

**THE PUNJAB GOVERNMENT SERVANTS BENEVOLENT FUND PART-II (DISBURSEMENT)
RULES, 1966**

CONTENTS

1. **Short title, extent and commencement**
2. ****
3. ****
4. ****
- 4A****
5. ****
6. ****
7. ****
8. ****
9. ****
- 10.****

**THE PUNJAB GOVERNMENT SERVANTS BENEVOLENT FUND PART-II
(DISBURSEMENT) RULES, 1966**

**AN
ORDINANCE**

In exercise of the powers conferred on him by section 7 of the Punjab Government Servants Benevolent Fund Ordinance, 1960 (Punjab Ordinance XIV of 1960) and in suppression of the Punjab Government Servants Benevolent Fund, Part-II (Disbursement) Rules, 1963 the Governor of Punjab is pleased to frame the following rules:

1. Short title, extent and commencement.— (1) These rules may be called the Punjab 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 meaning hereby respectively assigned to them, that is to say:

(a) "Controlling Officer" means the officer who, in relation to the non-gazetted Government servant concerned, exercise the powers of a controlling officer under the financial rules or in the case of death of such servant, last exercised such powers;

(b) "District Board" means the District Board of Management constituted under Section 6 of the Ordinance:

(c) "Medical Officer" means the Authorized Medical Attendant within the meaning of the Punjab Government servants (Medical Attendance) Rules, 1959, or the medical officer specified under the corresponding other rules applicable to the Non-Gazetted Government Servants (Medical Attendance) Rules, 1959, or the medical officer specified under the corresponding other rules applicable to the non-gazetted Government servant concerned, who has examined or attended on the non-gazetted Government servant concerned or a member of his family.

(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 reasons 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) "Ordinance" means the Punjab Government Servants Benevolent Fund Ordinance, 1960.

3. The District Board may out of the amounts allocated to it by the Provincial 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 rule 4 and rule 7.

²4. The following grants from the Punjab Government Servants Benevolent Fund, Part-II, shall, subject to the provisions of these Rules, be admissible to Government servants in Basic Pay Scale No. 1 to 15 (including BPS-16 non-gazetted), who are subscribers to the Fund or to their families as the case may be, namely:

³(a) MARRIAGE GRANT:

For The marriage of each daughter:

- | | |
|--|--------------|
| i) to a Government Servant while in-service
and for 15 years after his/her retirement | Rs. 15,000/- |
| ii) to the family of a retired Government
servant in case his/her death occurs within
15 years of retirement for the un-expired
period of 15 years from the date of retirement: | Rs. 20,000/- |
| iii) to the family of Government servant who
dies while in service with no time limit: | Rs. 20,000/- |
| iv) to an invalidated retired Government
servant for 15 years from the date of
retirement. In case of his/her death within
15 years of retirement, to his/her family
for the un-expired period of 15 years from the
date of retirement: | Rs. 20,000/- |

⁴1[Provided that the application for the grant is made within three years from the date of marriage, by the applicant to the concerned Benevolent Fund Board through the parent office but this period may be condoned by the Provincial Benevolent Fund Board, after recording reasons and considering individual cases of hardship and the responsibility to prove genuineness of documents or the case shall rest with the applicant.]

(b) FUNERAL GRANT:

- | | |
|---|---------------------------|
| i) On the death of a
Government servant | ² [Rs 6,000/-] |
| ii) On the death of a
dependant member of
the family of a
Government servant | ³ [Rs 6,000/-] |
| (iii) On the death of a non-gazetted
Government servant after retirement | ⁴ [Rs 6,000/-] |

¹ Substituted by No.BF.585/13, dated 09.09.2014

² Substituted by No.F/G-2014/BF/217/14, dated 09.06.2014

³ Substituted by No.F/G-2014/BF/217/14, dated 09.06.2014

⁴Substituted by No.F/G-2014/BF/217/14, dated 09.06.2014

⁵Provided that the application for the grant is made, within three years from the death of the deceased, by the applicant to the concerned Benevolent Fund Board through the parent office but this period may be condoned by the Provincial Benevolent Fund Board after recording reasons and considering individual cases of hardship and the responsibility to prove genuineness of documents or the case shall rest with the applicant.]

(c) EDUCATIONAL SCHOLARSHIPS:

i) Primary to Matric level	Rs. 1,500/- PA
ii) F.A., B.A. and equivalent Classes and diploma classes	Rs. 3,000/- PA
iii) M.A. and equivalent classes, BDS, MBBS, BSc. (Engg), DVM, B.Sc (Hons), Agri, B-Pharmacy. etc., M.Phil and Ph.D;	Rs. 6,000/-PA

⁶Provided that:

(i) in case of a retired or in service Government Servant;

(a) grant may be admissible to not more than two children of a Government Servant who has or have passed all the subjects of matric or post matric examination from a recognized Board of Examination or university securing at least sixty Percent aggregate marks and is or are studying in the next class in a recognized education institution.

(b) If one or more of the children of a Government Servant are studying in a recognized educational institution meant for special children , then not more than three children shall be eligible for the grant .

(ii) In case of a Government Servant who has died or retired on grounds of invalidation or incapacitation, the grant may be admissible to not more than three children;

(iii) The Provincial Benevolent Fund Board shall each year invite applications on the prescribed form through publication in the newspaper;

(iv) The application shall be verified by the head of department and the head of the educational institution and accompanied by the following documents:

(a) Computerized national identity card of a Government Servant and /or of the student (if applicable);

(b) Result card, detailed marks sheet, certificates and degree pertaining to the preceding educational classes'

(c) Certificates of recognition of previous and current education institution in case of the private educational institution; and

(v) An application received after the cutoff date mentioned in the advertisement and not verified and supported by the documents mentioned above shall not be entertained.

(d) MONTHLY GRANT:

BS-1 to 10	Rs.1, 300/-
BS-11 to 16	Rs. 1,700/-
(Non-gazetted)\	

Note: The revised/new rates of Marriage Grant, Funeral Grant and Monthly Grant shall be effective from 01.01.2002 while revised criteria/new rates of educational scholarships shall be applicable from the academic year 2001-02.

⁷Eligibility:

(i) If a Government servant dies while in service his widow shall get monthly grant for life provided that she does not remarry. If there are more than one widow grant shall be divided amongst them in equal shares. In the case of a widower, the grant shall be for a period of 15 years provided that he does not remarry and does not have another wife at the time of death of his spouse.

(ii) If the Government servant is not survived by a widow then the monthly grant shall be sanctioned in favour of his family members in the following order of precedence and subject to the conditions as indicated against each:

⁸Children: For a period of 15 years or till the youngest male child attains the age of 21 years whichever is earlier. In the case of a female child for 15 years or till her marriage, whichever is earlier?

Parents: For a period of 15 years.

Brothers/ For a period of 15 years or till the youngest attain the

Sisters: age of 21 years. In the case of a sister till her marriage or the attainment of the age 21 years whichever is earlier.

(iii) If a Government servant dies within fifteen years of the date of retirement the grant shall be given to his/her family as the case may be in the following order of precedence subject to the conditions as indicated against each:

Widow/widower: For the unexpired period of 15 years from the date of retirement subject to the condition that widow/widower does not remarry and the widower does not have another wife at the time of death of his spouse. If there are more than one widow grant shall be divided amongst them in equal shares.

Children: For the unexpired period of 15 years from the date of retirement or till the youngest male child attains the age of 21 years, whichever is earlier. In the case of a female for the unexpired period of 15 years or till her marriage, whichever is earlier, and

Parents: For the unexpired period of 15 years. After the death of retirement

(iv) If a Government servant is invalidated during service,

(a) he/she shall be entitled to a monthly grant for 15 years from the date of retirement due to invalidation, provided that he/she has been declared invalid by the concerned Medical Board in category-A on account of loss of limbs or complete loss of eye sight or complete loss of speech or complete deafness or paralysis or complete lunacy or a advanced terminal disease and the concerned BF Board after due inquiry is satisfied that he/she is totally incapacitated for any gainful employment in future.

(b) In case of death of the Invalidated grantee within 15 years of his retirement the grant shall be admissible to his/her family members as the case may be, in the following order of precedence subject to the condition as indicated against each:

Widow/widower: For the unexpired period of 15 years from the date of retirement subject to the condition that widow/widower does not remarry and the widower does not have another wife at the time of death of his spouse. If there are more than one widow grant shall be divided amongst them in equal shares.

Children: For the unexpired period of 15 years from the date of retirement or till the youngest male child attains the age of 21 years, whichever is earlier. In the case of a female for the unexpired period of 15 years or till her marriage, whichever is earlier.

Parents: For the unexpired period of 15 years from the date of retirement

Brothers / Sisters: For a period of 15 years or till the youngest

attain the age of 21 years. In the case of a sister till her marriage or the attainment of the age 21 years whichever is earlier.

Parents For the unexpired period of 15-years from the date of retirement.

Brothers / Sister For the unexpired period of 15-years from the date of retirement or till the youngest

attains the age of 21-years. In the case of a sister till her marriage or the attainment of the age of 21-years whichever is earlier.

(iv) (a) If a Government Servant is invalidated during service, he/she shall be entitled to a monthly grant for 15-years from the date of retirement due to invalidation, provided that h/she has been declared invalid the concerned B.F Board after due inquiry is satisfied that he/she is totally incapacitated for any gainful employment in future.

(b) in case of death of the invalidated guarantee within 15-years of his retirement the grant shall be admissible to his/her family members as the case maybe, in the following order of precedence subject to the condition as indicated against each:

Widow/Widower For the unexpired period of 15-years from the date of retirement subject to the condition that widow/widower does not remarry and the widower does not have another wife at the a time of the death of his spouse if there are more than one widow grant shall be divided amongst them in equal shares.

Children For the unexpired period of 15-years from the date of retirement or till the youngest male child attains the age of 21-years, whichever is earlier. In case of a female child for the unexpired period of 15-years or till her marriage, whichever is earlie

Parents For the unexpired of 15 years from the date of retirement

Brothres/

sister For the unexpired period of 15 years from the date of retirement or till the youngest attains the age of 21yeras. In the case of a sister till her marriage or attainment of the age of 21 years whichever is earlier.

(v) Limitation

⁵[(1) A monthly grant shall be sanctioned:

(a) From the date of death or retirement on the ground of invalidation, if the application is made by the concerned family member or the invalid retired Government Servant within three years of death or retirement; and

(b) from the date of receipt of application, if the application is made after three years and within five years of the death or retirement on the ground of invalidation; and]

(c) from such date as the Provincial BF Board may deem fit, if the application is made after, two years and within five years of death or retirement on the ground of invalidation and the delay in condoned for the reasons to be recorded by the said Board.

(2) Applications received after 5 years of death or retirement on the ground of invalidation of Government servant, as the case may be, shall be submitted by the concerned Board after completing all necessary formalities along with their recommendations to the Provincial Benevolent Fund Board keeping in view the merit of each individual case according to the rules/instructions applicable to each case.

Note: These amendments in rules shall be effective from the date of issuance of notification and shall be beneficial in cases where marriage, death or occurs on or after the date notification. However, in the cases of Monthly Grant, unmarried daughters of deceased Government servants above the age of 21 years shall be entitled to get financial benefit from the date of issuance of notification although the death or retirement of concerned Government servant might have occurred before the date of notification.

⁹**4-A** The Provincial Board or the ¹⁰District Board, as the case may be, may grant advances to Government servants on such terms as it may decide.

⁵ Substituted by No.BF.585/13, dated 09.09.2014

5. An application for a grant under Rule 4 shall be made in the form set out in Annexure 'A' and shall be prescribed to the controlling officer along with 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 enquiries as he may consider necessary, is satisfied that the applicant is entitled to a grant under Rule 4, may recommend to the ¹¹District Board, 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 District Board may, after taking into consideration such recommendations and making such enquiries (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 concerned or a member of his family in accordance with the provision of rule 4.

(3) The amount sanctioned under sub-rule (2) shall be paid by the District Board 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 receipt of all such payments and maintain a record of the same in the register prescribed under Rule 13 of the Punjab 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, 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 ¹District 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.

9. ¹²a grant in favour of a widow or widower shall be sanctioned subject to the following:

(a) a widow or widower does not marry and she or he shall furnish a no marriage and life certificate every six months to the concerned Benevolent Fund Board in the form set out in Annexure-B;

(b) in case the certificate mentioned in clause(a) is not furnished or a widow or widower remarries during the period of such grant, the grant shall cease or stop forthwith ; and

(c) a grant ceased or stopped due to non submission of the certificate may be restored on application of widow or widower, from the date of:

(i) the stoppage of the grant, by the Chairman of the concerned Benevolent fund Board, if the application is made within a period do two years of the stoppage of the grant

(ii) the application of restoration, by the Additional Chief Secretary to the Government, if the application is made within a period of five years of the stoppage of the grant; and

(iii) the order of restoration by the Provincial Benevolent Fund Board if the application is made beyond a period five years of the stoppage of the grant.

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 to the Fund during the period of his service.

**PUNJAB GOVERNMENT EMPLOYEES BENEVOLENT FUND
MARRIAGE GRANT APPLICATION FORM**

1. Applicant Name _____
2. Relation with Employee _____ NIC _____
3. Government Employees Name _____
4. Government Employees NIC _____
5. Government Employee Designation/Pay Scale _____
6. Government Employee Designation Status:
Gazetted _____ Non-gazetted _____
7. Current Address _____
8. Is Government Employee Alive, Disabled or Deceased _____
9. Is Government Employee Punjab Government's Permanent Employee _____
10. Date of Death _____
11. Government Employee BF Deduction Status _____
12. Government Employee BF Deduction Proof _____
13. Retirement Date (If available) _____
14. Marrying Daughter's Name _____
15. Relationship with Applicant _____
16. Date of Application (Relevant Department) _____
17. Ledger Number (if getting monthly grant) _____

Declaration

I do hereby solemnly declare that all information provided above is correct to my knowledge and there is no other application already in process with same credentials, further more, if any information found incorrect, I shall be liable for punishment:

Applicant's Name
Signature
NIC Number
Complete Address

ATTESTATION CERTIFICATE (HEAD OF EMPLOYEE DEPARTMENT)

It is declared that Mr./Miss/Mrs./Ms. _____ is a permanent employee of Government of Punjab and is/was being serving in the department as (Designation) _____ and was drawing salary _____. His designation is/was Gezatted/Non-gezatted. The employee has been paying in the benevolent fund during the deputation as well. His application was received on Date _____.

Name (Head of Controlling Department) _____
Designation _____ Signature _____
Date: _____ Stamp _____

Application Instructions:

- 1) Application can be submitted via concerned department to provincial board of management benevolent fund/district benevolent fund board
2. Gazetted officers and Non-gazetted employees of Punjab Secretariat (and other related departments) shall submit their application to Administrator Benevolent Fund at Room No. 216- Alfalah Building, The Mall, Lahore
- 3) Non-gazetted employees of Government of the Punjab and employees of Education Department (SST and equivalent e.g. Assistant Education Officer etc.) shall apply to the relevant District Coordination Officer (DCO)/ Chairman District Benevolent Fund
- 4) Application should be submitted to the relevant office within one year of the death of the employee
- 5) Application should be submitted on the printed application form with following documents:
 - i. Attested copy of NIC of deceased employee
 - ii. Attested copy of NIC of applicant
 - iii. Attested copy of Death Certificate issued by Town Committee/
Municipal Committee
 - iv. Affidavit from widow for not doing second marriage and second widow
 - v. Affidavit from widower for not doing second marriage and not having second wife
 - vi. Copy of last salary slip
 - vii. A Certificate for not doing second marriage attested by Gazetted Officer
 - viii. Proof of Benevolent fund deduction
 - ix. Attested Disability Certificate should be countersigned by D.G. Health (in case of retirement due to disability)
 - x. List of dependents with attested signature/thumb impression of applicant from concerned department
6. If an applicant is minor then an attested copy of birth certificate is required issued by Municipal Committee, Town Committee or Union Counsel

**PUNJAB GOVERNMENT EMPLOYEES BENEVOLENT FUND
FUNERAL GRANT APPLICATION FORM**

1. Applicant Name _____
2. NIC _____
3. Government Employee Name _____
4. Government Employee NIC _____
5. Employee Working Address _____
6. Deceased Name _____ D/O, S/O _____
7. Deceased Relationship with Employee _____
8. Husband Name (in case of married women) _____
9. Government Employee Designation/Pay Scale/Salary _____
10. Government Employee Designation Status:
Gazetted _____ Non-gazetted _____
11. Is Government Employee Punjab Government's Permanent Employee _____
12. Government Employee BF Deduction Status _____
13. Government Employee BF Deduction Proof _____
14. Retirement Date (if available) _____
15. Date of Death _____ Died in Service (Yes/No) _____
16. Applicant Name _____
17. Date of Application (Corresponding Department) _____

Certificate of Dependent

It is declared that Mr./Miss/Mrs./Ms. _____ was residing with me. All information provided above is correct to my knowledge and there is no other application already in process with same credentials, further more, if any information found incorrect, I shall be liable for punishment:

Employee/Applicant's Name _____
Signature _____
Address _____
Date _____

ATTESTATION CERTIFICATE (HEAD OF EMPLOYEE DEPARTMENT)

It is declared that Mr./Miss/Mrs./Ms. _____ is a permanent employee of Government of Punjab and is/was being serving in the department as (Designation) _____

His designation is/was Gezzted/Non-gezzted. The employee has been paying in the benevolent fund during the deputation as well. His application was received on _____ after _____ days of his retirement/death.

Name (Head of Controlling Department) _____
Designation _____ Signature _____
Date: _____ Stamp _____

Eligibility

- 1) If a dependent of a government employee expires during the service of the employee, the employee can apply for the funeral grant.
- 2) If a government employee expires during service, his/her dependents can apply for the grant.
- 3) A gezzted employee/dependents cannot apply for funeral grant after retirement
- 4) A non-gezzted employee cannot apply for funeral grant for dependent after retirement.

Application Instructors

- 1) The application should reach concerned department within 275 days of incident
- 2) The application should reach the office of provincial board of management (BF), within one year of the incident through concerned department
- 3) The application should accompany following document:
- 4) Attested copy of NIC (Applicant)
- 5) Attested copy of NIC (Deceased)
- 6) Death Certificate issued by the Municipal Committee/Town Committee
- 7) Attested copy of retirement order/pension (in case of non-gezzted employee)
- 8) Attested copy of dependents list

PUNJAB GOVERNMENT EMPLOYEES BENEVOLENT FUND SCHOLARSHIP APPLICATION FORM

1. Student Name _____
2. Relationship with Employee _____
3. Government Employees NIC _____
4. Government Employee Name _____
5. Government Employee Designation/Pay Scale _____
6. Government Employee Designation Status:
Gazetted _____ Non-gazetted _____
7. Is Government Employee Alive, Disabled or Deceased _____
8. Retirement Date (If available) _____
9. Is Government Employee Punjab Government's Permanent Employee _____
10. Government Employee BF Deduction Status _____
11. Government Employee BF Deduction Proof _____
12. Student Educational Institute _____

- _____
13. Institute Status Government/Private/Affiliated_____
14. Class for Scholarship_____Session_____
15. Admission Year _____
16. Course Duration_____
17. Previous Qualification_____
18. Attach attested copy of previous qualification
- Total Marks_____Marks Obtained_____Percentage (%)_____
19. Name other children who applied for scholarship this year
- | <u>Name</u> | <u>Class</u> | <u>Institute</u> |
|-------------|--------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
- 20) Ledger Number (If getting monthly grant)_____
- 21) Scholarship amount transfer details (Student/Applicant/Guardian)

Account No.

Bank Name – City

Branch Address – Code

Declaration

I/we do hereby solemnly declare that all information provided above is correct to my knowledge and there is no other application already in process with same credentials, further more, if any information found incorrect, I shall be liable for punishment:

Student's Name

Student's Signature

Mother/Father Name

Mother/Father Signature

Complete Address

In case Government Employee Retired/Deceased due to disability

- 1) Father/Mother/Guardian Name
- 2) Retirement Day
- 3) Date of Death
- 4) Ledger Number (in case of Monthly Grant)
- 5) P.P.O. No. (In case of Pension)

Signature (Father/Mother/Guardian) _____

ATTESTATION CERTIFICATE (HEAD OF EMPLOYEE DEPARTMENT)

It is declared that Mr. /Miss/Mrs./Ms. _____ is a permanent employee of Government of Punjab and is/was being serving in the department as (Designation)

His designation is/was Gezettered/Non-gezettered. The employee has been paying in the benevolent fund during the deputation as well.

Name (Head of Controlling Department)

Designation: _____

Signature: _____

Date: _____

Stamp: _____

- Note: 1) Form should be complete in all manners
2) Attested copies of all concerned documents should be attached, self attestation is not acceptable

1-The word 'Divisional' wherever occurring shall be substituted by the word 'District' vide Notification No.SOP.IV(S&GAD) 2001(WF) dated 07.12.2001.

2-Substituted vide Notification No.SOF.III(S&GAD) 8(1)/76, dated 29.04.1986.

3-Added vide Notification No.SOP-IV(S&GAD) 2001(WF) dated 07.06.2002.

4-Proviso substituted vide Notificaation No.SO-P-IV(S&GAD)-8-4/2003(Pt.I) dated 15th November 2003

5-Proviso substituted vide Notification No.SO-P-IV(S&GAD)8-4/2003(pt.I) 15 November 2003

6-Substituted vide notification No.BF673/07 DATED 25-01-2008

7-Substituted vide notification No. sowf-111(S&GAD) 3-1/93(pt-11)dated 17-08-1994

8-Substituted vide notification No. So p-iv (S&GAD) 8-4/200 3(pt-11) dated 15-11-2003

9-Substituted vide Notification No. SOWF.III(S&GAD)8(1)79-11(P) dated 9th September 1990

10- The word 'Divisional' whatever occurring shall be substituted by the word 'District' vide Notification No.SOP.IV(S&GAD)

11-The word 'Divisional' wherever occurring shall be substituted by the word 'District' vide Notification No.SOP.IV (S&GAD) 2001 (WF) dated 07.12.2001 (WF) dated 07.12.2001.

12- Substituted vide notification No.BF.673/07 dated 25-01-2008.