## 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-gezetted 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 Rs. 15,000/-
and for 15 years after his/her retirement

ii) to the family of a retired Government Rs. 20,000/-
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:

iii) to the family of Government servant who Rs. 20,000/-
dies while in service with no time limit:

iv) to an invalidated retired Government Rs. 20,000/-
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:

Provided that the application for the grant is made by the applicant within 275 days of
marriage to the parent office which shall be submitted to the concerned Benevolent Fund Board
by the office within one year from the date of marriage. Applications received after the prescribed
period shall not be entertained.

(b) FUNERAL GRANT:

i) On the death of a Rs. 4,000/-
Government servant

ii) On the death of a Rs. 4,000/-
dependant member of
the family of a
Government servant

(iii) On the death of a non-gazetted Rs. 4,000/-
Government servant after retirement

Provided that the application for the grant shall be made by the applicant within 275 days of
the death to the parent office, which shall be submitted to the concerned Benevolent Fund Board
by that office within one year from the date of death. Applications received after the prescribed
period shall not be entertained.

(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, Rs. 6,000/-PA

BDS, MBBS, BSc. (Engg), DVM,
B.Sc (Hons), Agri, B-Pharmacy. etc.,
M.Phil and Ph.D;

Provided 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.

Eligibility:

   (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:

*Children: 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/ 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.

(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 21-years whichever is earlier.
(iv) (a) If a Government Servant is invalided during service, 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 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 invalided 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 earlier.

Parents For the unexpired 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 21yeras. In the case of a sister till her marriage or attainment of the age of 21 years whichever is earlier.

(v) Limitation

(1) A monthly grant shall be sanctioned:

(a) from the date of death or retirement on the ground of invalidation as the case may be, if the application is made by the concerned family member or the invalid retired Government servant within one year of death or such retirement.

(b) from the date of receipt of application if the application is made after one year and within 2 years of death or retirement on the ground of invalidation.

(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.

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

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 District 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 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.

9. *A 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, form 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 Gezetted/Non-gezetted. 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 Gezetted/Non-gezetted. 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 gazetted employee/dependents cannot apply for funeral grant after retirement
4) A non-gazetted 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-gazetted 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
   Name Class Institute

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 Gezetted/Non-gezetted. 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
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.

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

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

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

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

Substituted vide notification No. SOWF.III(S&GAD) 8(1)/93(11) dated 17-08-1994


Substituted vide notification No. SOWF.III(S&GAD) 8(1)/93(11) dated 9th September 1990

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.