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**A MANUAL ON
BENEVOLENT & GROUP
INSURANCE, BENEFITS
(EDITION-2023)**

Prepared & Published By:
**PAKISTAN PUBLIC ADMINISTRATION RESEARCH CENTRE
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Foreword

Rules of Business, 1973 has mandated Pakistan Public Administration Research Centre (PPARC) to provide updated information in the form of manuals, publications and Federal Government census data for improved decision making and best administrative practices in the Government. Thus PPARC is the only organization authorised for the publication of authentic reference books on personnel management.

2. The first edition of the publication was published in 2010. The new edition of "A Manual on Benevolent & Group Insurance, Benefits (Edition-2023)" brought out by incorporating all the latest laws, rules and instructions for Benevolent Fund and Group Insurance benefits to civil servants and their families admissible under the Act of 1969 and rules framed thereunder.

3. I hope the manual would be helpful to the employees of the Federal Government and certain autonomous bodies for claiming of their group insurance, benevolent fund grant and other benefits admissible to them. In addition, this may also meet the needs of the policy makers in decision making and can be used for the researchers as a reference book.

4. I am highly indebted to Dr. Nawaz Ahmad, Additional Secretary for his kind supervision all throughout. I would like to acknowledge the cooperation and the valuable advice by the Federal Employees Benevolent & Group Insurance Funds (FEB & GIF) during updation of this book. I am personally indebted to the officers and staff working under me for their very dedicated hard work for making it a success.

5. Any error, omission or suggestion for further improvement may kindly be brought to the notice of Director General, PPARC, Establishment Division, Islamabad.

(Muhammad Lakhkar Khan Hoti)
Director General

Islamabad February,2024

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**A MANUAL ON
BENEVOLENT & GROUP INSURANCE, BENEFITS**

Contents

Sl. No(s).	Subject	Page No(s).
-	Foreword	iii
-	An Overview.....	ix
1.	Federal Employee Benevolent Fund and Group Insurance Act, 1969 (Act No. II of 1969)	1-13
2.	Federal Employee Benevolent Fund and Group Insurance Rules, 1972	15-59
3.	Guidelines for Benefits Admissible Under Benevolent Fund and Group Insurance	61-65
4.	Administrative Instructions Relevant to the Federal Employees Benevolent Fund and Group Insurance Act and the Rules Made Thereunder	66-72
5.	Increase in the Rates of Monthly Benevolent Grant/Contribution	72-73
6.	Increase in the Benefits Out of the Federal Employees Benevolent & Group Insurance Funds	73-75

AN OVERVIEW

The Federal Employees Benevolent and Group Insurance Funds (FEB & GIF) is a body corporate under the administrative control of the Establishment Division. It provides collective welfare and insurance coverage to the employees/families of the employees of the Federal Government. All civil servants and their families shall be entitled to the benefits admissible under the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969), and the rules made thereunder.

**BENEVOLENT &
GROUP INSURANCE, BENEFITS**

[Reference Section 21, Section 23 and Section 25(2) of the Civil Servants Act, 1973].

Section 21 **Benevolent Fund and Group Insurance.**—All civil servants and their families shall be entitled to the benefits admissible under the *Central Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969), and the rules made there under.

Section 25 (2) Any rules, orders or instructions in respect of any terms and conditions of service of civil servants duly made or issued by an authority competent to make them and in force immediately before the commencement of this Act shall, in so far as such rules, orders or instructions are not inconsistent with the provisions of this Act, be deemed to be rules made under this Act.

Sl. No.1

[Federal] Employees Benevolent Fund and Group Insurance Act, 1969 (Act No. II of 1969)

(Act No. II of 1969)

An Act to establish a Benevolent Fund for the common benefit of the employees of the Federal Government and certain autonomous bodies and to provide for their group insurance.

WHEREAS it is expedient to establish a benevolent fund for the common benefit of the employees of the *[Federal] Government and certain autonomous bodies and to provide for their group insurance; It is hereby enacted as follows:—

**CHAPTER-I
PRELIMINARY**

1. **Short title, extent and commencement.**— (1) This Act may be called the Federal Employees Benevolent Fund and Group Insurance Act, 1969.

(2) It extends to the whole of Pakistan and applies to every employee wherever he may be.

** (3) It shall come into force on such date as the Federal Government may, by notification in the official Gazette, appoint and

* Subs. vide Act No. XXV of 1975 w.e.f. 20.02.1975.

**Note.— The Act shall come into force w.e.f. 03-04-1969 in respect of all employees as defined in it except employees in the Civil Armed Forces.

different dates may be appointed in respect of different provisions of this Act for different classes or categories of employees.

2. **Definitions.**— In this Act, unless there is anything repugnant in the subject or context,

- (1) **“Article”** means an Article of the Constitution;
- (2) **“Benevolent Fund”** means the Federal Employees Benevolent Fund established under section 11;
- (3) **“Board”** means the Board of Trustees set up under section 4;
- (4) **“Employee”** means,
 - (a) any person who is a member of an All-Pakistan service or of a civil service of the Federation, or who holds a civil post in connection with the affairs of the Federation;
 - (b) any person appointed to the secretarial staff of the National Assembly or of the Senate whose terms and conditions of service are governed by rules or Law made under Article 87;
 - (c) any officer or servant of the Supreme Court whose terms and conditions of employment are governed by rules made under Article 208;
 - (d) any officer or servant employed in connection with the functions of the Chief Election Commissioner or an Election Commission whose terms and conditions of employment are governed by rules or law made under Article 221;
 - (e) any officer or servant of such body corporate, institution, organization or autonomous body, as the Federal Government may, by notification in the official Gazette, specify, and includes any such person, officer, servant or member of the staff who is:—
 - (i) On deputation elsewhere or on foreign service within the meanings of the Fundamental Rules,
 - (ii) Undergoing study or training in or outside Pakistan,
 - (iii) On leave, or
 - (iv) Under orders of suspension, but does not include any person who:—
 - (a) is an employee of the Railway; or

- (b) has attained the age of *sixty years; or
 - (c) is an officer or servant of a Provincial Government on deputation to the Federal Government; or
 - ** (d) the contract, ad-hoc and contingent paid employees;
- (5) **“family”** means,
- (a) in the case of a male employee, the wife or wives, and in the case of a female employee the husband of the employee ;
 - *** (b) the natural sons upto the age of twenty-one years, provided that they are not handicapped or mentally retarded; and
 - @ (c) parents, minor brothers, unmarried, divorced or widowed daughters and sisters of the employee wholly dependent upon him.
- (6) **“Insurance Fund”** means the Federal Employees Insurance Fund established under section 17;
- (7) @@“Pay” includes emoluments which reckon for pension and the pay an employee would have drawn but for his deputation, suspension or leave;
- (8) “Prescribed” means prescribed by rules;
- (9) “Rules” means rules made under this Act.

3. This Act and rules to override other laws, but not to affect retirement benefits etc.— The provisions of this Act and the Rules shall have effect notwithstanding anything contained in any other law, rule, order, notification, contract or other document or instrument; but nothing herein contained shall affect the right to receive any pension, provident fund, gratuity or other benefits accruing to the employee on his retirement or invalidation or to his family upon his death, otherwise than under this Act.

CHAPTER-II

BOARD OF TRUSTEES

4. Board of Trustees.— (1) There shall be set up a board to be known as the Board of Trustees of the Federal Employees

* Subs. vide Act No. XXV of 1975 w.e.f. 20.02.1975.

** Subs. vide Act No. IV of 2005 w.e.f. 01.12.2003.

*** Subs. *ibid*.

@ Added vide Act No. IV of 2005 w.e.f. 01.12.2003.

@@ Subs. vide Act No. XXV of 1975 w.e.f. 20.02.1975.

Benevolent and Insurance Funds which shall consist of the following namely :—

- (a) Secretary to the Federal Government in the Establishment Division, who shall be the Chairman of the Board;
- *(b) an officer not below the rank of Joint Secretary concerned with the welfare of the employees of the Federal Government appointed by the Federal Government, by notification in the official Gazette, to be a member of the Board;
- (c) five persons from amongst the employees whom the Federal Government may, by notification in the official Gazette, appoint to be the members of the Board;

Provided that at least one such member shall be from amongst the officers of the Ministry of Finance and one from amongst the officers of the Labour and Local Bodies Division ;

- (d) **The Managing Director of the Board, who shall be the ex-officio member of the Board.

*** (2) The member appointed by the Federal Government shall hold office during its pleasure.

5. Board to be body corporate.— The Board shall be a body corporate having perpetual succession and a common seal with power, subject to the provisions of this Act, to acquire, hold and dispose of property both movable and immovable and shall by the aforesaid name sue or be sued.

6. Head Office.— The head office of the Board shall be at Islamabad or at such other place as the Federal Government may, by notification in the official Gazette, appoint.

7. Powers of the Board.— The Board shall have power,—

- (a) to settle claims for benevolent grants and sums assured under this Act and all matters connected with such claims;
- (b) to sanction grant from the Benevolent Fund to the employees or their families in accordance with the provisions of this Act and the rules ;

* Subs. vide Ord. No. IV of 1988 w.e.f. 04.09.1988.

** Subs. vide Ord. No. VI of 1988 w.e.f. 04.09.1988.

*** Subs. Ibid.

- (c) to do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties in the Benevolent Fund and the Insurance Fund;
- (d) to sanction expenditure connected with the administration and management of the Benevolent Fund and the Insurance Fund;
- (e) to make arrangement for the insurance of the life of the employees to give effect to the provisions of this Act;
- (f) to invest moneys held in the Benevolent Fund in Government securities and units of Investment Corporation of Pakistan or National Investment Trust, in the construction of buildings for purposes of raising rent income, and in other profitable ventures, the plans whereof having been previously approved by the Federal Government;
- (g) to set up regional boards and invest them with the administrative and financial powers to deal with such matters as may be assigned to them by the Board;
- * (h) to appoint or employ such persons as it consider necessary for the efficient performance of its operations on such terms and conditions as it may, subject to rules, determine;
- (i) to do or cause to be done all things ancillary or incidental to any of the aforesaid powers or to the purposes of the Benevolent Fund and the Insurance Fund.

8. Meeting of the Board.— (1) The meetings of the Board shall be held at such times and places as may be prescribed, but the Chairman may convene the meetings of the Board at any other time and place.

(2) To constitute a quorum at a meeting of the Board, the number of members present shall be three.

(3) Each member of the Board shall have one vote and in the event of equality of votes the Chairman shall have a second and casting vote.

* Subs. vide Ord. No. VI of 1988 w.e.f. 04.09.1988.

(4) The meetings of the board shall be presided over by the Chairman and in the absence of the Chairman by the person elected for the purpose by the members present from amongst themselves.

(5) All orders and decisions of the Board shall be authenticated by the signature of the Chairman or of such other member as may have been authorised by the Board by a resolution.

***9. Managing Director of the Board.**— (1) The Federal Government may appoint a Managing Director of the Board on such terms and conditions as it may determine.

(2) The Managing Director of the Board shall be the ex-officio Secretary of the Board.

10. Delegation of Powers.— The Board may, for facilitating the discharge of its functions and ensuring efficient operation of the Benevolent Fund and the Insurance Fund, by a resolution published in the official Gazette, delegate to the Secretary, or to the Managing Director, if any, or any other officer of the Board, subject to such conditions and limitations, if any, as may be specified therein, such of its powers and duties under this Act as it may deem necessary.

CHAPTER—III

BENEVOLENT FUND

11. Federal Employees Benevolent Fund.— (1) There shall be established a Fund to be called the Federal Employees Benevolent Fund.

(2) To the credit of the Benevolent Fund shall be placed:-

- (a) all sums paid by the employees as subscription to the Benevolent Fund;
- (b) all grants made by the Federal Government, autonomous bodies, organizations, institutions or other authorities ;
- (c) donations made by private individuals or institutions;
- (d) all income, profits or interest accruing from the assets belonging to the Benevolent Fund or from investments made out of the moneys of the Fund;

* Subs. vide Ord. No. VI of 1988 w.e.f. 04.09.1988.

(e) loans raised by the Board with the previous approval of the Federal Government.

(3) The moneys credited to the Benevolent Fund shall be kept in such bank as may be prescribed.

***12. Subscriptions to be paid by the Employees.—** “(1) Every employee in service —

(a) before the fourth day of September, 1988, shall be liable to pay the Benevolent Fund a monthly subscription at the rates specified in column (2) of the First Schedule ;

(b) on or after the fourth day of September, 1988, shall be liable to pay to the Benevolent Fund a monthly subscription at the rates specified in column (3) of the Second Schedule ; and

(c) on or after the first day of December 2003, shall be liable to pay to the Benevolent Fund a monthly subscription at the rates **as may be prescribed;”.

(d) on or after the first day of July, 2009, shall be liable to pay to the Benevolent Fund a monthly subscriptions at the rates specified in column (3) of the second schedule.

(e) on or after the first day of September, 2012 shall be liable to pay to the Benevolent Fund a monthly subscriptions at the rates specified in column (4) of the sixth schedule.

(f) on or after the first day of July, 2013 shall be liable to pay to the Benevolent Fund a monthly subscriptions at the rates specified in column (4) of the seventh schedule.

and as far as possible, the amount of such subscription shall be deducted at source from the pay of such employee and credited or remitted to the Benevolent Fund.

(2) Where the amount of subscription cannot, for any reason be deducted from the pay of the employee, the employee shall remit to such officer as may be prescribed for the purpose the sum of subscription payable by him and any amount of subscription remaining un-paid due to inadvertence or negligence of the employee or otherwise shall be recoverable from him in such manner as may be prescribed.

(3) Default in the payment of the subscription either for the reason that the pay of the employees was not drawn or due to his

* Subs. vide Ord. No. XLIX of 1980 w.e.f. 01.01.1980.

** Subs.vide Act No. XX of 2010.

inadvertence, negligence or fault or any other reasons whatsoever shall not affect his right or the right of his family to receive the benevolent grant provided for in section 13, but the amount of unpaid subscriptions may be deducted from the Benevolent grant.

***13. Benevolent Grants to be paid from the Benevolent Fund.** — (1) Where, prior to the fourth day of September, 1988, an employee —

- (a) was declared by the prescribed medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and for that reason was retired or removed from service; or
- (b) had died during the continuance of his employment or dies after retirement before attaining the age of sixty-five years. he or, in the event of his death, his family shall be entitled to receive benevolent grant from the Benevolent Fund as may be prescribed, for a period of fifteen years or upto the date on which the employee attains or might have attained if he were alive, the age of sixty-five years, whichever is earlier.

Provided that in the case of an employee who dies after having drawn benevolent grant under this sub-section, the said period of fifteen years shall be reckoned from the date from which he became eligible to the grant.

(2) Where, on or after the fourth day of September, 1988, an employee is declared by the prescribed medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and for that reason is retired or removed from service, he shall be entitled to receive for life such benevolent grant from the Benevolent Fund as specified in column (4) of the Second Schedule; or where the employee dies during the continuance of his employment, or during retirement before attaining the age of seventy years, his spouse shall be entitled to receive for life such benevolent grant from the Benevolent Fund as specified in column (4) of the Second Schedule;

Provided that, if the deceased employee has no spouse or the spouse dies, other members of his family shall be entitled to receive benevolent grant from Benevolent Fund as prescribed for a period of fifteen years or upto the date the deceased employee would have attained the age of seventy years, whichever is earlier;

*Subs. vide Ord. No. XLIX of 1980 w.e.f. 01.01.1980.

Provided further that the said period of fifteen years shall be reckoned from the date from which the deceased employee or, as the case may be, the spouse became eligible for such grant.

*(3) Where, on or after the first day of December, 2003, an employee is declared by the prescribed medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and for that reason is retired or removed from service, he shall be entitled to receive for life such benevolent grant from the Benevolent Fund **as may be prescribed; or where the employee dies during the continuance of his employment, or during retirement ***[*****], his spouse shall be entitled to receive for life such benevolent grant from the Benevolent Fund as may be prescribed;

Provided that, if the deceased employee has no spouse or the spouse dies, other members of his family shall be entitled to receive benevolent grant from Benevolent Fund as prescribed for a period of fifteen years***[*****];

Provided further that the said period of fifteen years shall be reckoned from the date from which the deceased employee or, as the case may be, the spouse became eligible for such grant.

(4) The beneficiaries whose grant period has not expired on 30th day of November, 2003 shall be entitled to an increase equal to twenty percent of the grant sanctioned under the rules with effect from the first day of December, 2003, for the remaining period of the grant.

@[(5) Where on or after the @@[15th day of June,2013,] an employee died or dies in a security related incident during his employment, his spouse shall be entitled to receive for life such additional monthly benevolent grant from the benevolent fund as may be prescribed.

Provided that.—

- (a) if the deceased employee has no spouse or the spouse dies, other members of his family shall be entitled to receive the benevolent grant for period of fifteen years.
- (b) the period of fifteen years under clause (a) shall be reckoned from the date from which the heirs of deceased

* Added vide Act No. IV of 2005 effective from 01.12.2003.

** Subs.vide Act No. XX of 2010.

*** Omitted vide FEBF&GI (First Amendment)Act, 2015 dated 30-07-2015.

© Added vide FEBF & GI (Amendment) Act, 2018 dated 22-05-2018.

©© The expression “9th day of February,2015” is substituted with the expression “15th day of June,2013 vide FEBF & GI (Amendment) Act,2023 dated 16-05-2023.

employee or, as the case may be, the spouse became eligible for such grant; and

- (c) the grant under this sub-section shall be in addition to other benefits admissible to an employee under this Act.

Explanation.— *Security related incident for the purpose of admissibility of the additional monthly benevolent grant means death that occurs due to a terrorist act or while combating or confronting the terrorist, irrespective of the fact that the victim was a member of any law enforcement agency or a civilian employee. Death of a member of law enforcement agency due to a cause, other than a terrorist act, shall be classified as in-service death and shall not fall within the purview of this sub-section.]*

14. Payment of Benevolent Grant. — (1) On the death of an employee, the amount of benevolent grant payable under section 13 shall be paid to such member or members of his family as he might have nominated in accordance with the rules in full or in the shares specified by him at the time of making of nomination.

(2) Where no valid nomination made by the employee subsists at the time of his death, the amount of benevolent grant shall be paid to such member or members of his family, subject to such conditions imposed with a view to ensuring that the amount is justly and equitably utilized for the maintenance and benefit of all the members of family, as may be prescribed or may, consistently with rules, be determined by the Board or an officer authorised by the Board in that behalf.

***14-A. Utilization of Benevolent Fund in other beneficial schemes.** — The Board may, where it considers expedient and keeping in view the availability of funds after discharging its liability under this Act, make schemes for disbursement of any amount for the benefit of employees, including retired employees and their families.

CHAPTER-IV GROUP INSURANCE

****15. Insurance of Employees.—** Subject to the provisions of this Act and the rules, in the event of the death of an employee, occurring by whatsoever cause, during the continuance of his

* Added vide Act No. XIII of 1996, w.e.f. 04.09.1988.

**Subs. vide Ord. No. VI of 1988 w.e.f. 04.09.1988.

employment, the Board shall pay to the family of the deceased employee a sum as may be prescribed.

* **[15A. Payment of additional lump sum grant on death during service in a security related incident.—** In the event of death of an employee during his employment on or after the ****[15th day of June,2013]** occurring in a security related incident, the Board shall pay to the family of the deceased employee a special lump sum grant as may be prescribed.

Provided that this grant shall be in addition to other benefits admissible to an employee under this Act.

***Explanation.—** Security related incident for the purpose of admissibility of the additional lump sum grant means if death occurs due to a terrorist act or while combating or confronting the terrorist, irrespective of the fact that the victim was a member of a law enforcement agency or was a civilian employee. Death of a member of any law enforcement agency due to a cause other than a terrorist act, shall be classified as in-service death and shall not fall within the purview of this section.]*

*****16. Arrangements with Insurance Company, etc.—** The Board may from time to time arrange for the insurance of the life of the employees in sums as may be prescribed with such insurance company or other insurer and for such period as it deems fit, and where any such arrangement subsists, the liability to pay the said specified sums shall directly devolve upon the insurance company or other insurer.

*****17. Federal Employees Group Insurance Fund.—** (1) There shall be established a fund to be called the Federal Employees Insurance Fund which shall vest in and be held and administered by the Board.

(2) All sums received from the employees as premia for the group insurance of the employees and any interest or profit accruing thereon shall be credited to the Insurance Fund.

(3) The moneys credited to the Insurance Fund shall be kept in such bank as may be prescribed.

* Inserted vide FEBF & GI (Amendment) Act,2018 dated 22-05-2018.

**The expression “9th day of February,2015” is substituted with the expression “15th day of June,2013 vide FEBF & GI (Amendment) Act,2023 dated 16-05-2023.

*** Subs. vide Ord. No. VI of 1988 w.e.f. 04.09.1988.

(4) All payments made under section 15, the expenses on any arrangement entered into by the Board with any insurance company or other insurer as provided for in section 16 and all expenses on the administration of the Insurance Fund shall be defrayed from the Insurance Fund.

(5) Any sums remaining in the Insurance Fund after defraying the expenses referred to in sub-section (4) may be utilized for such purposes connected with the benefit of the employees including retired employees, and their families as the Board may direct.

18. Payment of premia.— (1) Every employee shall be liable to pay to the Insurance Fund such sum of money as may be prescribed as premium for the insurance of his life as provided in this Chapter and the amount of such premium shall as far as possible be deducted at the source from his pay and credited or remitted to the insurance Fund.

(2) Where the amount of premium cannot for any reason be deducted from the pay of the employee, the employee shall remit to the prescribed officer the sum of premium payable by him and any premia remaining unpaid due to inadvertence or negligence of the employee or otherwise shall be recoverable from him in such a manner as may be prescribed.

(3) Default in the payment of premia either for the reason that the pay of the employee was not drawn or due to his negligence or fault or for any other reason whatsoever shall not affect the right of his family to receive the sum assured in the event of the death of the employee, but the premium remaining unpaid at the time of his death may be recovered from the assured amount.

19. Payment of the sum assured.— (1) On the death of an employee, the sum assured shall be paid to such member or members of his family as he might have nominated in accordance with the rules in full or in the shares specified by him at the time of making the nomination.

(2) Where no valid nomination made by the employee subsists at the time of his death, the sum assured shall be paid to such member or members of his family subject to such conditions imposed with a view to ensuring that the sum is justly and equitably utilized for the maintenance and benefit of all the members of the family as may be prescribed or may consistently with the rules, be determined by the Board or any officer authorised by the Board in that behalf.

* Subs. vide Act No. XXV of 1975 w.e.f. 20.02.1975.

**CHAPTER-V
GENERAL**

***20. Audit and accounts.** — (1) The accounts of the Benevolent Fund and of the Insurance Fund shall be maintained in such manner and form as the Auditor General of Pakistan may, from time to time, direct, by such officer or authority as the Board may appoint.

(2) The accounts of the Benevolent Fund and of the Insurance Fund shall be audited by such authority or agency as the Federal Government may, after consulting the Auditor General of Pakistan, appoint.

21. Protection of action taken in good faith.— No suit, prosecution or other proceedings shall lie against the Federal Government, the Board or any officer or other authorized person for anything in good faith done or purporting to have been done in pursuance of this Act or the rules.

22. Exemption from taxes.— The Federal Government may by order in writing;

- (a) exempt the Benevolent Fund and the Insurance Fund from any tax, rate or duty leviable by such Government or by a local authority under the control of such Government;
- (b) exclude the amount of premium or subscription paid by an employee from his assessable income under the Income tax Act, 1922 (XI of 1922).

23. Power to make rules.— The Federal Government may make rules for the purpose of giving effect to all or any of the provisions of this Act.

[*Authority.*— National Assembly of Pakistan Notification No.6/1/69, O&M (RP) AI, dated 03-02-1969]

Sl.No. 2

Federal Employees Benevolent Fund and Group Insurance Rules, 1972

S.R.O. 2(KE)/72. — In exercise of the powers conferred by section 23 of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969), the Federal Government is pleased to make the following rules, namely:-

1. Short title and commencement.— (1) These rules may be called the Federal Employees Benevolent Fund and Group Insurance Rules, 1972.

(2) They shall come into force at once.

2. Definitions.— In these rules, unless there is anything repugnant in the subject or context—

(a) “Accounts Officer”, in relation to an employee means the concerned officer specified in the First Schedule;

(b) “Act” means the Federal Employees Benevolent Fund and Group Insurance Act 1969 (II of 1969);

(c) “Form” means form annexed to these rules;

(d) “Organization” means such body corporate, institution, organisation or autonomous body as has been specified by the Federal Government under sub-clause (e) of clause (4) of section 2;

(e) “Secretary” means the Secretary of the Board; and

(f) “Section” means a section of the Act.

***3. Meeting of the Board.—** (1) The meeting of the Board of Trustees shall be held at Islamabad or at any other place as approved by the Board at least once in a year.

(2) An extraordinary meeting of the Board may be called on the requisition of not less than three members thereof by the Chairman to consider any urgent matter:

Provided that the members requisitioning the meeting shall clearly state the object of the meeting;

*Subs. vide Notification No. S.R.O. 432 (I)/2006 dated 05.05.2006.

(3) Not less than seven clear days notice shall be given for convening an extraordinary meeting:

Provided that the chairman may, if he considers necessary, convene a meeting at a shorter notice.

*(4) The members shall be paid remuneration as the Board may, from time to time fix for attending meeting or any daily allowance or travelling allowance to and from the place of their official duties to the place of the meeting.

4. Duties of the Secretary.— (1) All decisions of the meetings of the Board shall be recorded in a minute book to be maintained by the Secretary.

(2) Subject to the general control and supervision of the Chairman, the Secretary shall be responsible for—

- (a) the conduct of correspondence on behalf of the Board;
- (b) the maintenance of all records of the Board;
- (c) the presentation of the budget for each financial year to the Board;
- (d) the preparation of the agenda and all matters ancillary to the meetings of the Board; and
- (e) the performance of such other functions as may be assigned to him by the Board.

5. Custody of the Funds.— The moneys credited to the Benevolent Fund and the Insurance Fund shall be deposited in the National Bank of Pakistan or in such other scheduled Bank as may be approved by the Board for the purpose.

****6. Contribution to and Benefits from Benevolent Fund.—**

(1) Every employee shall pay a monthly subscription to the Benevolent Fund, in terms of section 12(F) at the rates specified in column (3) of the Second Schedule.

(2) The monthly Benevolent grant under section 13(3) shall be paid in accordance with the scale prescribed in column (4) of the Second Schedule.

* Subs. vide Notification S.R.O. – (1)/2009 dated 12.05.2009.

** Revived vide Notification S.R.O 37(KE)/2011 dated 01-12-2010.

*(3) Every employee shall pay a monthly subscription to Benevolent Fund, in terms of clause (c) of section 12 at the rates specified in column (4) of the Sixth Schedule and monthly benevolent grant in terms of clause (3) of section 13 shall be paid in accordance with the scale prescribed in column (5) of the Sixth Schedule, with effect from First day of September,2012.

*(4) The beneficiaries who are in recipient of monthly benevolent grant on first day of September,2012 shall be entitled to an increase equal to forty percent of the grant with effect from First day of September,2012 for the remaining period of the grant.

** (5) Every employee shall pay a monthly subscription to the Benevolent Fund, in terms of section 12(c) at the rates specified in column (4) of the Seventh Schedule and monthly benevolent grant in terms of section 13(3) shall be paid in accordance with the scale prescribed in column (5) of the Seventh Schedule with effect from First day of July,2013.

*** (6) The additional monthly benevolent grant under section 13(5) of FEBF & GI Act, 1969 shall be paid at the rates specified in column (5) of the Tenth Schedule.

6A. @Subscription to and benefits from Group Insurance Fund.— (1) Every employee shall make a monthly payment to the Group Insurance Fund at the rate specified in column (3) of the Third Schedule.

@@(2) A sum specified in column (4) of the Third Schedule shall be paid to the family of an employee who dies while in service, during the period from the first day of January, 1996 to the thirty first day of December, 2005.

(3) @@@A sum specified in column (3) of the Fourth Schedule shall be paid to the family of an employee, who dies while in service on or after the 1st day of January, 2006.

* Added vide Notification S.R.O No. (I)/2012 dated 07-11-2012.

** Added vide Notification S.R.O 85(KE)/2013 dated 03-10-2013.

*** Added vide Notification S.R.O No. (I)/2023 dated 29-11-2023.

@ Premia on behalf of non-gazetted employees (B-1 to B-15) shall be paid by the Government Authority Government of Pakistan, Cabinet Secretariat, Estab.Div.'s No. 6/3/69, O.M(RP)-AI dated 12th April, 1969.

@@ Added vide Notification S.R.O. 432 (1)/2006 dated 05.05.2006.

@@@ Subs. ibid.

* (4) Every employee shall make a monthly payment, in terms of Section 18 of the FEBF & GI Act, 1969, to the Group Insurance Fund at the rate specified in column (3) of the Eighth Schedule and a sum, in terms of Section 15 of the FEBF & GI Act, 1969, specified in column (4) of the Eighth Schedule shall be paid to the family of an employee, who dies while in service on or after the First day of December, 2013.

Provided that the revised rates of Sum Assured and Lump Sum grant on Invalid Retirement shall be admissible to the Federal Government non-gazetted employees (BPS-1 to BPS-15) or equivalent from the First day of July, 2014 on receipt of contribution from the Finance Division at the revised rates in respect of such employees.

** (5) A special lump sum grant under section 15A of FEBF & GI Act, 1969, shall be paid at the rates specified in column (3) of the Eleventh Schedule.

7. Payment of subscriptions or premia in default.— (1) Where the amount of subscription to the Benevolent Fund or the premium to the Insurance Fund cannot, for any reason, be deducted from the pay of an employee, the employee shall —

- (a) in the case he is serving abroad, remit the amount to the head of his department ; and
- (b) in any other case, remit the amount to the Director (Budget and Accounts) Board of Trustees, Federal Employees Benevolent and Group Insurance Funds.

(2) In the case referred to in clause (a) of sub-rule (1), the head of the department, and in the case referred to in clause (b) of sub rule (1), the Director (Budget and Accounts) shall deposit the amount received by him to the credit of the Benevolent Fund or, as the case may be, the Insurance Fund, in the National Bank of Pakistan or any other scheduled bank approved by the Board under rule 5.

(3) Any amount of subscription to the Benevolent Fund or any premium to the Insurance Fund remaining unpaid due to inadvertence or negligence of the employee or otherwise shall, upon a direction in writing of the Board, be deducted, in the case of an employee of an Organization, by the head of the Organization, and in any other case, by the Accounts Officer from the salary of such employee.

* Added vide Notification S.R.O. (1)/2013 dated 04.12.2013.

** Added vide Notification S.R.O No. (1)/2023 dated 29-11-2023.

(4) Where the Accounts Officer of the head of the Organization as the case may be, upon a request being made in writing by the employee finds that deduction of the amounts remaining unpaid will result in any hardship to the employee, he may deduct the amount in such number of installments, not exceeding twelve as he may decide.

***8. Medical Authority for Declaring an Employee Incapacitated.**— The Medical authority for purposes of section 13 shall be a Board constituted by the Ministry of Health and consisting of three medical officers one of whom shall be a specialist in the field to which the incapacity of the employee to be examined relates.

****9.** Deleted.

10. Nomination of Beneficiaries of the Benevolent Grant and of the Sum Assured.— (1) Every employee shall make a nomination conferring on one or more members of his family the right to receive a specified share of the benevolent grant or the sum assured that may be payable under Section 13 or Section 15.

(2) The employee may provide in the nomination:-

(a) that, in the event of anyone of the nominees pre-deceasing the employee, the right conferred upon that nominee under sub-rule (1) shall pass to such other member or the members of the employee's family as he may specify in the nomination; and

(b) that the nomination in respect of all or any of the nominees shall become void in the event of the happening of any contingency specified therein.

(3) Every nomination shall be in Form "A".

(4) An employee may at any time cancel a nomination made under sub-rule (1) and make a fresh nomination.

(5) A nomination under sub-rule (1), or a fresh nomination under sub-rule (4), made by an employee shall be in triplicate and one copy of the nomination or as the case may be, fresh nomination shall be signed by the head of the office and returned to employee, one copy shall be placed in the confidential report or, as the case may be, Service

*Applicable w.e.f. 24.01.1984 Authority: The Gazette of Pakistan Extraordinary No. SRO.94(1)/84 dated 24.01.1984.

**Deleted vide Order No.VI of 1988 w.e.f. 1988.

Book of the employee and the *third copy shall be placed in the Master Folder to be maintained by department concerned.

(6) A nomination under sub-rule(1), or a fresh nomination under sub-rule (4), made by an employee shall, to the extent it is valid, take effect on the date on which it is received by the department to whom it is sent under sub-rule (5).

** (7) An employee can exercise his option to change his earlier nomination otherwise the last nomination made by him shall be considered final.

11. Payment of Benevolent and Sum Assured where no Valid Nomination Subsists.— Where no valid nomination made by the employee subsists at the time of his death in relation to the whole of the amount of the benevolent grant and the sum assured or any part thereof, the whole amount or, as the case may be, the part to which the nomination does not relate, shall be paid to the member or members of the family of the deceased employee in the manner hereinafter appearing:—

(a) The Board or an officer authorized by it in this behalf, may determine the members of the family of the deceased employee who are eligible to receive the benevolent grant and the sum assured:

Provided that if the members of the family of the deceased employee are determined by an officer authorized by the Board, any member may, within thirty days of such determination, appeal to the Board.

(b) If the members of the family of the deceased employee agree to nominate anyone of them to receive the benevolent grant and the sum assured, the payment shall be made to that member.

(c) If there is no such agreement, the payment shall be made in the following manner:-

(i) If the deceased employee is survived by wife, or as the case may be husband, the benevolent grant and the sum assured shall be paid to her or, as the case may be, him; and, in case the deceased employee is survived by more than one wife, the amount of the benevolent grant and the

*Subs. vide Notification No.SRO.754 (I)/88 dated 04.09.1988 w.e.f. 04.09.1988.

**Added vide Notification S.R.O No. (1)/2011 dated 28-12-2011.

sum assured shall be distributed between them in the ratio of the number of members each one of them will maintain:

Provided that the recipient shall undertake to utilize the amount so received for the maintenance and benefit of all the members of the family of the deceased employee.

- (ii) if the deceased employee is not survived by wife or as the case may be, husband the amount of the benevolent grant and the sum assured shall be distributed amongst the members of the family of the deceased employee keeping in view the requirement of each such member.

12. Submission of application for benevolent grant etc.—

(1) On the death of an employee during the continuance of his employment, the head of the office of such employee shall forward, through the head of the department *[or his authorized officer not below BS-20], an application in Form “B” to the Board for payment of the benevolent grant and the sum assured.

(2) When an employee is declared by the medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and is, for that reason, removed from service, the head of the office of such employee shall forward through the head of the department *[or his authorized officer not below BS-20] an application in Form “B” to the Board for payment of the benevolent grant.

(3) Upon receipt of an information that a retired employee has died within the period prescribed in section 13 of FEBF & GI Act, 1969, the head of the office wherefrom such employee retired shall forward, through the head of the department, *[or his authorized officer not below BS-20] an application in Form “B” to the Board for payment of the benevolent grant.

(4) Upon receipt of an application under this rule, the Board shall, after making such enquiry and taking such evidence in the case of an application under sub-rule (3) as it may consider necessary pay the benevolent grant, or the sum assured or both as the case may be, to the person entitled to receive it under section 13 or rule 10 or rule 11 as the case may be.

****[13.** The benefits which could not be drawn by the beneficiary during his life shall be paid to the spouse.

*Subs. vide Notification S.R.O No. (I)/2011 dated 28-12-2011.

**Subs.vide ibid.

Provided that if the deceased employee has no spouse or the spouse dies, other members of his family shall be entitled to receive the benefits subject to production of a succession certificate.]

***[14. Neglect of receipt of Benevolent Grant.—** If the benevolent grant is not drawn for a continuous period of three years or more, or if after sanction, the benevolent grant is not drawn even once for a continuous period of three years or more, further payment will be stopped or payment withheld, as the case may be and shall be resumed/made on obtaining fresh instructions of the Managing Director, FEB&GIF in deserving cases subject to furnishing of the certificate required under Sub Rule 2 of Rule 15 of the Federal Employees Benevolent & Group Insurance Fund Rules, 1972.]

****15. Discontinuance of grant.—** (1) The Benevolent Grant shall be discontinued if —

***[(a) An employee retired on medical grounds under section 13 gets usefully employed in an organization registered under FEBF & GI ACT, 1969; or]

(b) the recipient of the grant ceases to be a member of the family as defined in sub-section (5) of Section 2.

(2) The recipient of grant shall be required to furnish a certificate every quarter that he has not ceased to be eligible for the grant on account of marriage, employment or setting up business as the case may be.

***16. [Deleted]

17. Payment of Benevolent Grant to Insane Person.— In case of insane persons benevolent grant shall be paid to the nominee or in case no nomination exists through the eligible family member under rule 11(a).

18. Exemption of Personal Appearance for Receipt of Benevolent Grant from Bank.— A female grantee not accustomed to appear in public or any grantee who is unable to appear in consequence of bodily illness or infirmity may receive his or her monthly benevolent grant through a representative upon the production of life certificate

* Added vide SRO No. 76(KE)/2016 dated 23.12.2015.

** Subs. vide Notification No. 754(I)/88 dated 04.09.1988 w.e.f. 04.09.1988.

*** Subs. & Deleted vide Notification S.R.O No. (I)/2011 dated 28-12-2011.

signed by a Gazetted officer of Basic Scale 17 or above or by some other well-known trustworthy person.

***19. Payment of grant to an incapacitated or a deceased employee for the marriage of one daughter:—** (1) A lump sum amount of Rs.5,000/= (Rupees Five thousand only) shall be payable to an incapacitated employee or the family member(s) of a deceased employee who is/are in receipt of a Benevolent Grant on or after 01.01.1995 for the marriage of one daughter, subject to the following conditions :—

- a) The incapacitated or the deceased employee must be in basic pay scale 1 to 16 (excluding employees who are in BPS-16 but have been moved to BPS-17).
- b) The marriage of the daughter takes place on or after 1st January, 1995; and
- c) The grant shall be paid on production of a marriage certificate issued by the competent authority.

******(2) A lump sum amount of ten thousand rupees shall be payable to an incapacitated employee or the family member(s) of a deceased employee who is, in receipt of a Benevolent Grant on or after first day of December 2003, for the marriage of one child, subject to the following conditions namely:-

- a) the marriage of the child takes place on or after first day of December 2003; and
- b) the marriage grant shall be paid on production of a Nikah Nama issued by the competent authority;

*******[3. A lump sum amount of Rs.50,000/- shall be payable to a serving retired and deceased employees on the marriage of one child irrespective of gender subject to following conditions namely:—

- a) This amount will be admissible on the marriage of only one child of the employee;
- b) The marriage of the child takes place on or after 21st day of April,2011;
- c) The marriage grant shall be paid on production of a Nikah Nama issued by the competent authority.]

*Added vide Notification No. S.R.O. 540(I)/96 dated 05.06.1996 w.e.f. 01.01.1995.

**Added vide Notification No. S.R.O. 165(1)/2004 dated 08.03.2004.

***Added vide Notification No. S.R.O. (1)/2011 dated 31.05.2011.

*Provided that in case of marriage taking place on or after 20th April, 2016 of one orphan daughter of an employee who dies after retirement, the amount of marriage grant shall be Rupees 100,000.

****20.** (1) A lump sum payment of Rs.3,500/= shall be made as Burial Charges to the bereaved family on the death of an employee, if he/she dies on or after 08.01.1996 while in service or after invalidation/retirement before attaining the age of seventy years, provided that the deceased was a non-gazetted employee (BPS-1 to 15) or equivalent, as defined in the Federal Employees Benevolent Fund and Group Insurance Act, 1969.

*** (2) A lump sum payment of five thousand rupees shall be made as burial charges to the bereaved family on the death of an employee if he, or she, dies on or after first day of December, 2003, while in service or after invalidation or retirement, before attaining the age of seventy years.

@ (3) A lump sum amount of Rs.10,000/- shall be paid as Burial Charges to the bereaved family members of an employees if he dies on or after 21st day of April,2011, while in service or after retirement @[******].

@@@ **21. Payment of Sum Assured.**— The Board shall directly pay to the family member(s) of a deceased employee, a sum specified in column (4) of the third Schedule, as sanctioned under Section 15 of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969).

22. Medical Incapacitation.— (1) Where a Board, constituted under rule 8, recommends eighty percent or more disability for an incapacitated employee, the employee shall be treated as completely incapacitated physically or mentally for the purposes of Section 13 of the FEBF & GI Act (II of 1969).

23. Payment of lump sum grant on invalid retirement.— (1) A sum specified in column (3) of the Fifth Schedule shall be paid out of

* Added vide Notification No. F.5-25/2016-Admin-III dated 03-01-2017.

** Added vide Notification No.S.R.O.1165(1)/96 dated 2nd October,1996 w.e.f. 08.01.1996.

*** Added vide Notification No.S.R.O.165(1)/2004 dated 08.03.2004.

@ Added vide Notification No. S.R.O. (I)/2011 dated 31.05.2011.

@@ Omitted vide Notification No. S.R.O. (I)/2012 dated 24.01.2013.

@@@ Added vide Notification No. S.R.O. 1217(I)/96 dated 22.10.1996 w.e.f. 01.07.1995.

Added vide Notification No. S.R.O. 1227(I)/98 dated 12th October,1998 w.e.f. 01.01.1999.

Added vide Notification S.R.O.432(1)/2006 dated 05.05.2006.

Group Insurance Fund to an employee who retires on or after the first day of January, 2006, on medical grounds in terms of Rule-22.

*(2) A sum specified in column (3) of the Ninth Schedule shall be paid out of Group Insurance Fund to an employee who retires on or after the first day of December,2013, on medical grounds in terms of Rule-22.

****24. Payment of Farewell grant.—** (1) A sum equal to one month's pay shall be paid out of the Benevolent Fund to an employee if he proceeds on retiring pension after twenty five years continuous service on or after first day of January, 2006.

***Provided that the Managing Director may condone a deficiency of upto a maximum of six months in the service required for payment of grant under this rule.

@(2) A sum equal to one month's pay shall be paid out of the Benevolent Fund to an employee if he proceeds on retiring pension after twenty years service on or after First day of September,2012.

@@25. Payment of stipends to the outstanding children.— (1) Education stipends shall be paid to @@@[academically] outstanding children of the eligible employees out of the Group Insurance Funds subject to the conditions hereinafter prescribed.

(2) The student for the purpose of the said stipends shall be regular student of the institution who has obtained at least #seventy percent marks in the immediately last held board or university examination. In case sufficient students in a particular category do not qualify, the Board may change the percentage of marks:

Provided that maximum two children of an eligible employee shall be entitled to the said stipends in a financial year.

(3) The stipends shall be paid for post-matric studies, @@@ [for a single degree at each level of studies] at college or university level excluding Ph.D ##[**] Studies. The Board in this context may prescribe

*Added vide Notification S.R.O No. (1)/2013 dated 04-12-2013.

** Added vide Notification S.R.O.432 (1)/2006 dated 05.05.2006.

*** Added vide Notification No. 5/15/2011-Admin-III dated 28-12-2011.

@ Added vide Notification S.R.O.(I)/2012 dated 07-11-2012.

@@ Added vide Notification S.R.O.1162 (1)/2006 dated 04.11.2006.

@@@ Inserted vide S.R.O No. 1188(I)/2020 dated 04-11-2020.

#Substituted vide Notification No. 18-22/Act-Amdt/Plan/2013 dated 16-12-2013.

##Omitted vide Notification S.R.O No. 66(KE)/2014 dated 17-07-2014.

categories. The amount of stipends shall also be fixed by the Board from time to time according to the availability of budget.

*Provided that the annual budgeted amount for the said stipends shall be utilized among Gazetted and non-gazetted employees in the ratio of twenty-five percent and seventy-five percent, respectively.

***[Explanation:**

For the purpose of this rule, the expression,—

- (a) “eligible employees” for the purpose of grant of stipend shall be an employee as defined in clause (4) of section 2 of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969), and a retired employee who, or whose family, is entitled to the benefits under the provisions of the said Act; and
- (b) “institution” means the Government institutions or accredited private institutions recognized by the Government, University, Board, Directorate, Department or Higher Education Commission (HEC):

Provided that the Chairman of the Board may include any other professional degree after consultation with HEC or Inter Board Committee of Chairman.

- ** (c) The minimum percentage of marks required for grant of Educational Stipend shall be rounded upto the next nearest whole number if these are 79.50%, 69.50% or any other percentage fixed by the Board of trustees from time to time for various categories of the stipends.

*** (4) Cash awards as prescribed by the Board of Trustees shall be paid every year to the first three position holders admissible to the children of eligible employee in connection with Essay writing competition in Urdu and English languages separately.

@ [25-A Reimbursement of Semester / Annual Fees for Professional Education.— Reimbursement of actual semester/ annual fees @@ [upto a maximum of Rs.100,000 per annum] shall be admissible to every employee for professional education degree programmes of his

*Added vide Notification SRO No. (I)/2006, dated 05-05-2006.

** Added vide Notification S.R.O No. (I)/2011 dated 27-08-2011.

*** Added vide Notification No. (I)/2012 dated 24.01.2013.

@ Added vide Notification S.R.O No. 66(KE)/2014 dated 17-07-2014

@@ Added vide Notification S.R.O No. 28(KE)/2016 dated 09-10-2015.

or her two children in a year in Medical (*MBBS & BDS), Engineering, *(all engineering programmes accredited by the Pakistan Engineering Council), Architecture, IT **D-Pharmacy *(Computer Sciences, Software Engineering, Information Technology, Bio-Informatics, Information System) and Business Studies,*(Business Administration, Accounting & Finance) except Ph.D in the public sector universities, colleges and institutes recognized by the Higher Education Commission for those children who get admission on merit basis.

Provided that the student shall have to obtain the minimum passing marks in all subjects / courses prescribed by the university, college or institute for this promotion to the next semester / class / professional year.

Provided further that reimbursement will be made *for a single degree at each level of studies or the whole tenure / period prescribed for these studies but not for the semester ***[/year] in which the student fails in one or more subjects from the academic year 2015-16.

* Added vide SRO No. 1188(I)/2020 dated 04-11-2020

**Added vide Notification S.R.O No. 85 (KE)/2015 dated 22-05-2015.

*** Added vide S.R.O No. (1)/2015 dated 09-10-2015.

THE FIRST SCHEDULE
[See Rule 2 (a)]

1. Accountant General, Pakistan Revenues, Islamabad.
2. Accountant General, Pakistan Revenues, Sub-Office, Lahore
3. Accountant General, Pakistan Revenues, Camp Office, Karachi.
4. Accountant General, Pakistan Revenues, Sub-Office, Karachi.
5. Accountant General, Pakistan Revenues, Sub-Office, Quetta.
6. Accountant General, Pakistan Revenues, Camp Office, Gilgit.
7. Director Pakistan Post Offices, Accounts, Lahore.
8. Director, Telegraph and Telephones, Accounts, Lahore.
9. Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad.
10. Directorate of Accounts (Ministry of Food and Agriculture), Karachi.
11. Pakistan Mint, Lahore.
12. Geological Survey of Pakistan, Quetta.
13. Directorate of Accounts, National Savings, Rawalpindi.
14. Controller of Military Accounts, Air Force, Peshawar.
15. Controller of Military Accounts, (RC), Rawalpindi.
16. Controller of Military Accounts, (DPP & ISO's), Rawalpindi.
17. Controller of Military Accounts, (FWO), Rawalpindi.
18. Controller of Military Accounts, (DP), Rawalpindi.
19. Controller of Military Accounts, (O), Rawalpindi.
20. Controller of Military Accounts, (LC), Lahore.
21. Controller of Military Pension, Lahore.
22. Controller of Military Accounts, (FC), Lahore.
23. Controller of Military Accounts, (KC), Karachi.
24. Controller of Naval Accounts, Karachi.
25. Deputy Controller of Military Accounts, *N.A. Gilgit.
26. Controller of Local Audit, Lahore.
27. Military Engineering Services.
28. Controller of Factories Accounts, Wah Cantt.

*Now Gilgit Baltistan.

*THE FIRST SCHEDULE
[see sections 12(1) and 13]
BENEVOLENT FUND

The rates of subscription to the Benevolent Fund and the amount of monthly benevolent grant payable under section 13 out of such Fund before the 4th September, 1988.

Pay Range (Rs.)	Rate of Monthly Subscription (Rs.)	Rate of Monthly Benevolent Grant (Rs.)
(1)	(2)	(3)
In the case of an employee Whose pay last drawn was Between _____	One percent of pay Subject to maximum of Rs. 26	
250 and 300	-	150
301 and 400	-	175
401 and 500	-	200
501 and 600	-	225
601 and 700	-	250
701 and 800	-	275
801 and 900	-	300
901 and 1000	-	325
1001 and 1100	-	350
1101 and 1200	-	375
1201 and 1300	-	400
1301 and 1400	-	425
1401 and 1500	-	450
1501 and 1600	-	475
1601 – 1700	-	500
1701 – 1800	-	525
1801 – 1900	-	550
1901 – 2000	-	575
2001 – 2100	-	600
2101 – 2200	-	625
2201 – 2300	-	650
2301 – 2400	-	675
2401 – 2500	-	700
2501 – 2600	-	725
2601 & above	-	750

*Subs. vide Ord. No. XLIX of 1980 w.e.f. 1.1.1980.

*THE SECOND SCHEDULE
[see sections 12(1) and 13]
BENEVOLENT FUND

The rates of subscriptions to the Benevolent Fund and the amount of monthly benevolent grant payable under section 13 out of such Fund applicable on and after the 4th September, 1988.

Sl. No.	Monthly Pay (Rs.)	Rate of Monthly Subscription (Rs.)	Rate of Monthly Benevolent Grant (Rs.)
(1)	(2)	(3)	(4)
1.	501-600	11	270
2.	601-700	13	300
3.	701-800	15	330
4.	801-900	17	360
5.	901-1000	19	390
6.	1001-1100	21	420
7.	1101-1200	23	450
8.	1201-1300	25	480
9.	1301-1400	27	510
10.	1401-1500	29	540
11.	1501-1600	31	570
12.	1601-1700	33	600
13.	1701-1800	35	630
14.	1801-1900	37	660
15.	1901-2000	39	690
16.	2001-2100	41	720
17.	2101-2200	43	750
18.	2201-2300	45	780
19.	2301-2400	47	810
20.	2401-2500	49	840
21.	2501-2600	51	870

* Subs. vide Act. No. XIII of 1996 w.e.f. 04-09-1988.

(1)	(2)	(3)	(4)
22.	2601-2700	53	900
23.	2701-2800	55	930
24.	2801-2900	57	960
25.	2901-3000	59	990
26.	3001-3100	61	1020
27.	3101-3200	63	1050
28.	3201-3300	65	1080
29.	3301-3400	67	1110
30.	3401-3500	69	1140
31.	3501-3600	71	1170
32.	3601-3700	73	1200
33.	3701-3800	75	1230
34.	3801-3900	77	1260
35.	3901-4000	79	1290
36.	4001-4100	81	1320
37.	4101-4200	83	1350
38.	4201-4300	85	1380
39.	4301-4400	87	1410
40.	4401-4500	89	1440
41.	4501-4600	91	1470
42.	4601-4700	93	1500
43.	4701-4800	95	1530
44.	4801-4900	97	1560
45.	4901-5000	99	1590
46.	5001 & above	100	1620

THE FIRST SCHEDULE
[See Sections 12(1) and 13]
Benevolent Fund

The rates of subscription to the Benevolent Fund and the amount of monthly Benevolent grant payable under section 13 out such Fund.

1969-1979

Sl. No.	Monthly Pay	Rate of monthly Subscription (Rs.)	Rate of monthly Benevolent grant (Rs.)
1	2	3	4
	In the case of an employee whose pay last drawn was Between --- (Rs.)	One percent of pay subject to maximum of Rs.20	(Rs.)
1.	Upto – 100	----	50
2.	101-200	----	75
3.	201-300	----	100
4.	301-400	----	125
5.	401-500	----	150
6.	501-600	----	175
7.	601-700	----	200
8.	701-800	----	225
9.	801-900	----	250
10.	901-1000	----	275
11.	1001-1100	----	300
12.	1101-1200	----	325
13.	1201-1300	----	350
14.	1301-1400	----	375
15.	1401-1500	----	400
16.	1501-1600	----	425
17.	1601-1700	----	450
18.	1701-1800	----	475
19.	1801---above	----	500

THE FIRST SCHEDULE
[See Sections 12(1) and 13]
Benevolent Fund

The rates of subscription to the Benevolent Fund and the amount of monthly Benevolent grant payable under section 13 out such Fund applicable before 4th September, 1988.

Before 04-09-1988

SI No.	Monthly Pay	Rate of monthly Subscription (Rs.)	Rate of monthly Benevolent grant (Rs.)
1	2	3	4
	In the case of an employee whose pay last drawn was Between -----(Rs.)	One percent of pay subject to maximum of Rs.20	(Rs.)
1.	250-300	----	150
2.	301-400	----	175
3.	401-500	----	200
4.	501-600	----	225
5.	601-700	----	250
6.	701-800	----	275
7.	801-900	----	300
8.	901-1000	----	325
9.	1001-1100	----	350
10.	1101-1200	----	375
11.	1201-1300	----	400
12.	1301-1400	----	425
13.	1401-1500	----	450
14.	1501-1600	----	475
15.	1601-1700	----	500
16.	1701-1800	----	525
17.	1801-1900	----	550
18.	1901-2000	----	575
19.	2001-2100	----	600
20.	2101-2200	----	625
21.	2201-2300	----	650
22.	2301-2400	----	675
23.	2401-2500	----	700
24.	2501-2600	----	725
25.	2601--above	----	750

THE SECOND SCHEDULE
[See Sections 12(1) and 13]
Benevolent Fund

The rates of subscription to the Benevolent Fund and the amount of monthly Benevolent grant payable under section 13 out such Fund applicable on and after the 4th September, 1988.

On or after 04-09-1988

SI No.	Monthly Pay	Rate of monthly Subscription (Rs.)	Rate of monthly Benevolent grant (Rs.)
1	2	3	4
1.	501-600	11	270
2.	601-700	13	300
3.	701-800	15	330
4.	801-900	17	360
5.	901-1000	19	390
6.	1001-1100	21	420
7.	1101-1200	23	450
8.	1201-1300	25	480
9.	1301-1400	27	510
10.	1401-1500	29	540
11.	1501-1600	31	570
12.	1601-1700	33	600
13.	1701-1800	35	630
14.	1801-1900	37	660
15.	1901-2000	39	690
16.	2001-2100	41	720
17.	2101-2200	43	750
18.	2201-2300	45	780
19.	2301-2400	47	810
20.	2401-2500	49	840
21.	2501-2600	51	870
22.	2601-2700	53	900
23.	2701-2800	55	930
24.	2801-2900	57	960

25.	2901-3000	59	990
26.	3001-3100	61	1020
27.	3101-3200	63	1050
28.	3201-3300	65	1080
29.	3301-3400	67	1110
30.	3401-3500	69	1140
31.	3501-3600	71	1170
32.	3601-3700	73	1200
33.	3701-3800	75	1230
34.	3801-3900	77	1260
35.	3901-4000	79	1290
36.	4001-4100	81	1320
37.	4101-4200	83	1350
38.	4201-4300	85	1390
39.	4301-4400	87	1410
40.	4401-4500	89	1440
41.	4501-4600	91	1470
42.	4601-4700	93	1500
43.	4701-4800	95	1530
44.	4801-4900	97	1560
45.	4901-5000	99	1590
46.	5001 & above	100	1620

THE SECOND SCHEDULE
[See Sections 12(1) and 13]
Benevolent Fund

The rates of subscription to the Benevolent Fund and the amount of monthly Benevolent grant payable under section 13 (3) out such Fund applicable on and after the first day of December, 2003.

On or after 01-12-2003

Sl. No.	Monthly Pay	Rate of monthly Subscription (Rs.)	Rate of monthly Benevolent grant (Rs.)
1	2	3	4
1.	Upto 2000	39	880
2.	2001-2100	41	920
3.	2101-2200	43	960
4.	2201-2300	45	1000
5.	2301-2400	47	1040
6.	2401-2500	49	1080
7.	2501-2600	51	1120
8.	2601-2700	53	1160
9.	2701-2800	55	1200
10.	2801-2900	57	1240
11.	2901-3000	59	1280
12.	3001-3100	61	1320
13.	3101-3200	63	1360
14.	3201-3300	65	1400
15.	3301-3400	67	1440
16.	3401-3500	69	1480
17.	3501-3600	71	1520
18.	3601-3700	73	1560
19.	3701-3800	75	1600
20.	3801-3900	77	1640
21.	3901-4000	79	1680
22.	4001-4100	81	1720
23.	4101-4200	83	1760
24.	4201-4300	85	1800
25.	4301-4400	87	1840

26.	4401-4500	89	1880
27.	4501-4600	91	1920
28.	4601-4700	93	1960
29.	4701-4800	95	2000
30.	4801-4900	97	2040
31.	4901-5000	99	2080
32.	5001-5500	105	2200
33.	5501-6000	115	2400
34.	6001-6500	125	2600
35.	6501-7000	135	2800
36.	7001-7500	145	3000
37.	7501-8000	155	3200
38.	8001-8500	155	3400
39.	8501-9000	155	3600
40.	9001-9500	155	3800
41.	9501 & above	155	4000

THE SECOND SCHEDULE
Benevolent Fund
[See Rule 6]

The rates of subscription to the Benevolent Fund and the amount of monthly Benevolent grant payable under Rule 6 with effect from 01-07-2009.

Sl. No.	Monthly Pay	Rate of monthly Subscription (Rs.)	Rate of monthly Benevolent grant (Rs.)
1	2	3	4
1.	Upto 3000	59	1280
2.	3001-3100	61	1320
3.	3101-3200	63	1360
4.	3201-3300	65	1400
5.	3301-3400	67	1440
6.	3401-3500	69	1480
7.	3501-3600	71	1520
8.	3601-3700	73	1560
9.	3701-3800	75	1600
10.	3801-3900	77	1640
11.	3901-4000	79	1680
12.	4001-4100	81	1720
13.	4101-4200	83	1760
14.	4201-4300	85	1800
15.	4301-4400	87	1840
16.	4401-4500	89	1880
17.	4501-4600	91	1920
18.	4601-4700	93	1960
19.	4701-4800	95	2000
20.	4801-4900	97	2040
21.	4901-5000	99	2080
22.	5001-5500	105	2200
23.	5501-6000	115	2400
24.	6001-6500	125	2600
25.	6501-7000	135	2800
26.	7001-7500	145	3000
27.	7501-8000	155	3200
28.	8001-8500	165	3400
29.	8501-9000	175	3600
30.	9001-9500	185	3800
31.	9501 & above	195	4000

THE SIXTH SCHEDULE
Benevolent Fund
[See Rule 6 (3)]

The rates of subscription to the Benevolent Fund and the amount of monthly Benevolent grant payable under sub-rule (3) of Rule 6 with effect from 1st day of September, 2012.

Sl. No.	Monthly Pay		Monthly Subscription Rate (Rs.)	Monthly Grant Rate (Rs.)
	Minimum	Maximum		
1	2	3	4	5
1.	Upto 5000		120	4000
2.	5001-5500		126	4150
3.	5501-6000		138	4300
4.	6001-6500		150	4450
5.	6501-7000		162	4600
6.	7001-7500		174	4750
7.	7501-8000		186	4900
8.	8001-8500		198	5050
9.	8501-9000		210	5200
10.	9001-9500		222	5350
11.	9501-11000		246	5600
12.	11001-13000		288	5900
13.	13001-15000		336	6200
14.	15001-17000		384	6500
15.	17001-19000		432	6800
16.	19001-21000		480	7100
17.	21001-23000		528	7400
18.	23001-25000		576	7700
19.	25001-27000		624	8000
20.	27001-29000		672	8300
21.	29001-31000		720	8600
22.	31001-33000		768	8900
23.	33001-35000		816	9200
24.	35001-37000		864	9500
25.	37001-39000		912	9800
26.	39001 & above		2.40% of Basic Pay	10100

THE SEVENTH SCHEDULE
Benevolent Fund
[See Rule 6 (4)]

The rates of subscription to the Benevolent Fund and the amount of monthly Benevolent grant payable under sub-rule (4) of Rule 6 with effect from 1st day of July, 2013.

Sl. No.	Monthly Pay		Monthly Subscription Rate (Rs.)	Monthly Grant Rate (Rs.)
	Minimum	Maximum		
1	2	3	4	5
1.	Upto 5000		120	4000
2.	5001-5500		126	4150
3.	5501-6000		138	4300
4.	6001-6500		150	4450
5.	6501-7000		162	4600
6.	7001-7500		174	4750
7.	7501-8000		186	4900
8.	8001-8500		198	5050
9.	8501-9000		210	5200
10.	9001-9500		222	5350
11.	9501-11000		246	5600
12.	11001-13000		288	5900
13.	13001-15000		336	6200
14.	15001-17000		384	6500
15.	17001-19000		432	6800
16.	19001-21000		480	7100
17.	21001-23000		528	7400
18.	23001-25000		576	7700
19.	25001-27000		624	8000
20.	27001-29000		672	8300
21.	29001-31000		720	8600
22.	31001-33000		768	8900
23.	33001-35000		816	9200
24.	35001-37000		864	9500
25.	37001-39000		912	9800
26.	39001 & above		960	10100

THE TENTH SCHEDULE
[See Rule 6 (6)]
Benevolent Fund

The rates of additional Monthly Benevolent Grant payable w.e.f. 15.06.2013 shall be as under:

Sl. No.	Monthly Pay (Rs)		Monthly Subscription Rate (Rs.)	Monthly Grant Rate (Rs.)
	Minimum	Maximum		
(1)	(2)	(3)	(4)	(5)
1.	Upto 5,000		120	4000
2.	5,001	5,500	126	4150
3.	5,501	6,000	138	4300
4.	6,001	6,500	150	4450
5.	6,501	7,000	162	4600
6.	7,001	7,500	174	4750
7.	7,501	8,000	186	4900
8.	8,001	8,500	198	5050
9.	8,501	9,000	210	5200
10.	9,001	9,500	222	5350
11.	9,501	11,000	246	5600
12.	11,001	13,000	288	5900
13.	13,001	15,000	336	6200
14.	15,001	17,000	384	6500
15.	17,001	19,000	432	6800
16.	19,001	21,000	480	7100
17.	21,001	23,000	528	7400
18.	23,001	25,000	576	7700
19.	25,001	27,000	624	8000
20.	27,001	29,000	672	8300
21.	29,001	31,000	720	8600
22.	31,001	33,000	768	8900
23.	33,001	35,000	816	9200
24.	35,001	37,000	864	9500
25.	37,001	39,000	912	9800
26.	39,001 and above		960	10100

THE SECOND SCHEDULE
(See Rule 6 A)
GROUP INSURANCE
1969-1979

The rates of contribution to the Group Insurance Fund and the amount of Sum Assured to be paid to the family of a deceased will be as under:

Sl. No.	Monthly Pay		Monthly Subscription Rate (Rs.)	Sum Assured (Rs.)
	Minimum	Maximum		
1	2	3	4	5
1.	100-150		0.70	2000
2.	151-500		1.75	5000
3.	501-750		3.50	10000
4.	751-1000		5.25	15000
5.	1001-1500		7.00	20000
6.	1501 - above		10.50	30000

THE SECOND SCHEDULE
(See Rule 6 A)
GROUP INSURANCE
1980 to 03-09-1988

The rates of contribution to the Group Insurance Fund and the amount of Sum Assured to be paid to the family of a deceased will be as under:

SI No.	Monthly Pay		Monthly Subscription Rate (Rs.)	Sum Assured (Rs.)
	Minimum	Maximum		
1	2	3	4	5
1.	250-500		0.70	7500
2.	501-750		1.75	15000
3.	751-1000		3.50	22500
4.	1001-1500		5.25	30000
5.	1501---above		10.50	45000

THE SECOND SCHEDULE
(See Rule 6 A)
GROUP INSURANCE

The rates of contribution to the Group Insurance Fund and the amount of Sum Assured to be paid to the family of a deceased on or after 04-09-1988 will be as under:

Sl. No.	Monthly Pay		Monthly Subscription Rate (Rs.)	Sum Assured (Rs.)
	Minimum	Maximum		
1	2		3	4
1.	501-600		7.00	20000
2.	601-700		8.05	23000
3.	701-800		9.10	26000
4.	801-900		10.15	29000
5.	901-1000		11.20	32000
6.	1001-1100		12.25	35000
7.	1101-1200		13.30	38000
8.	1201-1300		14.35	41000
9.	1301-1400		15.40	44000
10.	1401-1500		16.45	47000
11.	1501-1600		17.50	50000
12.	1601-1700		18.55	53000
13.	1701-1800		19.60	56000
14.	1801-1900		20.65	59000
15.	1901-2000		21.70	62000
16.	2001-2100		22.75	65000
17.	2101-2200		23.80	68000
18.	2201-2300		24.85	71000
19.	2301-2400		25.90	74000
20.	2401-2500		26.95	77000
21.	2501-2600		28.00	80000
22.	2601-2700		29.05	83000
23.	2701-2800		30.10	86000
24.	2801-2900		31.15	89000
25.	2901-3000		32.20	92000
26.	3001-3100		33.25	95000
27.	3101-3200		34.30	98000

28.	3201-3300	35.35	101000
29.	3301-3400	36.40	104000
30.	3401-3500	37.45	107000
31.	3501-3600	38.50	110000
32.	3601-3700	39.55	113000
33.	3701-3800	40.60	116000
34.	3801-3900	41.65	119000
35.	3901-4000	42.70	122000
36.	4001-4100	43.75	125000
37.	4101-4200	44.80	128000
38.	4201-4300	45.85	131000
39.	4301-4400	46.90	134000
40.	4401-4500	47.95	137000
41.	4501-4600	49.00	140000
42.	4601-4700	50.05	143000
43.	4701-4800	51.10	146000
44.	4801-4900	52.15	149000
45.	4901-5000	53.20	152000
46.	5001-5100	54.25	155000
47.	5101-5200	55.30	158000
48.	5201-5300	56.35	161000
49.	5301-5400	57.40	164000
50.	5401-5500	58.45	167000
51.	5501-5600	59.50	170000
52.	5601-5700	60.55	173000
53.	5701-5800	61.60	176000
54.	5801-5900	62.65	179000
55.	5901-6000	63.70	182000
56.	6001-6100	64.75	185000
57.	6101-6200	65.80	188000
58.	6201-6300	66.85	191000
59.	6301-6400	67.90	194000
60.	6401-6500	68.95	197000
61.	6501-6600	70.00	200000

THE THIRD SCHEDULE
[See Rule 6 (1) and (2)]
GROUP INSURANCE

*The rate of contribution to the Group Insurance Fund and the amount of sum assured to be paid to the family of an employee, with effect from 1st January, 1996 shall be as under:—

Sl. No.	Monthly Pay (Rs.)	Rate of Monthly Subscription (Rs.)	Sum Assured (Rs.)
(1)	(2)	(3)	(4)
1	Upto 1500	24.50	70,000
2	1501-2000	29.75	85,000
3	2001-2500	35.00	100,000
4	2501-3000	40.25	115,000
5	3001-3500	45.50	130,000
6	3501-4000	50.75	145,000
7	4001-4500	56.00	160,000
8	4501-5000	61.25	175,000
9	5001-5500	66.50	190,000
10	5501-6000	71.75	205,000
11	6001-6500	77.00	220,000
12	6501-7000	82.25	235,000
13	7001-7500	87.50	250,000
14	7501-8000	92.75	265,000
15	8001-8500	98.00	280,000
16	8501-9000	103.25	295,000
17	9001-9500	108.50	310,000
18	9501-10000	113.75	325,000
19	10001-10500	119.00	340,000
20	10501-11000	124.25	355,000
21	11001-11500	129.50	370,000
22	11501-12000	134.75	385,000
23	12001-12500	140.00	400,000
24	12501-13000	145.25	415,000
25	13001-13500	150.50	430,000
26	13501-14000	155.75	445,000
27	14001-14500	161.00	460,000
28	14501-15000	166.25	475,000
29	15001-15500	171.50	490,000
30	15501-16000	176.75	505,000
31	16001 & above	182.00	520,000

*Rates revised vide Ord. No. XIII of 1981 w.e.f. 01.07.1980.

Rates revised vide Notification No. S.R.O. 754(I)/88 dated 04.09.1988 w.e.f.04.09.1988.

Rates revised vide Notification No. S.R.O. 21(I)/96 dated 28th December, 1995, w.e.f 01.01.1996.

THE FOURTH SCHEDULE
[See Rule 6 A (3)]
GROUP INSURANCE

The amount of Sum Assured to be paid to the family of an employee, with effect from first January, 2006 shall be as under:

Sl. No.	Monthly Pay (Rs.)	Rate of monthly Contribution (Rs.)	Sum Assured (Rs.)
1	2	3	4
1.	Upto -3000	40.25	131000
2.	3001-3500	45.50	148000
3.	3501-4000	50.75	165000
4.	4001-4500	56.00	182000
5.	4501-5000	61.25	199000
6.	5001-5500	66.50	216000
7.	5501-6000	71.75	233000
8.	6001-6500	77.00	250000
9.	6501-7000	82.25	267000
10.	7001-7500	87.50	284000
11.	7501-8000	92.75	301000
12.	8001-8500	98.00	318000
13.	8501-9000	103.25	335000
14.	9001-9500	108.50	352000
15.	9501-10000	113.75	369000
16.	10001-10500	119.00	386000
17.	10501-11000	124.25	403000
18.	11001-11500	129.50	420000
19.	11501-12000	134.75	437000
20.	12001-12500	140.00	454000
21.	12501-13000	145.25	471000
22.	13001-13500	150.50	488000
23.	13501-14000	155.75	505000
24.	14001-14500	161.00	522000
25.	14501-15000	166.25	539000
26.	15001-15500	171.50	556000
27.	15501-16000	176.75	573000
28.	16001-16500	182.00	590000
29.	16501-17000	182.00	607000
30.	17001-17500	182.00	624000
31.	17501-18000	182.00	641000
32.	18001-18500	182.00	658000
33.	18501-19000	182.00	675000
34.	19001-19500	182.00	692000
35.	19501 & above	182.00	700000

***THE FOURTH SCHEDULE**

[See rule 6 (3)]

GROUP INSURANCE

The amount of sum assured to be paid to the family of an employee with effect from first January, 2006 shall be as under:—

Sl. No.	Monthly Pay (Rs.)		Sum Assured
(1)	(2)		(3)
1	Upto	1,500	80,000
2	1,501	2,000	97,000
3	2,001	2,500	114,000
4	2,501	3,000	131,000
5	3,001	3,500	148,000
6	3,501	4,000	165,000
7	4,001	4,500	182,000
8	4,501	5,000	199,000
9	5,001	5,500	216,000
10	5,501	6,000	233,000
11	6,001	6,500	250,000
12	6,501	7,000	267,000
13	7,001	7,500	284,000
14	7,501	8,000	301,000
15	8,001	8,500	318,000
16	8,501	9,000	335,000
17	9,001	9,500	352,000
18	9,501	10,000	369,000
19	10,001	10,500	386,000
20	10,501	11,000	403,000
21	11,001	11,500	420,000
22	11,501	12,000	437,000
23	12,001	12,500	454,000
24	12,501	13,000	471,000
25	13,001	13,500	488,000
26	13,501	14,000	505,000
27	14,001	14,500	522,000
28	14,501	15,000	539,000
29	15,001	15,500	556,000
30	15,501	16,000	573,000
31	16,001	16,500	590,000
32	16,501	17,000	607,000
33	17,001	17,500	624,000
34	17,501	18,000	641,000
35	18,001	18,500	658,000
36	18,501	19,000	675,000
37	19,001	19,500	692,000
38	19,501	& above	700,000

*Added vide Notification S.R.O. 432(1)/2006 dated 05.05.2006

***THE FIFTH SCHEDULE**

(See rule 23)

LUMP SUM GRANT ON INVALID RETIREMENT

A lump sum grant shall be paid to an invalid employee with effect from first January, 2006 shall be as under:—

Sl. No.	Monthly Pay (Rs.)		Lump Sum grant on invalid retirement (Rs.)
(1)	(2)		(3)
1.	Upto	1,500	35,000
2.	1,501	2,000	42,500
3.	2,001	2,500	50,000
4.	2,501	3,000	57,500
5.	3,001	3,500	65,000
6.	3,501	4,000	72,500
7.	4,001	4,500	80,000
8.	4,501	5,000	87,500
9.	5,001	5,500	95,000
10.	5,501	6,000	102,500
11.	6,001	6,500	110,000
12.	6,501	7,000	117,500
13.	7,001	7,500	125,000
14.	7,501	8,000	132,500
15.	8,001	8,500	140,000
16.	8,501	9,000	147,500
17.	9,001	9,500	155,000
18.	9,501	10,000	162,500
19.	10,001	10,500	170,000
20.	10,501	11,000	177,500
21.	11,001	11,500	185,000
22.	11,501	12,000	192,500
23.	12,001	12,500	200,000
24.	12,501	13,000	207,500
25.	13,001	13,500	215,000
26.	13,501	14,000	222,000
27.	14,001	14,500	230,000
28.	14,501	15,000	237,500
29.	15,001	15,500	245,000
30.	15,501	16,000	252,500
31.	16,001	& above	260,000

* Added vide Notification S.R.O.432(1)/2006 dated 05.05.2006.

THE EIGHTH SCHEDULE
[See rule 6A (4)]
GROUP INSURANCE

The rate of contribution to the Group Insurance Fund and the amount of Sum Assured to be paid to the family of an employee, with effect from First day of December,2013 shall be as under:—

Sl. No.	Monthly Pay (Rs.)	Rate of Monthly Contribution (Rs.)	Sum Assured (Rs.)
(1)	(2)	(3)	(4)
1.	Upto 5,000	381	350,000
2.	5001-10,000	436	400,000
3.	10,001-15,000	490	450,000
4.	15,001-20,000	545	500,000
5.	20,001-25,000	600	550,000
6.	25,001-30,000	654	600,000
7.	30,001-35,000	709	650,000
8.	35,001-40,000	763	700,000
9.	40,001-45,000	818	750,000
10.	45,001-50,000	872	800,000
11.	50,001-55,000	926	850,000
12.	55,001-60,000	981	900,000
13.	60,001-65,000	1,036	950,000
14.	65,001 & above	1,090	1,000,000

Provided that the revised rates of Sum Assured shall be admissible to the Federal Government non-gazetted employees (BPS-1 to BPS-15 or equivalent) from the First day of July,2014 on receipt of contribution from the Finance Division at the revised rates in respect of such employees.

THE NINTH SCHEDULE

[See rule 23(2)]

LUMP SUM GRANT ON INVALID RETIREMENT

A lump sum grant shall be paid to an invalid employees with effect from Frist day of December, 2013.

Sl. No.	Pay Scales	Amount (Rs).
(1)	(2)	(3)
1	BPS-1-10 or equivalent	150,000
2	BPS-11-16 or equivalent	210,000
3	BPS-17-19 or equivalent	270,000
4	BPS-20-22 or equivalent	390,000

The revised rate of lump sum grant on invalid retirement shall be admissible to the Federal Government non-gazetted employees (BPS-1 to BPS-15) or equivalent) from the First day of July, 2014 on receipt of contribution from the Finance Division at the revised rates in respect of such employees.

THE ELEVENTH SCHEDULE

[See rule 6-A (5)]

SPECIAL LUMP SUM GRANT UNDER PMAP-2015 IN SECURITY RELATED DEATH

The rates of special Lump Sum Grant payable w.e.f. 15.06.2013 shall be as under:-

Sl. No.	Pay Scales	Amount (Rs).
(1)	(2)	(3)
1	1-10	200,000
2	11-16	300,000
3	17-19	400,000
4	20 and above	500,000

**FORM "A"
(See rule 10)
FORM OF NOMINATION**

Name & Designation of the employee _____

Service/Department _____

I hereby nominate the person/persons mentioned below who is/are member/members of my family as defined in section 2 of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969), to receive the benevolent grant and the sum assured in the event of my death.

**PART-I
(For wife/husband only)**

Name of nominee/nominees	Relationship	Age	Specification of share	Remarks

**PART-II
(For members of family other than wife/husband)**

Name of nominee/nominees	Relationship	Age	Specification of share	Remarks

Certified that the member or members of my family mentioned in Part-II are wholly dependent upon me. The earlier nomination made by me may kindly be treated as cancelled.

Date _____

Signature or thumb impression
of the employee.
(Name in block letters)
Service and Department.

Witness:

1. _____
(Signature/thumb impression)

(Name & Designation in block letters)

2. _____
(Signature/thumb impression)

Signature & seal of head of the
Office

(Name & Designation in block letters)

“FORM B”
(See Rule 12)
PART I

- 1. (a) Name of the deceased/incapacitated employee _____
- (b) Father's/Husband's Name _____
- (c) His/her service or department _____
- (d) Head of Office _____
- (e) Station/place of last posting _____
- (f) Last appointment held _____

- 2. Pay per month i.e.
 - (a) Basic Pay.
 - (b) Special Pay.
 - (c) Technical Pay.
 - (d) Personal Pay.
 - (e) Indexation Pay.
 - (f)

3. Date of Birth _____

4. Date of entry into service _____

5. Date of death (death cases only) _____

6. Date of removal from service on account of _____

- (a) Incapacitation _____
- (b) Retirement _____
- (c) Death during service _____

7. Name/Names of nominee/nominees (Nomination required both in death and invalid cases).

Sl.No.	Name	Age	Relationship	Profession	Marital Status	Monthly Income
(a)						
(b)						
(c)						
(d)						
(e)						
(f)						



8. Address of nominee(s) of the deceased or incapacitated employee where correspondence can be made. (In death cases where there are no nomination similar particulars of eligible dependent may be given).
9. Branch of National Bank of Pakistan nearest to the residence of beneficiary/beneficiaries.
10. Period for which contributions to Benevolent and Group Insurance Funds were not paid _____

PART II

11. Following Documents must be submitted with claim:
 - a) **Annex "A"**-First, second and last page of service book of the employee. In case employee was appointed as gazetted officer and service book is not maintained necessary particulars of the employee (as an alternate of service book) as per pattern after verification of HOD may be provided:

It is certified that Mr. _____ Designation _____ is a permanent employee of _____. His/her service particulars as per record of this office are as under:

- i) Name of employee _____ ii) Father's Name _____
- iii) Present post with BPS/Scale/Grade _____ iv) CNIC of employee _____
- v) Date of Birth _____ vi) Date of initial appointment _____
- vii) Date of superannuation _____
- viii) Employment status (Permanent/Contract /Adhoc) _____
- ix) Post at the time of initial appointment with BPS/Scale/Grade _____
- x) Place of Last Posting _____

- b) **Annex "B"**- Attested copy of Last Pay Certificate of employee which must be counter signed by the DDO showing pay and allowances and deduction of benevolent and group insurance funds respectively and date of last payment.
- c) **Annex "C"**- Death certificate issued by Union Council/Union Committee/Municipal Committee.
- d) **Annex "D"**-
 - i) **(Death after retirement)** Office order notifying date of retirement of the deceased employee.
 - ii) **(Death during service)** Office order of struck of strength under which name of the deceased employee was removed from service. Please be noted that obituary notice not required.

- iii) **(Invalidation cases)** In case of invalid retirement office order of retirement specifying degree of disability and retirement date along with a copy of Central Medical proceedings duly attested by Head of the department. (See Rule 8 & 22 of FEB&GIF Rules, 1972).
- e) **Annex "E"**- Valid nomination form for pertaining to benevolent fund and group insurance filled in the employee during service (see Rule-10 of FEB&GIF Rules, 1972).
- f) **Annex "F"**- List of dependent family members i.e. wife/wives, natural son(s), father, mother, minor brothers and unmarried/divorced/widowed sisters/daughters as per pattern:
 In case of more than one wife separate list of each family is required. (See Section 2(5)(a)(b) & (c))

S. No.	Name	Date of Birth	Relationship	Profession	Marital status

- g) **Annex "G"**- Family Registration Certificate (FRC) issued by NADRA, in case of more than one wives separate FRC of each widow is required.
- h) **Annex "H"**- CNIC in respect of the deceased / incapacitated employee and the prospective beneficiaries and in case of any minor beneficiary Family Registration Certificate. (Both sides of CNIC must be pasted on A-4 size paper of each beneficiary)
- i) **Annex "I"**- Non-marriage / re-marriage certificate / life certificate on the stamp paper duly verified by the Notary Public / Oath Commissioner and attested by the department of the applicant. **(Pattern attached may vary from case to case)** Detail of nature of the case as under:
 - Non-remarriage of spouse is required
 - Non-marriage of unmarried / divorced daughter
 - Non-marriage of the employee in case employee was not married.
- j) **Annex "J"**- DCS form duly filled and verified by HOD or authorized officer and verified National Bank as per pattern **(Pattern attached)**. Please be noted that only National Bank of Pakistan account is required. In case beneficiary is minor, his / her account details are mandatory. Guardian account details of minor would not served the purpose. Please provide only active account details. Dormant / inactive account would delay the case.
- k) **Annex "K"**- Wholly dependency certificate, other than spouse, issued only by the Head of the Department/Officer authorized by the department (Authority letter must be attached) Pattern of the certificate is appended below.

Wholly Dependency Certificate

It is certified _____ daughter/son/father/mother of late _____ were wholly dependent upon deceased at the time of his death.

**Head of Department
Name, Seal & Designation**

l) **Annex "L"**- In case beneficiary is divorced or widow daughter, please enclose divorced deed or death certificate.

12. Head of Office/Departments, while signing the application form, will ensure that it is properly completed in all respects and all the requisite documents are sent alongwith, to avoid any delay in processing to quick disposal of the claims.

13. In case of retired government servants, who die after retirement, the Federal Employees Benevolent Fund and Group Insurance Act,1969, provides for the sanction of Benevolent Grant under section 13. A retired government servant receives pension and not pay. The term pay as defined in the Act does not include pension. In such cases, the Benevolent Grant payable under section 13 of the Act will be on the basis of the pay last drawn.

PART III

CERTIFICATES BY THE HEAD OF DEPARTMENT

1. Certified that the information contained above is correct according to our record.
 2. Certified that the above named employee is/was neither a contingency work charged, ad-hoc, contract employee nor a deputationist from any Provincial Government. (In case of a deputationist from one Federal Government Department to another, the case will be preferred by his parent Department).
 3. Certified that the employee died during the continuance of his service (death cases only).
 4. Certified that the employee died after retirement.
 5. Certified that the above claim has been preferred for the first time and has not been sent previously.
- N.B. _____ Score out which is not applicable.

Seal and Signature
Head of the Office

Dated _____

Forwarded to the Director Regional Board FEB& GIF Islamabad/Lahore/Karachi.

Seal and Signature
Head of Department

Dated _____

PART IV

INVALIDATION CERTIFICATE FEDERAL EMPLOYEES

See CSR articles 442(d), (e), 443(a), (b) and (c) and 447.

1. Important Instructions:

- (a) All columns must be typed.
- (b) All columns must be filled. Those not applicable must be crossed.
- (c) Head of the Department is personally responsible for accurate completion of this form.
- (d) An individual will not be removed from service until Head of the Department has approved the Medical Board proceedings.
- (e) Medical Board must comprise three members one being a Specialist.

Name _____ S/o, D/o, W/o _____
 Designation _____ Office _____
 Department _____ Total Service _____
 Age: Per Statement/documents _____ per appearance _____
 Identification marks _____

(Left hand thumb impression/signatures duly attested)

Opinion: (A detailed statement of medical case and of the treatment adopted as per CSR 443(a). If necessary attach documents).

Signature & Seal of
Medical Specialist

2. Opinion of the Medical Board:

In consequence of _____

We consider him/her (name) _____

- (a) To be completely and permanently incapacitated for further service of any kind.
- (b) Completely and permanently incapacitated for service in the Department to which he/she belongs.
- (c) Incapacitated for service in the appointment which he now holds but we are of the opinion that he/she is (or may after resting for _____ months be) fit for further service of less laborious character than that which he/she has been doing.
- (d) His/her degree of disability _____ %age.
- (e) His/her incapacity does/does not appear to have been caused/ aggravated or accelerated by irregular or intemperate habits.

Dated: _____ President _____
(Name, Signature & Seal)

Member _____ Member _____
(Name, Signature & Seal) (Name, Signature & Seal)

APPROVED/NOT APPROVED

(For partial) disability See CSR article 447 (b). If a person is likely to improve after a certain period he may be given long leave admissible to him instead of invaliding him out of service.

Place _____

Dated _____

HEAD OF DEPARTMENT
(Name, Signature & Seal)

PPARC

SI.No.3**Guidelines for Benefits Admissible under Benevolent Fund and Group Insurance**

1. These guidelines contain the following issues:—
 - (i) Welfare schemes offered by the Funds.
 - (ii) Benefits paid on different events.
 - (iii) Increase in monthly Benevolent grant announced upto 2012.
 - (iv) Detail of prescribed forms to submit claims.
 - (v) Schedules of contributions and benefits.
 - (vi) Performance.

2. These guidelines mainly consist of information on benefits provided under the welfare schemes of the Federal Employees Benevolent Fund on different occasions, how the benefits are claimed and which information is required to provide with the claim. The Federal Employees Benevolent & Group Insurance Funds (FEB & GIF) at present pays following benefits under its welfare schemes to the covered Federal Government employees.

- (1) **Monthly Benefits:**
 - a) Monthly benevolent grant defrayed over life of the spouse.
 - b) Other than spouse for 15 years.
- (2) **Lump sum benefits:**
 - a) Group Insurance on death of an employee during service.
 - b) Lump sum grant on invalid retirement of an employee.
 - c) Farewell grant on retirement after 20 years continuance service as Federal Government employee.
 - d) A special lump sum grant of security related deaths from Benevolent Fund ranging from Rs. 200,000/- to Rs.500,00/-:

Sr. No.	Pay Scales (BS)	Lump Sum Grant (Rs.)
1.	1-10	200,000
2.	11-16	300,00
3.	17-19	400,000
4.	20 and above	500,000

- e) Burial charges on death of an employee while in service or after retirement.

- f) Marriage grant of Rs. 50,000/- on marriage of one child payable to the employees/retired employee/ recipient of Benevolent grant(in case of death of employee). In case the marriage taking place on or after 20-04-2016 of one orphan daughter of an employee who dies after retirement, the amount of marriage grant shall be Rs.100,000/-.
- g) Annual educational stipends/ reimbursement for maximum two outstanding children of serving/retired/deceased employee in a financial year.

3. Detail of benefits to be paid on Death During Service:

- a) If an employee dies during service his/her spouse, or nominee is paid monthly benevolent grant from Rs. 4,000/- to Rs. 10,100/- according to different pay slabs for whole life. In case spouse re-marries or dies, the monthly benevolent grant is transferred to eligible family members for a maximum period of fifteen years. The period of grant is worked out from the date of death of the employee. Unlike family pension the amount of grant is not reduced for spouse or other family members.
- b) Family of deceased employee is also paid sum assured from Group Insurance ranging from Rs. 350,000/- to Rs. 1,000,000/- according to pay slabs.
- c) The family of deceased employee is also paid burial charges of Rs.10,000/-.

4. Detail of benefits to be Paid on Medical Retirement:

If an employee retires from service on medical grounds with at least 80% disability, he is paid following benefits:-

- (i) A monthly grant from Rs. 4000 to Rs. 10,100 per month according to pay slabs.
 - (ii) A lump sum grant ranging from Rs. 150,000 to Rs. 390,000 according to pay slabs.
 - (iii) If the invalid retired employee dies, his monthly grant is transferred to his/her spouse for life. Unlike family pension the amount of grant is not reduced for family members. If there is no spouse or the spouse dies, the grant is transferred to other eligible family members for remaining period of 15 years.
 - (iv) The family is also paid burial charges of Rs.10,000 on death of the invalid retired employee.
-

- (v) The invalid retired employee, his spouse or the eligible family member receiving monthly grant is also eligible to claim marriage grant of Rs.50,000/- on marriage of one child irrespective of gender.

5. Benefits Paid on Death After Retirement:

- (i) The employees covered under the schemes of the FEB & GIF contribute to the funds upto their retirement. If any employee dies after retirement, his spouse is paid monthly benevolent grant for life according to the rates mentioned in column 4 of Table "A" at Annex-XX. In case there is no spouse the monthly grant is paid to other eligible family members for a period of fifteen years.
- (ii) The family is also paid Rs.10,000/- as burial charges.
- (iii) The family receiving monthly grant is eligible to claim marriage grant of Rs.50,000/- on marriage of one child if the employee has not received that grant during service or after retirement. In case of orphan daughter, the amount of grant would be Rs. 100,000.

6. Payment of Burial Charges:

If an employee dies and there is no family member eligible for any benefit under provisions of the Law; burial charges of Rs. 10,000 is still payable to the family.

7. Farewell Grant on Retirement After 20 Years Continuance Service of Federal Government Employee:

A farewell grant equal to one month basic pay is paid if an employee retires from service after twenty years continuous service in Federal Govt. This grant is payable with effect from 01.09.2012.

8. Educational Stipends ranging between Rs. 20,000/- to Rs. 40,000/- of Serving / Retired / Deceased Federal Government Employee:

The FEB & GIF has introduced a scheme of educational stipends for post matric studies, excluding Phd for outstanding children of serving, retired and deceased employees. A student who has obtained at least 70% marks in the last held Board/University examination can

apply. Maximum two children of an employee are paid the stipend in a financial year.

9. Measures for Prompt Settlement of Claims:

In order to settle the claims and pay the benefits to bereaved families in a minimum possible time, it is necessary that the relevant documents are sent with the claims. In this context different forms have been prescribed to claim following benefits:-

- (i) Form for claim of monthly benevolent grant, sum assured, lump sum grant on invalid retirement and burial charges.
- (ii) Form for claim of Marriage grant.
- (iii) Form for claim of Farewell grant.
- (iv) Form for educational stipend.
- (vi) Nomination form.

These forms are available at Head office, Regional Offices and can also be downloaded from the website of the FEB & GIF

www.febgif.gov.pk

10. All claims are to be submitted to the FEB & GIF through parent departments of employees. [SUBMISSION OF CLAIMS IS THE RESPONSIBILITY OF THE EMPLOYEE AND DEPARTMENT OF THE EMPLOYEE]:

It has been observed that department forward incomplete cases which result in un-wanted delay in the disposal of claims.

For speedy disposal of claims the BOT, FEB & GIF issued instructions for processing, submission of claims vide U.O. No.18-48/M. Directors/2001 dated 17-12-2009.

11. The following offices of the FEB & GIF deal with the claims:—

To Submit Claims of Benevolent Grant, Sum Assured, Burial Charges, Lump Sum Grant on Invalid Retirement, Marriage Grant, Farewell Grant and Educational Stipend/Reimbursement.			
Sl. No.	Regional Boards	Address & Contact Numbers	Last Posting Station of the Employee
(1)	Islamabad	Benevolent Fund Building, Block C-II, Shahrah-e-Suharawardy, Zero Point, Islamabad. Ph. No. 051-9252372 051-9252316 Fax No. 051-9252235 051-9252363	Islamabad, Khyber Pakhtunkhwa, Rawalpindi, Chakwal, Attock & Jhelum Districts & Gilgit-Baltistan.

Sl. No.	Regional Boards	Address & Contact Numbers	Last Posting Station of the Employee
(2)	Karachi	Al-Ameera Centre, Opposite Passport Office, Saddar, Karachi Ph. No. 021-9920237 Fax No. 021-99206361	Sindh and Balochistan Provinces.
(3)	Lahore	Al-Jannat Building, Nila Gumbad, Lahore Ph. No.042-99211402 Fax No. 042-99211403	All Punjab except Rawalpindi, Chakwal, Attock & Jhelum Districts.

FOR COMPLAINTS PLEASE CONTACT:-

Sl. No.	Designation	Office Tel. No.	Office Address
1	Deputy Managing Director (Operations)	051-9252306	Benevolent Fund Building, Block C-II, Zero Point, Islamabad
2	Director (Regional Board, Islamabad)	051- 9252372	Benevolent Fund Building, Block C-II, Zero Point, Islamabad
3	Director (Coordination)	051- 9252202	Benevolent Fund Building, Block C-II, Zero Point, Islamabad

FOR QUERIES/ STATUS OF THE CLAIMS PLEASE CONTACT:-

Sl. No.	Designation	Office Tel. No.	Office Address
1.	Facilitation Center	051-9252316 051-9253163 051-9252164	Benevolent Fund Building, Block C-II, Zero Point, Islamabad.

Sl.No.4

Administrative Instructions relevant to the Federal Employees Benevolent Fund and Group Insurance Act, 1969 and the Rules made there-under

Deductions in pursuance of the Federal Employees Benevolent Fund and Group Insurance are to be made from the employees in the civil armed forces. All the provisions of the Federal Benevolent Fund and Group Insurance Act, 1969 have come into force as from the 3rd April, 1969 in respect of all employees as defined in that Acts. It was, therefore, necessary that the deductions on account of subscriptions to Benevolent Fund and premia for Insurance Fund were to be started from the salaries of all employees for the month of April, 1969 on the first of May, 1969.

2. The monthly rates of subscriptions to the Benevolent Fund and premia to the Insurance Fund are prescribed as follows for the present:- (a) Federal Employees Benevolent Fund (Rs.120/- maximum to Rs.960/- maximum).- Two per cent of the pay (maximum Rs.155) as defined in the aforesaid Act. (b) Federal Employees Insurance Fund Rs. 1.05 + 11.375 per cent of pay (maximum Rs. 182).

3. The insurance premia on behalf of all non-gazetted employees shall be paid by the government itself to the FEB&GIF.

4. The procedure for collection and accounting of subscriptions and premia to the Benevolent and Insurance Funds has been laid down by the Ministry of Finance. According to the procedure two Forms TR-54-A for Gazetted Employees and TR-54-B for Non-Gazetted Employees have been introduced to account for subscriptions and premia to these Funds. As gazetted officers are self-drawing officers the deductions toward the Federal Employees Benevolent Fund and Insurance Fund shall be made by the officers themselves from their pay bills. In the case of non-gazetted establishment, the Drawing and Disbursing Officer shall make deductions from the establishment pay bills in respect of Benevolent Fund only. However, the amount which is to be contributed by government to the Insurance Fund on account of premia for its non-gazetted employees shall also be worked out and shown in the relevant columns of Form TR 54-A which is to be attached with establishment pay bills. The Drawing and Disbursing Officers shall make sure that the amounts pertaining both to non-gazetted employee's subscriptions to the Benevolent Fund and government's contribution of premia to the Insurance Fund shown in the schedule in Form TR 54-B attached to establishment pay bills are correct in all respects. Column 1 of TR Forms 54-A and space for Code No. of Drawing and Disbursing

Officer in TR 54-B may be left blank for the present. Entries therein should be made when Identification and Code Numbers are communicated in due course.

5. Necessary instructions on the above lines are to be issued to all concerned so that deductions in pursuance of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 may be made without fail from the pay bills of Federal Government employees for the month of April, 1969 payable on the 1st of May, 1969.

6. These instructions, issued with the concurrence of the Ministry of Finance are as follows:—

- (i) In the case of gazetted officers, the deductions towards Federal Employees Benevolent Fund and Insurance Fund shall be made by officers themselves from their pay bills. A schedule in Form TR 54-A showing the deductions made shall be prepared in triplicate. Two copies of the schedule shall be attached to the pay bill and the third copy shall be retained by the administrative department as office copy with the pay bill.
 - (ii) No deductions on account of premia of Federal Employees Insurance Fund shall be made from the salaries of the non-gazetted employees because it has been decided that insurance premia on behalf of the all non-gazetted employees shall be paid by government itself to the Board of Trustees of the Insurance Fund. However, the amount which is to be subscribed by government on that account shall be worked out according to the prescribed rate and shown in the relevant columns of Form TR 54-B.
 - (iii) The Treasury Officer/Accounts Officer (in the case of pre-audited bills) and officers empowered to order payment of salaries in Post Office shall check that the amount of deductions shown in the schedules tally with the amounts so included in the pay bills of the officers and the establishment pay bills of non-gazetted employees. In token of this check, they shall affix their signatures on both copies of the certificates printed at the foot of the Forms TR 54-A and 54-B respectively.
 - (iv) By 10th day of every month, the Treasury Officer/ Accounts Officer/Deputy Comptroller of Posts Office, Islamabad/ Lahore and other officers authorised to order payment of salaries of employees of Post Office shall pass on the first copy of the certified schedule with proper covering lists to
-

the branches of the National Bank of Pakistan at their respective stations, which will work as bankers and representatives of the Board of Trustees of the Federal Employees Benevolent and Insurance Funds.

- (v) The Treasury Officer and other officers who are required to submit monthly accounts to Accounts Offices will pass on the second copy of the certified schedules to the Accounts Offices concerned.
 - (vi) After receipt of the monthly accounts from the treasuries together with the certified copies of the schedules, the Accounts Offices shall credit the deductions on account of Benevolent Fund and Insurance Fund in respect of Gazetted employees and on account of Benevolent Fund in respect of non-gazetted employees to the deposit heads indicated below:- Benevolent Fund.- Cr. Minor Head "Federal Employees Benevolent Fund" in section P-Deposits Advances - Part II Deposits not bearing Interest-(C) Other Deposit Accounts - Other Accounts. Insurance Fund.- Cr. Minor Head "Federal Employees Insurance Fund" in section P-Deposits and Advances-Part II-Deposits not bearing Interest-(C) Other Deposit Accounts-Other Accounts. The Accounts Offices shall also furnish a consolidated statement of receipts in respect of each Fund to the Board of Trustees.
 - (vii) Every Audit Officer will authorize, every month, the State Bank of Pakistan to pay to the National Bank of Pakistan as bankers of the Board, the amounts recovered and accounted for by them (i.e. exclusive of government's contribution pertaining to non-gazetted employees) in respect of Benevolent Fund and Insurance Fund by debiting the same to the respective deposit heads mentioned in (vi) in the Federal Government's accounts. This means that the above mentioned deposit accounts will be cleared at regular monthly intervals so that the balances in these deposit accounts at the close of the financial year are nil.
 - (viii) For claiming payment of the Federal Government's contribution to the Group Insurance Fund in respect of Federal Government servants BPS 1 to 15 including those of the Ministries/Divisions/ Departments whose accounts have been departmentalized, the Board of Trustees of the Fund will prepare a bill on quarterly basis for the amount due for the relevant quarter on the basis of the number of
-

Federal Government Servants BPS 1 to 15 as supplied/audited once in a year by the official agencies concerned from the accounts Offices (Viz. AGPR) for getting payment.

The bills on payment shall be debited to the detailed head as indicated below:

01 General Public Services
015 General Services
0151 Personnel Services
015101 Establishment Services General Administration
 ID0081-GOVERNMENT CONTRIBUTION TO
 THE FEDERAL EMPLOYEES GROUP
 INSURANCE FUNDS.
A06 Transfers
A064 Other Transfer Payments
A06402 Contribution/Transfer to Reserve Funds
 and will be accounted for in the grant "Other
 Expenditure of Establishment Division".

(7) As gazetted officers are self-drawing officers, the deductions toward the Federal Employees Benevolent Fund and Insurance Fund shall be made by the officers themselves from their pay bills. In the case of non-gazetted establishment, the Drawing and Disbursing Officer (DDO) shall make deductions from the non-gazetted employee's pay bills in respect of Benevolent Fund only. However, the amount which is to be contributed by government to the Insurance Fund on account of premia for its non-gazetted employees shall also be worked out and shown in the relevant columns of Form TR 54-A which is to be attached with establishment pay bills. The DDO shall make sure that the amounts pertaining both to non-gazetted employees' subscriptions to the Benevolent Fund and government's contribution of premia to the Insurance Fund shown in the schedule in Form TR 54-A attached to establishment pay bills are correct in all respects. Column 1 of TR Forms 54-A and space for Code No. of DDO in TR 54-B may be left blank for the present. Entries therein should be made when Identification and Code Numbers are communicated in due course.

(8) The nomination forms under Federal Employees Benevolent and Group Insurance Act of 1969, should be filed in triplicate. One copy should be signed by the Head of the Office and returned to the employee; one should be placed in month Folder, one in CR Dossiers/Service Books of the gazetted and non-gazetted employees, respectively and one should be sent to the Director, Regional Board alongwith the claim in whose jurisdiction an employee is serving.

(9) (a) **Questions**

- (i) Copy of the nomination form is to be sent to the Regional Board concerned for record. Difficulty will arise in the case of employees who are liable to be transferred throughout Pakistan and where transfers are frequent. Will the forms have to be transferred to the region where the individual is transferred or these are to be kept by the Regional Board which originally received them?
- (ii) Copy of the nomination forms in respect of gazetted officers is required to be placed in the CR dossier. Are the forms to be kept in the original or the duplicate file in the case of officers of Occupational Groups/Services whose CR Dossiers are maintained in duplicate? it is not clear whether the forms are to be kept in the original or the duplicate file?

(b) **Replies**

- (i) The forms should remain with the Regional Board who originally received. These can be collected when need arises. Copy of forms will remain with the department and as there would be three copies no such difficulty is anticipated in their location.
- (ii) The nomination form be kept by the Ministry/Division/ Department/Office concerned who has to process the case.

(10) As for submission of applications for Benevolent Grants, applications for the sanction of benevolent grant and sum assured are to be properly completed by the Ministries/Divisions/Heads of the Departments/Offices concerned, so as to avoid any delay in the disposal of cases and may not cause hardship to the beneficiaries.

(11) According to rule 12 of the FEBF & GI Rules, 1972, the head of office of the employee shall forward through the head of the department, an application in Form 'B' to the Director, Regional Board, Islamabad, Karachi or Lahore as the case may be, upon his death during continuance of employment or after retirement or when he is declared by the prescribed medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and is, for that reasons, removed from service. All the columns of the form are to be completed and the following documents are also required to be furnished with the Form:-

- (a) **Annex "A"** – A copy of last pay certificate duly attested by the concern Office.
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- (b) **Annex "B"** – Attested Photostat copy of the page of service book document showing date of birth.
- (c) **Annex "C"** – Attested Photostat copy of the page of service book showing date of entry in service.
- (d) **Annex "D"** – (Death Case Only) three copies of death certificate duly attested. These may be in form of office order notifying the death, certificate by a medical officer or extract from the register of birth / death of Union Council / Union Committee / Municipal Committee.
- (e) **Annex "E"** – (Invalid Case) A copy of the Medical Board proceedings duly attested by the Head of Department. Medical Board must comprise of three Medical Officers one of them being a specialist Medical Board proceedings must record the case history and the exact nature of disability. (See Part IV).
- (f) **Annex "F"** – Nomination form duly attested.
- (g) **Annex "G"** – List of family members and dependent i.e. wife/wives, children, father, mother, minor brother and unmarried/divorced sisters. The list should indicate name relationship, age, marital status, profession, monthly income and present address.
- (h) **Annex "H"** – Wholly dependency certificate (other than wife and husband) by the Head of the Department.
- (i) **Annex "I"** – DCS form duly filled and verified by HOD or authorized officer and verified National Bank as per pattern **(Pattern attached)**. Please be noted that only National Bank of Pakistan account is required. In case beneficiary is minor, his / her account details are mandatory. Guardian account details of minor would not be served the purpose. Please provide only active account details. Dormant / inactive account would delay the case.

(12) Head of Offices/Departments, while signing the application form, will ensure that it is properly completed in all respects and all the requisite documents are sent alongwith it. To avoid any delay in processing or quick disposal of the claims.

(13) In case of retired government servants death, the Federal Employees Benevolent Fund and Group Insurance Act, 1969, provides for the sanction of Benevolent Grant under Section 13. A retired government servant receives pension and not pay. The term pay as

defined in the Act does not include pension. In such cases, the Benevolent Grant payable under Section 13 of the Act will not be on the basis of pension which is not pay, but on the basis of the last pay drawn.

SI.No.5

Increase in rates of Monthly Benevolent Grant/Contribution

In the light of the provisions of the Federal Employees Benevolent Fund and Group Insurance (Amendment) Ordinance No. II of 2004, the rates of monthly benevolent grant and contribution have been revised with effect from 01.12.2003 as under:-

- (i) Increase in monthly benevolent grant rates from minimum of Rs.270 to Rs.880 and from maximum of Rs.1620 to Rs.4000 as per column (4) of the newly added third schedule to the Federal Employees Benevolent Fund & Group Insurance Act, 1969. Monthly benevolent grant at revised rates shall be admissible w.e.f. 01.12.2003 to those employees who died or incapacitated on or after the said date.
- (ii) Increase in benevolent grant rates of existing beneficiaries by 20%. The increase shall be admissible, w.e.f. 01.12.2003 for remaining period of grant, to the beneficiaries whose period of grant was not expired on 30.11.2003.
- (iii) Increase in contribution rate from maximum of Rs.100 to Rs.155 as per column (3) of the newly added third schedule to the Federal Employees Benevolent Fund & Group Insurance Act, 1969. The increased rates shall be effective from *01.12.2003.
- (iv) Increase in monthly benevolent grant rates from minimum to maximum of Rs.4,000/- to Rs.10,100/- as per column (5) of the sixth schedule to the Federal Employees Benevolent Fund & Group Insurance Act, 1969. Monthly benevolent grant at revised rates shall be admissible w.e.f. 01.09.2012 to those employees who died or incapacitated on or after the said date.

* See also The Third Schedule (with reference to section 12 (1) and 13 (3) to the Federal Employees Benevolent Fund & Group Insurance Act, 1969.

- (v) Increase in benevolent grant rates of existing beneficiaries by 40%. The increase shall be admissible, w.e.f. 01.09.2012 for remaining period of grant, to the beneficiaries whose period of grant was not expired on 31.08.2012.

Sl. No. 6**Increase in the benefits out of the Federal Employees Benevolent & Group Insurance Funds**

The Board of Trustees, Federal Employees Benevolent & Group Insurance Funds have increased the following benefits for the employees covered under the Federal Employees Benevolent Fund & Group Insurance Act, 1969 with effect from 01.01.2006.

- (i) "Farewell Grant" equal to one month's pay to an employee who proceeds on retiring pension after twenty five years continuous service out of the Federal Employees Benevolent Fund. This grant shall be paid to the employees, who retire on or after first day of January, 2006.
- (ii) Increase in Sum Assured rates out of the Federal Employees Group Insurance Fund from minimum of Rs.70,000 to Rs.80,000 and from maximum of Rs.520,000 to Rs.700,000 as per Fourth Schedule to the Federal Employees Benevolent Fund and Group insurance Rules, 1972 (Annex-I). The revised sum assured rates shall be applicable in case of those employees, who die while in service on or after first day of January, 2006.
- (iii) Lump Sum Grant out of the Federal Employees Group Insurance Fund to employees who retire on medical grounds at the rates prescribed in the Fifth Schedule to the Federal Employees Benevolent Fund & Group Insurance Rules, 1972 (Annex-II). The said grant shall be admissible to those employees who retire on medical grounds on or after first day of January, 2006 in terms of Rule 22 of the Federal Employees Benevolent Fund & Group Insurance Rules 1972.

(2) In order to claim the "Farewell Grant" the employees who retire on or after 01.01.2006 may apply on the prescribed form to the Regional Director concerned.

(3) Educational Stipends for post-matric studies, excluding Ph. D for academically outstanding children of serving/retired/deceased employees. A student who has obtained at least 70% marks in his last held Board/University examination can apply.

PPARC

FORM T.R. 54-A

**FORM T.R. 54-B
(For Non-gazetted Establishment)
(See Rule 6-B)**

SCHEDULE OF FEDERAL EMPLOYEES BENEVOLENT FUND AND INSURANCE FUND DEDUCTIONS/SUBSCRIPTIONS

Office of the Code No. of Drawing and Disbursing Officer
 Schedule of deductions/subscriptions for the month of 2000

Identification No.	Name & Designation of Employee	Pay	Federal Employees Benevolent Fund		Federal Employees Insurance Fund		Reason for variation	
			Amount Realized	Variation from Previous Month if any(-) or (+)	Amount to be subscribed by Government for Non-Gazetted Employees	Variation from Previous Month if any(-) or (+)		
			Rs.	Rs.	Rs.			
1	2	3	4	5	6	7	8	

Signature.....
 Designation.....
 (Drawing & Disbursing Officer)



**LIST OF PUBLICATIONS PUBLISHED BY THE PAKISTAN
PUBLIC ADMINISTRATION RESEARCH CENTRE**

Sl. No.	Name of Publication	Price Per Copy
1.	Secretariat Instructions (Edition-2021)	600/-
2.	Appointment, Promotion & Transfer Rules, 1973 (Edition-2016)	350/-
3.	Revised Leave Rules (Edition-2015)	100/-
4.	ESTACODE (Edition-2015)	1050/-
5.	A Manual on Occupational Groups/Services (Ed-2014)	300/-
6.	A Manual of Travelling Allowance Rules (Ed-2013)	200/-
7.	A Compendium of Laws & Rules Containing Efficiency and Discipline Rules (Ed-2012)	200/-
8.	A Manual on Management of Public Record and State Documents (Ed-2012)	100/-
9.	A Manual on Benevolent & Group Insurance, Benefits (Ed-2010)	100/-
10.	A Manual on Staff Welfare Organization (Ed-2010)	200/-
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12.	Common Services Manual Vol-II(Ed-1997)	260/-
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19.	Bibliography Pak. Government and Administration Vol-I-III	160/-
20.	Bibliography Pak. Government and Administration Vol-III.A(Ed-1987)	40/-
21.	Bibliography Pak. Government and Administration Vol-IV(Ed-1983)	50/-
22.	F.G. Civil Servants Census Reprint-1989	100/-
23.	Administration Journal	100/-
24.	Second Census of Employees of Autonomous Bodies/Corporations	100/-
25.	How to Supervise Workers at work	135/-

Note.

i). The Publications are available/supplied on receipt of payment from the sales depot of PPARC at Ground Floor Local Government & Rural Development Complex, Sector G-5/2, Islamabad.

ii). **In Case of Offices Located at Islamabad/Rawalpindi.**

Through Treasury Challan against the payment deposited in National Bank of Pakistan Main Branch Civic Centre Melody, Islamabad or State Bank of Pakistan in the following Head of Account.

“C03-Misc.Receipts.
C038-Others
C03853-Sale of Publications of (PPARC), Establishment Division, Islamabad”

iii). **In Case of Out Stationed Offices.**

Through a Bank Draft in favour of the DDO, PPARC, Establishment Division, Islamabad.

Vender No. 30005024 (PPARC)