

THE PUNJAB GOVERNMENT SERVANTS BENEVOLENT FUND RULES, 1960

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THE PUNJAB GOVERNMENT SERVANTS BENEVOLENT FUND RULES, 1960

In exercise of the powers conferred on him by section 7 of the Punjab Government servants Benevolent Fund Ordinance, 1960, the Governor of Punjab is pleased to make the following rules namely:

1. Short title and commencement.— (1) These rules may be called the Punjab Government Servants Benevolent Fund Rules, 1960.

(2) They shall come into force on the Twenty seventh day of December, 1960.

2. Rate of Contribution.— (1) ¹In case of employees in ¹grade 5 ¹and above, the rate of contribution to the Fund both for Part-I and Part-II shall be three per cent of pay rounded to the nearest rupee.

Note the revised note of contribution will take effect from 01-10-2007.

Note -- For the purpose of this rule "pay" means the amount drawn monthly by a Government Servant as –

The pay, other than Special Pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in officiating capacity or to which he is entitled by reason of his position in a cadre;

- i) Overseas pay, technical pay, special pay and personal pay; and
- ii) Any other emoluments which may be specially classed as pay by the competent authority.

3. Deductions.— 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.

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 contribution during such period shall be remitted by the employer to the Audit Officer in whose jurisdiction he was serving immediately before he 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 same 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 "Punjab Government Servants Benevolent Fund" under the major head "P-Deposits and Advances-E-Reserve Fund". There shall be two sub-heads under the minor head and 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 amount deducted as aforesaid shall be checked by the audit office in the case if payments made at Lahore, and by the Treasury Officer in the case of payments made in their respective districts.

7. Constitution of Board of Management.— (1) The Provincial Board of Management (Gazetted) shall consist of –

- (a) Chief Secretary to Government of Punjab (Chairman)
- (b) Additional Chief Secretary to Government of Punjab (Vice Chairman)
- (c) Member Consolidation Board of Revenue

- (d) Secretary to Government of Punjab, Finance Department
 - (e) Secretary to Government of Punjab, I&P Department
 - (f) Secretary to Government of Punjab, Health Department
 - (g) Secretary ²(Fund) to Government of Punjab, S&GAD
 - ¹[(h) one female Government servant in BS-19 or above;]
- (2) The Provincial Board of Management (Non-Gazetted) shall consist of –
- (a) Chief Secretary to Government of Punjab (Chairman
 - (b) Additional Chief Secretary to Government of Punjab(Vice Chairman
 - (c) Secretary to Government of Punjab, Finance Departmen
 - (d) Secretary to Government of Punjab, Communications and Works Department
 - (e) Secretary ³(Fund) Government of Punjab, S&GA Department
 - (f) Such Government servants ⁴(not exceeding two) as Government may from time to time appoint
- [²(g) two non-gazetted female Government servants.]
- (3) Each ⁸ District Board of Management shall consist of –
- (a) the District Coordination Officer of the District (Chairman).
 - ³[(b) not more than 5 other non-Gazetted Government servants including two women who shall be appointed by the Government on the recommendation of the Chairman.]
- (4) The Secretariat Board of Management shall consist of –
- (a) The Secretary to the Government of Punjab, Services, General Administration & Information Department (Chairman).
 - ⁴[(b) Such other Government servants not exceeding three in number, including at least one female Government Servant in BS-19 or above as the Government may, from time to time, appoint.]
- 8. Meeting of the Boards.—** (1) Each Board referred to in Rule 7 shall meet for the transaction of business at least once in every three months and at such other times as its Chairman calls a meeting thereof.
- (2) The chairman and any two members of the Board shall form the quorum.
- (3) 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.
- (4) The Chairman may appoint one of the members as Secretary to the Board.
- (5) All decisions of the Board shall be recorded in a minute book. The duty for recording of minutes shall be discharged by the Secretary and in his absence by any other member of the Board as directed by the Chairman.
- (6) 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 records of the Board;
 - iii) The disbursement of money from the fund;
 - iv) The maintenance of the accounts
- Preparation of the agenda of the meeting of the Board and giving advance notice of such meetings to the members of the Board
- v) Performance of such other functions as may be directed by the Chairman.

¹ Inserted by No. BF-61/2014 dated 09.05.2014

² Inserted by No. BF-61/2014 dated 09.05.2014

³ Substituted by No. BF-61/2014 dated 09.05.2014

⁴ Substituted by No. BF-61/2014 dated 09.05.2014

9. Remuneration .— The Chairman and members of the various Boards referred to in rule 7 shall not be entitled to any remuneration or honorarium for attending meetings of the Boards or performing any other functions as the Chairman or members of the Board.

10. Custody of Money .— 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. Withdrawals.— The Provincial Board of Management (Gazetted) and the Provincial Board of Management (Non-Gazetted) may invest such money 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 bills signed by the Finance Secretary, in his capacity as member of the Provincial Board of Management (Gazetted) or Provincial Boards of Management (Non-Gazetted) ¹(or his nominee) 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 on cheques signed by the Chairman provided that the Chairman may delegate his power of drawl to a member or the secretary of the Board concerned, who shall exercise such powers or drawl in the manner and subject to the conditions prescribed by the Chairman from the allocation made to it by that Board.

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

13. Payments.— The amount of the Fund shall be maintained by the account/audit officer of the area in whose jurisdiction the Government servant is serving. The account shall be kept by the Board in the Forms/Registers given in the schedule.

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

15. Grants.— ⁶Individual grants from the Fund shall be drawn by the person in whose favour such grant is sanctioned on a simple receipt by quoting therein the number and date of the sanction.

SCHEDULE

PART-I

The account of the Fund shall be kept by the Secretariat Board of Management/Divisional Boards of Management in a register of the following form:

FORM

SECRETARIAT BOARD OF MANAGEMENT/DIVISIONAL BOARD OF MANAGEMENT

Amount of allocation made for the year _____ by the Provincial Board of Management (Non-Gazetted)_____.

No. and date of cheque drawn by the Provincial Board of Management	Amount	The name &	No. And date address of Government servant or the members of his family in whose favour the cheque has been drawn.	The date when of the order of the Divisional Board sanctioning the grant.	the cheque was issued to the grantee and the signature.
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1	2	3	4	5
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PART-II

The account 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 BENEVOLENT FUND PART-II

Amount Rs. A.P.

1. The Amount of the fund invested in securities described in section 20 of the Trust Act up to the 30th June, of the last financial year.
2. The amount of the fund invested in real estate, up to the 30th June, of the last financial year.
3. The amount of the fund placed in fixed deposit with Banks up to 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 allocation made to the Secretariat Board of Management and the various Divisional Boards during the current financial year --

Secretariat Board of Management/Divisional Board of Management

The total amount of allocations _____

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

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

Amount

Rs. A. P

1. The amount of the Fund invested in securities described in section 2 of the Trust Act up to the 30th June, of the financial year.
2. The amount of the Fund invested in real estate up to the 30th June of the last financial year.
3. The amount of the Fund placed in fixed deposit with Banks up to 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 Govt. servant/ member of his family to whom grant has been made	No. and date of the order sanctioning the grant	The amount of grant	No. and date of cheque issued to grantee	Balance
1	2	3	4	5

1-substituted vide No.BF674/07 dated 31-12-2007

2-substituted for the word "welfare" vide Notification No. SOWF .III (S&GAD) 3-8/90 dated 4th September 1990

3- substituted for the word "welfare" vide notification No.sowf .III (S&GAD) 3-8/90 dated 4th September 1990

4- omitted vide notification NO.SWF III (S&GAD) 8 (1) 79-P-II dated 24-04-1989

5-The word 'divisional' wherever occurring shall be submitted with the word 'district' vide notification NO.SOP.iv (S&GAD) 2001 (WF) dated 07-12-2001

6-Added vide Notification No.SOWF-III (S&GAD) 8(1) 79P-II dated 8th 198