[Khyber Pakhtunkhwa], Ord;VII of 1972) read with Rule 8, Sub-Rule 5 of West Pakistan Government Servants Benevolent Fund Rules, 1960, the Government of ²⁸[Khyber Pakhtunkhwa] is pleased to re-constitute the existing Provincial Board of Management (Non-Gazetted) ²⁹[Khyber Pakhtunkhwa], Government Servants Benevolent Fund, notified under No.S&GAD/BF/2-70/271 dated 24/02/1977 as below :

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- | | |
|---|----------|
| 1. Chief Secretary, ³⁰ [Khyber Pakhtunkhwa]. | Chairman |
| 2. Secretary to Government of ³¹ [Khyber Pakhtunkhwa] S&GAD. | Member |

²⁵ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

²⁶ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

²⁷ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

²⁸ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

²⁹ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

³⁰ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

³¹ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

3. Secretary to Government of ³²[Khyber Pakhtunkhwa] Finance Department Member
4. Secretary to Government of ³³[Khyber Pakhtunkhwa] Law Department Member
5. Deputy Secretary, Benevolent Fund, S&GAD. Member/Secretary
6. Rep: of Non-Gazetted Employees Association, C/Sectt. Member
7. Rep: of Class–IV, Employees Association, C/Sectt. Member

(IJAZ RAHIM)
CHIEF SECRETARY
GOVERNMENT OF ³⁴[Khyber
Pakhtunkhwa]

³² Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

³³ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.

³⁴ Substituted by the Khyber Pakhtunkhwa Act No. IV of 2011.