

**PUNJAB AGRICULTURAL DEVELOPMENT AND
SUPPLIES CORPORATION, LAHORE**

CONTENTS

1. Title
2. Object
3. Application
4. Definitions
5. Condition & eligibility
6. ****
7. Rates of Gratuity
8. Payment of gratuity
9. ****
10. Deduction from gratuity
11. Nomination
12. Cancellation of nominations
13. Relaxation
14. Condonation of interruptions deficiencies
15. Entitlement of gratuity governed under the labour law
16. Right of appeal against orders of the competent authority
17. Constitution of PAD&SC employees gratuity funds
18. Power to make regulations
19. power to amend the regulations

**PUNJAB AGRICULTURAL DEVELOPMENT AND SUPPLIES CORPORATION,
LAHORE**

NOTIFICATION

No.PAD&SC-0185-E-III/81. In exercise of the powers conferred under Section 26 of the Punjab Agricultural Development & Supplies Corporation Act, 1973 (Punjab Act No.XXI of 1973) the Governor of the Punjab is pleased to make the following Regulations namely the PAD&SC Employees Gratuity Regulations.

1. TITLE:-

These Regulations may be called the PAD&SC Employees Gratuity Regulations 1980 and shall come into force with effect from 1st. July, 1973.

2. OBJECT:-

The object of these Regulations is to give, in lieu of pension, a lumpsum grant to the employees of the Corporation holding non-pensionable posts, who have completed 10 years service or in the events given in Regulation 5 & 6.

3. APPLICATION:-

The Regulations shall apply to the following categories of whole time regular employees:-

1. Deputy Managing Director/ General Manager.
2. Directors/Secretary.
3. Deputy Directors/Regional Managers
4. Assistant Directors/District Managers.
5. Medical Officer.
6. PS to Managing Director.
7. Staff Officers/Accounts Officers/District Audit Officers.
8. Recovery Officers Research Officers.
9. Assistant Managers/Procurement Officers.

4. DEFINITIONS:- (4)

- (i) "Competent Authority" means the appointing authority.
- (ii) "Retirement" shall mean:
 - a. Retirement of an employee on superannuation or on completion of 25 years qualifying service.

- (vi) "Qualify Service" for the purpose of these Regulations shall mean continuous service from the date of appointment in the Corporation to the date of retirement or discharge, and also includes the service rendered in the Defunct West Pakistan Agricultural Development & Supplies Corporation / ASC in the case of those employees who were transferred / absorbed in PAD&SC under the Presidential Order (West Pakistan ADC/Dissolution Order (P.C.No.5 of 1972) but it does not include the period of leave without pay or non-condoned suspension or interruption of duty due to absence without leave.
- (vii) "Pay" means pay last drawn by a Corporation Employee before retirement and includes personal pay, special pay and technical pay, if any.
- (viii) "Corporation's employees" means an employee or officer as defined in sub-Section (c) & (i) of Section 2 of PAD&SC Act 1973 Punjab Act XXI of 1973 and excludes the following :-
- a. Deputationists
 - b. Employees on contract basis.
 - c. Part-time employees.
 - d. Daily rated employees/work-charge and contingent paid employees.
 - e. Workers governed under Labour Laws.
 - f. Re-employed Pensioners whether military or civil.
- (ix) "Completed year" means complete 12 months and not exceeding 6 months.

5. CONDITION & ELIGIBILITY:-

Employees of the Corporation who has been retired on superannuation or has completed 10 years qualifying service or who is otherwise retired under the policy of the Government/Board of Members of PAD&SC has completed 10 years qualifying service shall be entitled to gratuity at the rates given in Regulation 7.

6. Employees of the Corporation having less than 10 years qualifying service shall also be entitled to gratuity in case of any of the following eventualities:-

- a) Death after rendering qualifying service exceeding 5 years.
- b) On being declared unfit for service by the competent Medical Authority as defined under the PAD&SC Medical Attendant Regulations, 1981.
- c) On being compelled to retire by reasons of abolition of post or absence of other suitable employment in the Corporation or in case of dissolution of Corporation.

7. RATES OF GRATUITY:-

- (1) A Corporation employee retiring after completing more than 5 years but less than 10 years qualifying service shall be allowed Gratuity equal to one month's pay for each completed year of service.
- (2) A Corporation employees retiring after having more than 10 years qualifying service or due to invalidation or in case of death or retrenchment due to abolition of post or dissolution of PAD&SC he shall be paid gratuity equal to 1 ½ months pay for each completed year of service or a part thereof exceeding 6 months.

8. PAYMENT OF GRATUITY:-

- a) As far as possible the gratuity application should be given by the retiring employees six months in advance of the date of superannuation so that all the preliminary formalities should be completed well in advance of the date of retirement and the concerned employee should be able to draw his Gratuity immediately after the retirement. However, in cases where it is not practicable to give advance application, efforts will be made to obtain application finalize the process of payment as early as possible but in no case later than 60 days from the date of termination/discharge/death of the employee concerned.
- b) In case of each of an employee, the payment of Gratuity shall be made to the legal heirs nominated by the deceased employee in accordance with the proportionate shares specified in the said nomination exist, the payments of Gratuity shall be made to the members of his family in accordance with the shares payable under the personal law of the employee concerned has no family members, to his legal heirs.

9. All Applications for Gratuity shall be made to the competent authority on prescribed form. The particulars of the application shall be checked and sanction of payment shall be issued by the Competent Authority.

10. DEDUCTION FROM GRATUITY:-

The competent authority shall be competent to recover Corporation dues, if any from the amount payable on account of Gratuity. The deduction made from the gratuity shall be credited to the appropriate head of account and only balance amount of gratuity, if any shall be payable by the Corporation.

11. NOMINATION:-

Every employee eligible for gratuity under these Regulations shall be required to fill in a nomination on the prescribed form (in triplicate) for payment of gratuity in case of death. One copy of this nomination shall be kept in the personal file of the officer, the other will be in audit office concerned and the third in the master file of Nomination.

12. CANCELLATION OF NOMINATIONS:-

- (i) A Nomination made in favour of a person who is no member of family shall lapse on the date of employee acquires his family.
- (ii) An employee may at any time cancel his previous nomination by sending fresh nomination if he/she so desires along with such notice.
- (iii) Every Nomination made and every notice of cancellation given an employee shall to the extent, that is valid take effect from the date on which it is received by the competent authority.

13. RELAXATION:-

In case of any hardship or anomaly, the Managing Director may relax any of the provisions of these Regulations for special reasons to be recorded in writing.

14. CONDONATION OF INTERRUPTIONS DEFICIENCIES:-

The competent authority may for special reasons to be recorded condone interruptions and other deficiencies.

15. ENTITLEMENT OF GRATUITY GOVERNED UNDER THE LABOUR LAW:-

Employees of the Corporation whose services are governed under the Labour Law shall be entitled to such gratuity as provided in the relevant enactments/Law applicable to them. They shall not be entitled to claim gratuity under these Regulations.

16. RIGHT OF APPEAL AGAINST ORDERS OF THE COMPETENT AUTHORITY:-

An employee who is aggrieved in any manner by the orders of the competent authority to sanction gratuity, may within 30 days from the date of the communication of the order, appeal to the next superior authority and the decision of the appellate authority should be final.

17. CONSTITUTION OF PAD&SC EMPLOYEES GRATUITY FUNDS:-

The Corporation shall constitute a separate fund, which shall be known as "PAD&SC Employees Gratuity Fund" in which annual contribution payable on account of gratuity under these rules as well as in respect of employees governed under the Labour Laws, will be kept.

18. POWER TO MAKE REGULATIONS:-

The Board of Members of PAD&SC may with prior approval of the Government of Punjab make such regulations as may be necessary for enforcement of these Regulations.

19. POWER TO AMEND THE REGULATIONS:-

The Government of Punjab may by notification in the official Gazette amend these Regulations.

BY ORDER OF THE GOVERNOR OF THE PUNJAB