

WEST PAKISTAN AGRICULTURAL UNIVERSITY, LYALLPUR.

No. A/14517, Dated the 1st December, 1969.

NOTIFICATION.

In exercise of the powers vested in him under Section 22(2) of the West Pakistan Agricultural University Ordinance, 1961, the Governor of West Pakistan has been pleased to accord approval to -

- (i) The West Pakistan Agricultural University Employees (Contributory Provident Fund) Statutes, 1968; and
- (ii) The West Pakistan Agricultural University Employees (Pension) Statutes, 1968.

2. The copies of the said Statutes are being supplied to all the components of the University.


3. The University employees entitled to retirement benefits under the said Statutes, have the choice to opt either for Contributory Provident Fund or Pension within a period of six months from the date of issue of this notification in the manner prescribed in the Statutes.

A. Qayyum Qureshi )  
Registrar.

Endt.No. A/14518, Dated the 1st December, 1969.

Copy forwarded for information and necessary action to :-

1. All Deans/Directors.
2. All Heads of Departments.
3. Treasurer/Controller of Examinations/Auditor.
4. Public Relations and Publications Officer, with the request to publish this notification in the Campus News.
5. Secretary to Vice/Chancellor/P.As.
6. Sections of Registrar and Treasurer's Office.

  
( ALI MOHAMMED (G) )  
Assistant Registrar (G).

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\*KEURSHID\*

N O T I F I C A T I O N

No.S.O.Univ.I/104/68. In exercise of the powers vested in him under Section 22(2) of the West Pakistan Agricultural University Ordinance, 1961, the Governor of West Pakistan is pleased to accord approval to the West Pakistan Agricultural University Employees (Pension) Statutes, 1968, as given in the attached Appendix 'A'.

Dated Lahore,  
the 23rd October, 1969.

DR. Z. A. HASHMI, S.Q.A.  
SECRETARY TO GOVERNMENT, WEST  
PAKISTAN, EDUCATION DEPARTMENT.

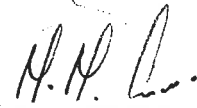
No.S.O.Univ.I/104/68. Dated 23rd October, 1969.

Copy with a copy of Appendix 'A' forwarded to the :-

1. ✓ Registrar, West Pakistan Agricultural University, Lyallpur, with reference to the correspondence ~~requesting~~ ending with his letter No. A/4002 dated 16th April, 1969.

It is, however, pointed out that the Provincial Government will not accept any financial liability which the University may incur on account of the operation of these Statutes.

2. Superintendent, Government Printing, West Pakistan, Lahore, for favour of publication in the next issue of Government Gazette.

  
( M. M. ANWAR )  
Section Officer (Univ)

1203  
24/x

**The  
West Pakistan Agricultural University  
Employees (Pension) Statutes  
1968**



**WEST PAKISTAN AGRICULTURAL UNIVERSITY  
LYALLPUR**

THE WEST PAKISTAN AGRICULTURAL UNIVERSITY  
EMPLOYEES (PENSION) STATUTES

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THE WEST PAKISTAN AGRICULTURAL UNIVERSITY  
EMPLOYEES (PENSION) STATUTES

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CHAPTER I - GENERAL

Short title

1. These Statutes may be called the West Pakistan Agricultural University Employees (Pension) Statutes, 1968.

Commencement

2. These Statutes shall come into force at once and shall be deemed to have taken effect from the first day of November, 1961.

Extent of application

3. Without prejudice to the provisions of Statute 53, these Statutes shall apply to all University employees who entered or enter the service of the West Pakistan Agricultural University on or after the first day of November, 1961, except the following :-

(i) University employees whose services have been transferred to the University in accordance with the Government of West Pakistan Agriculture Department Notification No. 11/2(2)SOA-III/62(iv), dated the 16/19th January, 1962, as amended;

(ii) University employees who were entitled to the benefits of the Contributory Provident Fund immediately before the promulgation of these Statutes and

-(2):-

who do not opt for these statutes;

- (iii) University employees who join the University service on or after the promulgation of these statutes and who opt for the West Pakistan Agricultural University Employees (Contributory Provident Fund) Statutes;
- (iv) University employees paid from contingencies or borne on work charged establishment;
- (v) University employees engaged on contract or on special terms and conditions of service which contain no stipulation for pension under these Statutes;
- (vi) University employees engaged, otherwise than on contract, for a specified period or term which does not extend to the age of superannuation;
- (vii) ~~any University employee or class of university employees who may be excluded by the Syndicate from the application of these Statutes;~~
- (viii) any University employee who holds a post which has been declared by the Syndicate to be non-pensionable;
- (ix) any person whose whole time is not retained for University service but who is merely paid for work done, such as part time teachers and Legal Advisor to the University; and
- (x) any person who is not paid from the University Fund, but is paid from a fund held by the University as a trustee.

Definitions

4. (1) In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say :

- (a) "Full Pension" means the amount of ordinary pension admissible including 1/4th of the surrendered portion of the pension.
- (b) "Head of Department" means the head of a teaching or an administrative department and includes the Dean of a faculty, the Director of a division, the Registrar and the Treasurer.
- (c) "Medical Authority" means an authority appointed to conduct the medical examination of University employees for the purpose of granting invalid pension, commutation of pension or extra-ordinary pension. This authority shall be-
  - (i) the University Medical Officer in respect of University employees of Class "C";
  - (ii) a standing Medical Board consisting of not less than two Medical Officers to be appointed by the Syndicate in respect of University employees of Classes "A" & "B".
- (d) "Ordinary Pension" means pension other than extra-ordinary pension.
- (e) "Pension" except when used in ~~contra-distinction to gratuity,~~ ~~includes gratuity.~~ includes gratuity.

(2) Other terms and expressions not specifically defined herein shall carry the meanings assigned to them in the West Pakistan Agricultural University Employees (General Conditions of Service) University Ordinances.

Option

5. (1) Subject to the provisions of statute 3, a University employee who was entitled to the benefits of the Contributory Provident Fund, immediately before the promulgation of these Statutes, may opt for these Statutes within a period of six months from the date of such promulgation; provided that a University employee who could not exercise the option within the above period by reason of absence from Pakistan may do so within a period of six months from the date of resuming duty in the University.

(2) A University employee who joins the University service on or after the promulgation of these Statutes and to whom these Statutes apply may, within a period of six months from the date of his appointment, opt either for these Statutes or for the West Pakistan Agricultural University Employees (Contributory Provident Fund) Statutes.

-(5):-

(3) The option mentioned in paragraphs (1) and (2) above shall be communicated in writing to the Treasurer through the Head of Department concerned and a copy of the communication shall be sent to the Registrar.

NOTE: The Treasurer should acknowledge receipt of the communication.

(4) (a) A University employee referred to in paragraph (1) who does not exercise and communicate his option for these Statutes shall continue to be entitled to the benefits of the Contributory Provident Fund.

(b) A University employee referred to in paragraph (2) who does not exercise and communicate his option shall be deemed to have opted for these Statutes.

(5) The option once exercised ~~and deemed~~ <sup>final</sup> to have been exercised shall be final.

EXPLANATION: It is not open to a University employee exercising option under this Statute to opt for the Contributory Provident Fund Statutes for a part of his service and for these statutes for the other part. The option must relate to the whole of his service.

(6) In the case of a University employee covered by paragraph (1) above, who opts for these Statutes in accordance with the provisions of paragraph (3) -

- (i) the amount of subscriptions paid by him to the Contributory Provident Fund together with the amount of interest accrued thereon shall be refunded to him or, if he so desires, treated as Voluntary Provident Fund;
- (ii) the amount of contributions made by the University to his Contributory Provident Fund with the amount of interest accrued thereon, shall be credited to the University Fund; and
- (iii) the service rendered by such University employee from the date of joining the Contributory Provident Fund or the date of attaining the age of 20 years, whichever is later, shall subject to the statutes for reckoning service qualifying for pension, count as such service and the provisions of the Contributory Provident Fund Statutes shall cease to be applicable to him.

Authority competent to sanction Pension/Gratuity

6. Unless otherwise expressly provided, the authority competent to sanction the grant of pensions shall be the Syndicate in respect of University employees of Class "A" and the Vice-Chancellor in respect of University employees of Classes "B" and "C". An appeal

-(7):-

against the orders of the Vice-Chancellor shall lie to the Syndicate and against the orders of the Syndicate to the Chancellor. The decision of the appellate authority shall be final.

Grant of Pension or Gratuity when otherwise inadmissible

7. In any case where pension or gratuity is not admissible under these Statutes, the Syndicate may grant a pension which will not, save in most exceptional circumstances, exceed Rs. 100/- a month or a gratuity not exceeding the equivalent value of that amount, provided that the general spirit of the Statutes is observed.

Good conduct implied condition for grant of Pension

8. Good conduct is an implied condition for the grant of every kind of pension. The University may withhold or withdraw a pension or any part of it, if the pensioner is convicted of serious crime or is found to have been guilty of grave misconduct either during or after the completion of his service, provided that before any order to this effect is issued, the procedure laid down in the West Pakistan Agricultural University Employees (Efficiency and Disciplines) University Ordinances, 1962,

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regarding the imposition of the penalty of removal from service shall be followed.

Recovery of losses and excess payments

9. (1) The University reserves to itself the right to recover from the pension of a University pensioner the amount of loss caused to the University by his negligence or fraud during his service as established in judicial or departmental proceedings, provided that such departmental proceedings shall not be instituted more than a year after the date of retirement of the University pensioner.

(2) In case the amount of pension granted to a University employee be afterwards found to be in excess of that to which he is entitled under these Statutes, he shall be liable to refund such excess.

(3) This provision shall also apply to pension/gratuity sanctioned in favour of the family of a deceased University employee under Section-3 of Chapter-IV.

No pension on dismissal or removal except compassionate allowance

10. No pension may be granted to a University employee dismissed or removed for misconduct, corruption, subversive activities or inefficiency, but if he deserves special consideration,



-(9):-

he may be granted a compassionate allowance allowance not exceeding ~~two-thirds~~ of the pension which would have been admissible to him if he had retired on invalid pension.

Pension/Gratuity 11. Pension/Gratuity is payable in rupees payable in rupees in Pakistan and should be calculated to the nearest paisa. ~~tan and to be calculated to the nearest paisa~~

Relaxation 12. Any of these Statutes may for reasons to be recorded in writing be relaxed by the Syndicate in individual cases, if it is satisfied that a strict application thereof will cause hardship to the individual.

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CHAPTER II - SERVICE QUALIFYING FOR PENSION AND CONDONATION OF INTERRUPTIONS AND DEFICIENCIES.

Conditions of qualifications

13. Unless otherwise expressly provided in these Statutes, the service of a University employee qualifies for pension only if it is <sup>rendered</sup> in the University and is paid <sup>for</sup> from the University fund.

Beginning of qualifying service

14. The service of a University employee begins to qualify for pension when he takes over charge of the post to which he is first appointed, provided that service rendered before he attains the age of 20 years shall not be treated as service qualifying for pension.

Service which qualifies for pension

15. (1) Temporary and officiating service shall count for pension or gratuity ~~as indicated~~

Following cases:-

- (i) Continuous temporary service for more than five years rendered by a University employee borne on temporary establishment;
- (ii) temporary or officiating service followed by confirmation; and
- (iii) service rendered by a University employee in a temporary post after the permanent post on

which he held a lien has been abolished in circumstances entitling him to get compensation pension or gratuity.

(2) One-half of the period of apprenticeship qualifies for pension.

(3) The service of a probationer who is subsequently confirmed in a permanent post without interruption qualifies for pension.

(4) The time spent by a University employee in approved training shall count as service qualifying for pension.

NOTE: The period of training before actual appointment to University service shall not count for pension.

(5) All leave, other than extraordinary leave counts as qualifying service for pension.

(6) When pensionable Military service rendered after the age of 20 years terminates before a pension has been earned in respect of it, and is followed by pensionable University service, such Military service counts as part of University service, provided that the bonus or gratuity received in lieu of pension on or since discharge from Military service is refunded to the University in lump sum or in

-(12):-

monthly instalments not exceeding 36.

NOTE: The military service of the individual concerned and the amount of gratuity paid to him should be verified by reference to the Controller of Military Accounts.

(7) The time spent by a University employee holding a pensionable post on foreign service counts for pension as if it were service under the University; provided that the contribution towards his pension on account of such foreign service has been paid to the University, or the payment of such contribution has been remitted.

(8) The time spent by a University employee holding a pensionable post in a temporary or non-pensionable post under the University also counts for pension.

(9) If a University employee is suspended from service, pending enquiry into his conduct, the period of suspension counts for pension if it is immediately followed by reinstatement, unless he is re-instated with forfeiture of a part of his pay or allowance for the period of suspension.

-(13):-

Forfeiture of past service

16. A University employee forfeits his past service in the following cases :-

- (i) Resignation from a post unless it is to take up another post the service in which counts for pension.
- (ii) Removal or dismissal from service.
- (iii) Absence from duty without leave.

NOTE: The authority which sanctions the pension may commute retrospectively periods of absence without leave into extra-ordinary leave.

Condonations of interruptions, deficiencies or qualifying service

17. (1) The Syndicate may, for the purposes of pensions, condone all gaps between periods of service of a University employee.

(2) A deficiency of six months or less in the qualifying service of a University employee shall be deemed to have been condoned.

(3) The Syndicate may condone deficiency in qualifying service of more than six months but less than a year if both the conditions mentioned below are satisfied :-

- (a) if the University employee dies while in service or retires under circumstances beyond his control, for instance when he is invalided from service or is selected for discharge from service on the abolition of his permanent post, provided that except for such contingency he would have completed another year of qualifying service;

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(b) the service rendered by the University employee was meritorious.

(4) A deficiency of a year or more shall not be condoned.

CHAPTER III - DIFFERENT KINDS OF ORDINARY PENSIONS AND CONDITIONS FOR THEIR GRANT.

Classification of Pensions

18. Pensions are divided into four classes namely-

- (a) Compensation Pension.
- (b) Invalid Pension.
- (c) Superannuation Pension.
- (d) Retiring Pension.

NOTE: Extraordinary Pension is dealt with in Chapter VIII.

Compensation Pension

19. If a University employee is selected for discharge owing to the abolition of his permanent post or owing to a change in the nature of the duties of that post, or if a temporary University employee is selected for discharge on being replaced by a qualified candidate, he shall, unless he is appointed to another post, the conditions of which are deemed by the authority competent to discharge him to be at least equivalent to those of his own, have the option-

- (a) of taking any compensation pension, or gratuity or both to which he may be entitled for the service he has already rendered; or
- (b) of accepting another post or transfer to another establishment even on a lower pay, if offered, and continuing to count his previous service for pension.

Invalid Pension

20. (1) An invalid pension is awarded to a University employee who before reaching the age of superannuation retires from University service by reason of his being permanently incapacitated for further service by ~~physical~~ or mental infirmity.

(2) In the case of partial incapacity, a University employee should be appointed to a post suited to his impaired capacity even if the post carries a lower scale of pay. If this is not possible, he may be awarded an invalid pension, but it should be carefully considered whether, in view of his partial capacity to earn a living, the full invalid pension admissible under these statutes should not be reduced.

(3) Complete or partial incapacity for service must be established by a medical certificate prescribed in paragraph (4) below :-

NOTE:- (1) A University employee discharged on grounds other than those stated in paragraphs (1) and (2) above has no claim to invalid pension, even though he produces medical evidence of incapacity.

NOTE:- (2) If, in the opinion of the Medical Authority, the incapacity of a University employee is directly due to ~~his~~ irregular or intemperate habits, no pension should be granted.



If the incapacity is not directly caused by such habits but has been accelerated or aggravated by them, the authority competent may sanction pension at a reduced rate.

(4) A University employee who wishes to retire on invalid pension, should apply to the Registrar who will direct him to present himself before the Medical Authority to obtain a medical certificate of incapacity for further service in the following form :-

"Certified that I(we) have carefully examined A.B., son of C.D., a \_\_\_\_\_ in the \_\_\_\_\_. His age is by his own statement \_\_\_\_\_ years. I (we) consider A.B., to be completely and permanently incapacitated for further service of any kind (or in the department to which he belongs) in consequence of \_\_\_\_\_ (here state disease or cause).

NOTE:- If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made :-

I an (we are) of <sup>the</sup> opinion that A.B., is fit for further service of a less laborious character than that which he has been rendering (or may after resting for \_\_\_\_\_ months) be fit for further service of a less laborious character than that which he has been rendering).

(5) A University employee who has submitted a Medical Certificate of complete and permanent incapacity for further service should be invalidated from service on receipt of the

medical certificate, or from the date of the expiry of leave if he is already on leave, or has been granted leave as a special case.

Superannuation Pension

21. A superannuation pension is granted to a University employee who retires or is retired from University service on or after attaining the age of 55 years.

Retiring Pension

22. A retiring pension is granted to a University employee who not being eligible for superannuation pension-

- (i) opts to retire after 25 years qualifying service; or
- (ii) is compulsorily retired, by the competent authority after 25 years qualifying service;
- (iii) is compulsorily retired from service by the authority competent to remove him from service under the provisions of the West Pakistan Agricultural University Employees (Efficiency and Discipline) University Ordinances, 1962, on grounds of inefficiency, misconduct, subversion or corruption.

Provided that a University employee who opts to retire under clause (i) shall send a written intimation of such option to his appointing authority <sup>three</sup> at least <sup>three</sup> months before the date on which he intends to retire. Such intimation once submitted shall not be allowed to be modified or withdrawn.

CHAPTER IV - AMOUNT OF ORDINARY PENSIONS.

SECTION 1 - GENERAL

Determination of the amount of Pension

23. The amount of pension that may be granted to a University employee will be determined by the completed years of his qualifying service in accordance with the provisions of Statute 26.

Reduction in Pension

24. If the service of a University employee has not been thoroughly satisfactory, the authority sanctioning the pension may make such reduction in the amount of pension as it may think proper.

Admissibility of Pension when charge of more than one post is held

25. If a University employee has held more than one post, in respect of each of which, if he had held it separately and alone, pension would have been admissible to him, the pension admissible to him is the sum of the several pensions which would have been admissible to him, if he had held each post separately and alone; provided that the consolidated pension shall not exceed the maximum limit prescribed in Statute 26.

SECTION 2 - AMOUNT OF FULL PENSION

Full Pension  
and its maxi-  
mum limit

26. (1) Subject to the other provisions of these statutes full superannuation, retiring, invalid or compensation pension, not exceeding the maximum limit prescribed below, may be granted to a University employee who has ~~completed~~ ~~not qualifying service of 10 years or more;~~ provided that compensation pension shall not be granted to a temporary University employee who has not ~~completed~~ ~~completed~~ ~~normal~~ ~~qualifying~~ ~~service~~ ~~of~~ ~~25~~ ~~years~~ ~~or~~ ~~more~~ :-

Completed years of qualifying service.	Scale of pension expressed as fractions of average enu- nents.	Maximum limit of pension per month.
10	10/50	250
11	11/50	275
12	12/50	300
13	13/50	325
14	14/50	350
15	15/50	375
16	16/50	430
17	17/50	485
18	18/50	540
19	19/50	595
20	20/50	650
21	21/50	695
22	22/50	740
23	23/50	785
24	24/50	830
25	25/50	875
26	26/50	900
27	27/50	925
28	28/50	950
29	29/50	975
30 and above	30/50	1000

(Cont..)

NOTE: Any amount in excess of Rs.600/- per mensem calculated in accordance with the scale prescribed in column (2) of this Table shall be reduced by 50% and the maximum limits prescribed in column (3) shall be applied thereafter.

(2) The term "average emoluments" means the average of the pay that the University employee drew, or would have drawn, had he not been on leave with leave salary or on joining time or under suspension for a period which counts for pension under Statute 15(9), during the last <sup>three</sup> 4 years immediately before his retirement. If during the last three years of his service, a University employee has been absent from duty, or <sup>has been</sup> on leave without pay or has been under suspension for a period which does not count for pension under Statute 15(9), the period so passed should be dis-regarded in the calculation of the average emoluments and an equal period before the three years should be included.

SECTION 3 - A-GRATUITY AND PENSION BENEFITS.

Employee to  
surrender  
1/4th of pen-  
sion to earn  
gratuity

27. Every University employee in pensionable service shall surrender 1/4th of the full monthly pension admissible to him under Statute 26.

Gratuity when  
employee lacks  
qualifying  
service for  
Pension

28. (1) (a) If a permanent University employee, who has rendered a qualifying service of 5 years or more but less than 10 years, retires or is discharged owing to the abolition of, or a change in the nature of the duties of his permanent post, or dies while in service, a gratuity not exceeding one month's pay for each completed year of qualifying service, subject to a maximum of Rs. 12,500/-, shall be granted to him on retirement or discharge or to his family in case of his death while in service.

(b) If a temporary University employee, who has rendered a qualifying service of 5 years or more but less than 10 years, retires, or dies while in service, a gratuity not exceeding one month's pay for each completed year of qualifying service, subject to a maximum of Rs. 12,500/-, shall be granted to him on retirement or to his family in case of his death while in service.

(c) If a temporary University employee, who had rendered a qualifying service of 10 years or more but less than 25 years, is discharged owing to the abolition of his post or his replacement by a qualified candidate, a gratuity not exceeding one month's pay for each

completed year of qualifying service, subject to a maximum of Rs. 25,000/-, shall be granted to him on discharge.

Gratuity in lieu of 1/4th surrendered Pension

29. (1) In the event of-

- (i) the retirement of a permanent University employee who has rendered qualifying service of 10 years or more;
- (ii) the discharge of a permanent University employee who has rendered a qualifying service of 10 years or more;
- (iii) the discharge of a temporary University employee who has rendered a qualifying service of 25 years or more;

a gratuity shall be granted to him or to his family in case of his death, calculated at the following rates for each rupee of his pension surrendered under Statute 27 :-

If the qualifying service is 10 years or more but less than 15 years. Rs.187/-

If the qualifying service is 15 years or more but less than 20 years. Rs.173/-

If the qualifying service is 20 years or more. Rs.160/-

(2) In the event of the death of a University employee who has rendered ~~qualifying service as mentioned in~~

-(24):-

clause (i), or clause (ii) ~~and~~ or clause (iii) of paragraph (1) above, a gratuity shall be granted to his family calculated at the rate specified in paragraph (1), and further--

- (i) if the death occurs before retirement, payment shall be made to his family for five years at the rate of 50% of the full pension calculated as in Statute 26;
- (ii) if the death occurs after but within five years of retirement, payment shall be made to his family at the rate of 50% of the reduced pension for the unexpired portion of five years.

NOTE: For definition of the term "family" and the procedure for making nominations and payment of pension and/or gratuity in the event of a University employee's death before retirement, see Statutes 30 to 34.

(3) In the event of the death of a University employee before retirement, pension for the purposes of this statute shall be calculated as if he had retired on invalid pension on the date of his death, but it shall be admissible from the day following the death of the University employee.

NOTE: (1) Where commutation of pension is admissible under these statutes it shall not exceed half of full pension.



NOTE: (2) Gratuity payable under paragraph (2) of this Statute should be worked out on the fraction of a rupee of the surrendered pension calculated to the nearest paisa.

NOTE: (3) Anticipatory pension will also be admissible to the family of the University employee in the event of his death before retirement. In such cases the gratuity admissible to the family under paragraph (2) of this Statute will be calculated on 25 per cent of the amount of pension on which the anticipatory pension to the family is based.

NOTE: (4) This statute will also apply to compassionate allowance.

B - GRATUITIES

Definition of family

30. (1) The term "family" for the purpose of payment of gratuity under this section shall include the following relatives of a University employee :-

- (a) Wife or wives, in the case of a male University employee;
- (b) Husband in the case of a female University employee;
- (c) Children of the University employee;
- (d) Widow or widows and children of a deceased son of the University employee.

NOTE: (1) A child means a legitimate child or an 'adopted child' if under the personal law applicable to the University employee concerned adoption is legally recognised as conferring on the adopted child the status of a natural child.

NOTE: (2) If it is proved that the wife has been judicially separated from the University employee or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she will no longer be considered to be a member of the family, unless the University employee has himself intimated in writing to the Treasurer that she will continue to be so considered.

NOTE: (3) If a female University employee intimates in writing to the Treasurer that her husband should not be considered as a member of the family, he will no longer be so considered, unless she subsequently cancels such exclusion in writing.

Nonination

31. (1) A University employee may, as soon as he/she completes ~~30~~ qualifying services of five years, make a nonination conferring on one or more members of his/her family, or if he/she has no family, on one or more persons, the right to receive any gratuity that may be sanctioned under Statutes 28 & 29 and any gratuity which having become admissible to him/her has not been paid to him/her before death.

EXPLANATION: It is not mandatory for a University employee to make a nonination.

(2) Where a University employee who has no family makes a nomination such nomination shall become void on his/her acquiring a family.

(3) If a University employee nominates more persons than one under paragraph (1) above, he/she shall specify in the nomination the amount or share payable to each nominee in such manner as to dispose of the whole amount of the gratuity mentioned therein.

(4) A University employee may provide in a nomination-

- (a) in respect of any specified nominee, that in the event of his/her predeceasing the University employee the right conferred upon that nominee by a nomination made under paragraph (1) above shall pass to such other member or members of the University employee's family, as may be specified in the nomination;
- (b) that the nomination shall become void in the event of the happening of a contingency specified therein.

(5) Every nomination shall be in Form 1 (Pen.) or Form 2 (Pen.) as may be appropriate in the circumstances of the case and shall be sent to the Treasurer.

(6) A University employee may, at any time, cancel a nomination by sending a notice

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in writing to the Treasurer, and send a fresh nomination, if he/she so desires, along with such notice.

(7) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under paragraph (4) (a) above or on the occurrence of any event by reason of which the nomination becomes void under paragraphs (2) or paragraph (4) (b), the University employee shall send to the Treasurer a notice in writing formally cancelling the nomination together with a fresh nomination, if any.

(8) The Treasurer shall, on receipt of a nomination made or a notice of cancellation given by a University employee, note on it the date of its receipt and keep it in his custody.

(9) Every nomination made and every notice of cancellation given by a University employee shall, to the extent it is valid, take effect from the date on which it is received by the Treasurer.

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Procedure for payment of Gratuity to nominees and other members of family.

32. When the amount of gratuity has become payable, it shall be the duty of the Treasurer to make payment in the following manner :-

- (a) The amount of the gratuity or any part thereof to which the nomination relates, shall be paid to the University employee's nominee or nominees in the proportion specified in the nomination.
- (b) If the nomination relates only to a part of the amount of the gratuity, the remaining part shall be distributed equally among the members of the family other than the nominee or nominees.
- (c) If no valid nomination ~~subsists~~, the whole amount of the gratuity shall be paid to the members of the University employee's family in equal shares;

Provided that in case of (b) or (c) above no share shall be paid to-

- (i) the sons who have attained the age of 24 years;
- (ii) the sons of a deceased son who have attained the age of 24 years;
- (iii) the married daughters whose husbands are alive; and
- (iv) the ~~married~~ daughters of a deceased son whose husbands are alive;

~~if there is any member of the family other than those specified in clauses (i), (ii), (iii) and (iv) above;~~

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the University employee and had been exempted from the operation of the first proviso.

(d) When the University employee leaves no family and the gratuity or a part of it ~~which~~ is not covered by a valid nomination, the gratuity or the uncovered part shall be paid to the following surviving relatives, if any, of the University employee in equal shares :-

- (i) brothers below the age of 21 years;
- (ii) unmarried and widowed sisters;
- (iii) father, and
- (iv) mother.

NOTE: In the absence of any other eligible claimant the amount of the gratuity shall be paid to the sons and daughters of the deceased University employee in equal shares even if the sons are over 24 years old and the daughters are married and their husbands are alive.

When Gratuity is not payable

33. No gratuity will be payable by the University after the death of a University employee if he/she does not leave a valid nomination or a family as defined in Statute 30 or an eligible relative or relatives ~~as specified in clause~~ (d) of Statute 32.

C - FAMILY PENSION

To whom family pension is payable

34. (1) For the purpose of the payment of family pension, the word "family" shall have the same meaning as that assigned to it in Statute 30 and shall also include the University employee's relatives mentioned in clause (d) of Statute 32.

(2) (A) A family pension sanctioned under this section shall be allowed as under :-

(1) (a) If the deceased is a male University employee, the pension shall be paid to his widow, and if the deceased is a female University employee, the pension shall be paid to ~~his~~ husband.

(b) If the deceased University employee had more than one wife and the number of his surviving widows and children does not exceed four, the pension shall be divided equally among the surviving widows and eligible surviving children. If the number of surviving widows and children together is more than four, the pension shall be divided in the following manner, viz., each surviving widow shall get 1/4th of the pension and the balance (if any) shall be divided equally among the surviving eligible children. A family pension shall also be distributed in the above manner whenever the University employee leaves

behind surviving children from a wife that predeceased him in addition to the widow and her children, if any.

(c) If the deceased female University employee leaves behind children from a former marriage in addition to her husband and children by her surviving husband, the amount of pension shall be divided equally among the husband and all eligible children. If the total number of the beneficiaries exceeds four, the husband shall be allowed 1/4th of the pension and the remaining amount distributed equally among the eligible children.

(ii) Failing a widow or husband, as the case may be, the pension shall be divided equally among the surviving sons not above 24 years and unmarried daughters.

NOTE: In working out the shares of the various heirs under clauses (i) and (ii) of subparagraph(A) the amount should be calculated to the nearest paisa.

(iii) Failing (i) and (ii), to the eldest widowed daughter.

(iv) Failing (i) to (iii), to the eldest widow of a deceased son.

(v) Failing (i) to (iv), to the eldest surviving son of a deceased son.



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- (vi) Failing (i) to (v) to the eldest unmarried daughter of a deceased son.
- (vii) Failing (i) to (vi), to the eldest widowed daughter of a deceased son.

(B) If the family pension is not payable under sub-paragraph (A), it may be granted-

- (i) to the father;
- (ii) failing the father, to the mother;
- (iii) failing the father and the mother to the eldest surviving brother below the age of 21 years;
- (iv) failing (i) to (iii), to the eldest surviving unmarried sister; if the eldest sister marries or dies, then to the next eldest;
- (v) failing (i) to (iv), to the eldest surviving widowed sister.

(3) No family pension shall be payable under this section-

- (a) to an unmarried female member of a University employee's family in the event of her marriage;
- (b) to a widowed female member of a University employee's family in the event of her re-marriage;
- (c) to the brother of a University employee on his attaining the age of 21 years;

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(d) to a person who is not member of a University employee's family.

(4) A family pension awarded under this section shall not be payable to more than one member of a University employee's family at the same time except as provided ~~for~~ in clauses (i) and ~~(1A)~~ of sub-paragraph (A) of paragraph (2) above.

(5) (a) If the pension awarded under clause (i) or clause (ii) of sub-paragraph (A) of paragraph (2) ceases to be payable to a recipient before the expiry of the period for which it is admissible by reason of his/her death or marriage, or for any other cause, the amount shall be granted to the other recipients in equal shares.

(b) If a family pension awarded under this section other than that awarded under clause (i) or clause (ii) of sub-paragraph (A) of paragraph (2) ceases to be payable to a recipient before the expiry of the period, for which it is admissible by reason of his/her death or marriage, or for any other cause, it shall be re-granted to the person next lower in the order mentioned in paragraph (2).

(6) The authority competent to sanction the grant of pension may allow the payment of family pension and/or shares of gratuity admissible to the minor children of a deceased University

employee to their mother. In case the mother is not alive or was judicially separated from the University employee in his life time, such authority may nominate any suitable person to be the guardian of such minor children for the purpose of receiving payment of pension and/or shares of gratuity on their behalf. Where the deceased employee was a female, the said competent authority may allow the payment of the pension and/or shares of the gratuity of the minor children of the deceased to their father or if the father is not alive, to such guardian as may be appointed by it.

CHAPTER V - APPLICATION FOR GRANT OF ORDINARY PENSIONS/GRATUITY.

Submission of Pension application

35. (1) (a) An application for pension in Form 3 (Pen.) containing the following declaration should be submitted to the Head of the department concerned by the University employee at least six months before the date of his retirement :-

"I declare that I have neither applied for nor received any pension or gratuity for any portion of my service which commenced on \_\_\_\_\_ F.N./A.N., nor shall I submit any application hereafter without quoting a reference to this application and to the orders passed on it."

(b) If the application is for an invalid pension it should be accompanied by the medical certificate prescribed in paragraph(4) of Statute 20.

(2) The Head of the Department under whom the applicant is working shall forward the application and its enclosures to the Treasurer with a certificate stating whether the applicant's character, conduct and past service are such as to entitle him to pension.

NOTE: If the Head of the Department himself applies for pension, the required certificate shall be recorded by the Vice-Chancellor.

(3) The Treasurer shall examine the title of the applicant to pension, work out the amount of pension admissible to him and after completing the relevant entries in form 3(Pen.), pass on the application to the Auditor.

(4) The Auditor shall forward the application with his report to the Registrar to obtain the orders of the competent authority.

(5) After obtaining the orders of the competent authority, the Registrar shall communicate them to the applicant simultaneously sending a copy of the communication each to the Treasurer and the Auditor. The original papers will also be forwarded to the Treasurer who will arrange for payment of the pension.

(6) Orders sanctioning the pension shall not issue more than one month in advance of the due date of retirement.

Commence-  
ment of or-  
inary Pen-  
sion/Gra-  
tuity

36. Unless otherwise ordered by the Syndicate, an ordinary pension is payable from the date on which the pensioner ceases to be in University service. A gratuity, other than an anticipatory gratuity, shall be paid in a single sum.

CHAPTER VI - ANTICIPATORY PENSION/GRATUITY

Grant of  
Anticipatory  
Pension

37. If a University employee is likely to retire before his pension can be finally assessed and sanctioned in accordance with these Statutes, the authority competent to sanction the pension may sanction an anticipatory pension in the manner shown below :-

- (i) Where the pension does not exceed Rs.100/- per mensem, the anticipatory pension may be allowed in full on the basis of the calculations made by the Treasurer in Part I of Form 4(Pen.).
- (ii) Where the pension exceeds Rs. 100/- per mensem, the anticipatory pension equal to 4/5th of the amount so calculated shall be allowed during the initial period of 3 months. After three months the full amount admissible, as calculated, shall be paid even if the case is not finalised.

Declaration  
pre-requisite  
for payment  
of Anticipa-  
tory Pension/  
Gratuity

38. The payment of the anticipatory pension/gratuity shall be made only after the following declaration has been obtained duly signed from the retiring University Employee by the Registrar :-

"Whereas \_\_\_\_\_ has consented provisionally to advance to me the sum of Rs. \_\_\_\_\_ (in words and figures) a month as anticipatory pension and/or Rs. \_\_\_\_\_ (in words and figures) a month as gratuity equal to one eighth ~~of~~ of the gratuity admissible, in anticipation of the completion of the enquiries necessary to enable the University to fix the amount of pension/gratuity, I hereby acknowledge

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that my pension/gratuity is subject to revision on the completion of the necessary enquiries, and I promise to accept the amount of pension/gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension/gratuity so determined."

Communication of 1938 orders of Anticipatory Pension

39. The orders sanctioning the anticipatory pension in Form 4 (Pen.) shall be communicated by the Registrar to the Treasurer and a copy thereof shall be endorsed to the Auditor and the retiring University employee.

Grant of Anticipatory Gratuity

40. If the authority competent to sanction pension considers that a University employee would prima facie be entitled to gratuity, one-eighth of the amount of such probable gratuity should on his furnishing the declaration mentioned in Statute 38, be disbursed to him monthly for a maximum period of six months, unless the amount is finally settled earlier.

Payment of Anticipatory Pension/Gratuity not to be delayed.

41. The payment of the anticipatory pension/gratuity shall be so arranged that it is not delayed beyond the first day of the month following the month in which the University employee is due to retire.

Adjustment of  
difference

42. If, upon the completion of enquiry it is found that the anticipatory pension thus summarily assigned differs from the pension finally settled, the difference must be adjusted in the first subsequent payment. Further if the anticipatory gratuity proves to be larger than the amount found actually due upon completion of the enquiries, the University employee shall be required to refund the excess amount paid to him.



CHAPTER VII - COMMUTATION OF PENSIONS

Admissibility and extent of commutation

43. The authority competent to sanction a pension, may sanction commutation for lump payment of a portion not exceeding one half (including 1/4th of the surrendered portion) of any pension, which has been or is about to be granted under these Statutes.

Application for commutation and administrative approval

44. An application for commutation should be submitted by the applicant in Form 5 (Pen.) to the Treasurer. The Treasurer, after completing Part I of form 6 (Pen.), shall forward the application to the Registrar to obtain the administrative sanction of the competent authority to the commutation in Part II of Form 6 (Pen.).

Further processing of application and medical examination

45. (1) On receipt of the sanction of the competent authority, the Treasurer shall communicate to the applicant the lump-sum payable on commutation in the event of his being reported by the medical authority to be a fit subject for commutation as also one copy of Form 7 (Pen.). The Treasurer shall at the same time instruct the applicant to appear for examination before

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the Medical Authority within three months of the receipt of the Treasurer's letter or if he has applied for commutation in advance of the date of his retirement, within three months of such date, but in no case earlier than the actual date of retirement. The applicant shall fill in Part-I of Form 7 (Pen.) except for signature, and deliver it to the Medical Authority before medical examination.

(2) The Treasurer shall also forward to the Medical Authority, in original, the completed Form 5 (Pen.) together with a copy of Form 7 (Pen.) and an extra copy of Part-III of that form, as also copies of the previous medical reports or statements of his case, if the applicant has been granted an invalid pension, or has previously commuted any portion of his pension or has declined to accept commutation on the basis of an addition of years to his actual age, or has been refused commutation on medical grounds.

(3) The Medical Authority shall, in its presence, get the applicant's signature or if he is illiterate, his left hand thumb impression on the declaration in Form 7 (Pen.). The Medical Authority shall then examine

the applicant, enter the result in Part-II of the form and complete the certificate in Part-III and in the case of a University employee of Class 'B' and Class 'C' (except a female) obtain, in its presence, his left hand thumb and finger impressions under the certificate.

(4) The applicant shall pay such fee for medical examination as may be prescribed by the Syndicate from time to time, provided that no fee shall be paid in case the full pension of the applicant does not or is not likely to exceed Rs. 100/- p.m.

Report of the Medical Authority

46. The Medical Authority shall without delay forward the completed Form 5 (Pen.), and 7 (Pen.) in original, and a certified copy of the completed form 7 (Pen.) to the Treasurer. The medical authority shall also give a certified copy of the medical certificate in Part-III of Form 7 (Pen.) to the applicant on the spot after medical examination.

Extension of period if medical examination is not held

47. If the medical examination does not take place within the period prescribed in the sanctioning order, or if the applicant does not

appear for examination before the Medical Authority within the prescribed period, the sanctioning authority may extend the period by three months without obtaining from the applicant a fresh application for commutation of pension. The applicant may at any time prior to his appearance before the Medical Authority withdraw his application by a written notice despatched to the Treasurer, but he shall not be entitled to do so once he has appeared before the Medical Authority; provided that if the Medical Authority directs that his age for purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by a written notice despatched within two weeks from the date on which he received the intimation of the revised sum payable on commutation, or, if the sum is already stated in the sanctioning order, within two weeks from the date on which he receives intimation of the finding of the Medical Authority. If the applicant does not withdraw in writing his application within the period of two weeks prescribed above, he shall be assumed to have accepted the sum offered.

When Commuta-  
tion becomes  
absolute

48. Subject to the provisions of Statute 49 and to the withdrawal of an application under Statute 47, the commutation shall become absolute on the date on which the Medical Authority signs the medical certificate, that is, the applicant's title to receive the commuted portion of the pension shall cease and his title to receive the commuted value shall accrue on such date.

Mis-statements/  
suppression of  
material facts  
treated as  
grave-miscon-  
duct

49. If the applicant makes any statement which he knows to be false or wilfully suppresses any material fact in answer to any question, written or oral, put to him in connection with his medical examination, the sanctioning authority may cancel the sanction at any time before payment is actually made, and such a statement or suppression may be treated as grave-misconduct for the purpose of Statute 8.

Payment of  
commuted  
value to  
pensioner

50. (1) The Treasurer, on receipt of the completed Forms 5 & 7 (Pen.), shall arrange forthwith for the payment of the appropriate commuted value and for the corresponding reduction of the pension.

(2) If on receipt of the sanctioning order, the applicant withdraws the application within the period prescribed in Statute 47, he should intimate the fact in writing to the Treasurer and the Registrar.

(3) The payment of the commuted value shall be made in rupees in Pakistan as expeditiously as possible, but in the case of an impaired life no payment shall be made till either a written acceptance of the commutation has been received or the period within which the application for the commutation may be withdrawn has expired. Whatever the date of actual payment, the amount payable and the effect upon the pension shall be the same, as if the commuted value were paid on the date on which commutation became absolute. If the commuted portion of the pension has been drawn after the date on which the commutation became absolute, the amount drawn shall be deducted from the amount payable in commutation.

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Payment of commuted value to family in case of pensioner's death

51. If a pensioner<sup>a</sup> part of whose pension has been commuted, dies on or after the date on which the commutation became absolute but before receiving the commutation value, this value shall be paid to his family or eligible relatives in the manner prescribed for the payment of gratuity in Statute 32.

Calculation of commuted value

52. The lump-sum payable on commutation shall be calculated in accordance with the table of present values given below :-

(Cont....)

TABLE FOR CALCULATING THE COMMUTED VALUE OF PENSION

<u>Age next birthday</u>	<u>Number of year purchase</u>	<u>Age next birthday</u>	<u>Number of years purchase</u>
20	24.265	50	15.859
21	24.061	51	15.481
22	23.583	52	15.096
23	23.640	53	14.707
24	23.424	54	14.313
25	23.203	55	13.915
26	22.978	56	13.513
27	22.747	57	13.109
28	22.513	58	12.702
29	22.273	59	12.294
30	22.028	60	11.886
31	21.777	61	11.497
32	21.522	62	11.104
33	21.260	63	10.713
34	20.993	64	10.327
35	20.720	65	9.946
36	20.442	66	9.570
37	20.157	67	9.200
38	19.867	68	8.836
39	19.570	69	8.478
40	19.267	70	8.127
41	18.956	71	7.783
42	18.641	72	7.448
43	18.318	73	7.121
44	17.988	74	6.802
45	17.650	75	6.494
46	17.307	76	6.194
47	16.956	77	5.906
48	16.596	78	5.627
49	16.231	79	5.360
		80	5.104

...



CHAPTER VIII - EXTRAORDINARY PENSION

Entitlement to extraordinary Pension

53. (1) The statutes in this chapter apply to all persons in the University service, whether their employment is permanent, temporary or casual and whether they are remunerated by fixed pay or by piece work rates; provided that in case of a person to whom the Workman's Compensation Act, 1923, applies-

- (a) an award shall be paid under the provisions of this Chapter only if the authority competent to sanction it considers that the compensation payable under the Act is in the particular case inadequate; and
- (b) the amount of an award paid to any such person shall not exceed the difference between the amount otherwise admissible under the provisions of this chapter and the amount of compensation payable under the Act.

(2) Pay for the purpose of this chapter means the pay which a person was drawing, on the date of death, or injury, provided that in the case of a person remunerated by piece work rates, pay means the average earning of the last six months ending with the date of his death or injury.

Grant of extra-ordinary Pension 54. The extra-ordinary pension may be granted to a University employee even if he is not invalidated from service as a result of the disability on account of which the award is made. The grant of extra-ordinary pension to a University employee is no bar to the grant of any ordinary pension or gratuity for which he may be eligible under these Statutes.

No extra-ordinary Pension to persons dismissed or removed for misconduct 55. Every grant of extra-ordinary pension under this Chapter is subject to the provision of Statutes 8 and 10.

Commencement of extra-ordinary Pension 56. The grant of an extra-ordinary pension shall take effect from the date of the death or injury, provided that where considerable delay has occurred in the presentation of the application for such pension, the grant shall take effect only from the date of the report by the Medical Authority, or, in the case of a family pension from such date as the sanctioning authority may decide. Such family pension granted to a posthumus child should commence from the date of the birth of the child.

Limit of Extra-ordinary Pension

57. Where a University employee receives injury or is killed while performing any particular duty which has the effect of increasing his liability to injury beyond the ordinary risk of the post which he holds, an extra-ordinary pension may be sanctioned in his favour, or in case of his death, in favour of his family, *the* amount depending on the merits of each case but not exceeding 1/2 of the amount of his pay or Rs. 500/- per mensem whichever is less subject to the minimum of Rs. 100/- per mensem or the amount of pay whichever is less.

Provisions of ordinary family Pension to apply if not inconsistent

58. The provisions of the Statutes relating to ordinary family pension shall apply to extra-ordinary family pension in so far as they are not inconsistent with the Statutes in this Chapter.

Application for extra-ordinary Pension

59. (1) When a claim for an extra-ordinary injury pension or extra-ordinary family pension *is preferred*, the Head of the Department under whom the injured or deceased University employee was employed, shall forward the claim to the

Registrar with the following documents :-

- (a) A full statement of circumstances in which the injury was received, the disease was contracted or the death occurred.
- (b) The application for injury pension in Form 8 (Pen.) or the application for family pension in Form 9 (Pen.).
- (c) In the case of an injured University employee or one who has contracted a disease, a medical report in Form 10(Pen.).
- (d) In the case of a deceased University employee, a medical report or where he lost his life in such circumstances that a medical report cannot be secured, other reliable evidence regarding the actual occurrence of death.

(2) The Registrar after obtaining the opinion of the Treasurer shall lay the papers before the competent authority for orders. He will then communicate the orders to the Treasurer who will arrange for the payment of the pension.

Degree of default by University employee to be considered

60. In making an award under this Chapter the sanctioning authority may take into consideration the degree of default or contributory negligence on the part of the University employee who sustains an injury or dies as a result of an injury or is killed.

Award to be made  
in Pakistan in  
rupees

61. All awards under this Chapter shall  
be made in Pakistan in rupees.

-:~\*~:-

30.  
\*AMC/nhs\* / 1.5.1968.\*

FORM 1 (PEN)  
(Referred to in Statute 31(5))

NOMINATION FOR GRATUITY

For use when the University employee has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death any gratuity which having been admissible to me on retirement may remain unpaid at my death:-

Name & address of the nominee.	Relation-ship with the University employee.	Age	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person, if any, to whom the right conferred on the nominee shall pass in the event of the nominee's predeceasing the University employee.
1.	2.	3.	4.	5.

Deated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ at \_\_\_\_\_

Witnesses to signature

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Signature of the University employee

(To be filled in by the head of Department concerned)

Nomination by \_\_\_\_\_ Designation \_\_\_\_\_

Department/Office \_\_\_\_\_

Signature of the Head of Department \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

Entered in the register of nominations at No \_\_\_\_\_ on \_\_\_\_\_

Signature of the Treasurer \_\_\_\_\_

FORM 2 (PEN)  
(Referred to in Statute 31(5) )

NOMINATION FOR GRATUITY

For use when the University employee has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family and confer on each of them the right to receive to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death:—

Name and Relationship of the University nominee	Relationship with the University employee	Age	Amount or share of gratuity payable to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person, if any, to whom the right conferred on a nominee shall pass in the event of the nominee predeceasing the University employee.
1.	2.	3.	4.	5.	6.

N.B. The University employee should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ at \_\_\_\_\_

Witnesses to Signature—

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Signature of the University employee.

Cont.==:==..

Note:— Column 4 should be filled in so as to cover the whole amount of the gratuity.



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(57)

(To filled in by the Head of Department concerned).

Nomination by \_\_\_\_\_ Designation \_\_\_\_\_

Department/Office \_\_\_\_\_

Signature of the Head of \_\_\_\_\_  
Department

Date \_\_\_\_\_

Designation \_\_\_\_\_

Entered in the register of nominations at No. \_\_\_\_\_ on \_\_\_\_\_.

Signature of the Treasurer.

••=:=••

FORM 3 (PEN)  
(Referred to in Statute 35)

PART I

(To be filled in and signed by the applicant himself)

APPLICATION FOR PENSION AND/OR GRATUITY

To

The Treasurer,  
West Pakistan Agricultural University,  
Lyallpur.

Sir,

I have the honour to say that I <sup>\*have retired</sup> ~~\*have been permitted to retire~~ <sup>\*am due to retire</sup>

from University service with effect from \_\_\_\_\_ (date) FN/AN. I, therefore, request that the pension admissible under the Statutes may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any pension or gratuity for any portion of my service which commenced on \_\_\_\_\_ F.N., nor shall I submit any application hereafter without quoting a reference to this application and to the orders passed on it.

3. Should the amount of the pension and/or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the West Pakistan Agricultural University Employees (Pension) Statutes, I hereby undertake to refund such excess.

4. I wish to draw my pension by \*cheque/by postal\*money order sent at my expense and risk at the address given below. @

5. The following documents, duly attested, are enclosed:-

- (i) Three specimen signatures of mine.
- (ii) Three photographs of mine.
- \*\* (iii) Two sets of my thumb and finger impressions on the prescribed form.

Your obedient servant,

(Signature - - - - -  
(S/o - - - - -  
Post held on the date of retirement-----  
@ Postal address - - - - -

\*Delete inapplicable alternative.  
\*\*Not required in the case of University employees of Class (A).

(59)

PART II

Certificate by the Head of Department stating whether the applicant's character, conduct and past service are such as to entitle him to pension.

Signature of Head of Department.

PART III

(To be completed by the Office of the Treasurer).

SECTION (I)

(To be completed after receipt of the pension application)

- "1. Name of applicant - - - - -
- "2. Father's name - - - - -
- "3. Nationality - - - - -
- "4. Postal address - - - - -
- 5. Post held on the date of retirement - - - - -
- 6. Date of birth of the applicant - - - - -
- \*7. Height - - - - -
- \*8. Marks of identification - - - - -
- 9. Date of - - - - - { Commencement of service - - - - -  
retirement - - - - -  
application for pension - - - - -
- 10. Length of service, including interruptions, is - - - - -  
Out of this, the length of non-qualifying service and  
interruptions is - - - - -
- 11. Date of commencement and ending of each spell of military  
service, if any: Y M D  
From to i.e.  
From to i.e.  
Total \_\_\_\_\_
- 12. Statutory Authorities/Government under which service has  
been rendered, in chronological order- Y M D  
From to i.e.  
From to i.e.  
From to i.e.  
Total \_\_\_\_\_

.....

"Entries Nos. 1, 2, 3, & 4 should be made in capital letters.  
\*Not required in the case of class 'A' University employees.

(60)

- 13. Gratuity or pension already received by the applicant. -----
- 14. Class of pension or gratuity applied for -----
- 15. (Average) emoluments -----
- 16. Proposed ordinary pension -----
- 17. Proposed gratuity -----
- 18. Date from which pension is to commence -----

Signature of the Treasurer

SECTION (2) - CALCULATION OF QUALIFYING SERVICE

Y M D

Total length of service, including interruptions  
Non-qualifying service:-

	From	To	Period		
			Y	M	D
(i) Service rendered below the age of 20 years.					
(ii) Extraordinary leave.					
(iii) Suspension not treated as duty or as leave.					
(iv) Periods of breaks in service.					
(v) Service rendered before break, if break is not condoned.					
(vi) Service forfeited by resignation.					
(vii) Unauthorised absence.					

Total

Net qualifying service -----

and

Cont...::=...

"If the application is for a compensation pension or gratuity, the nature of the change of establishment which has given rise to the claim should be fully stated.

(61)

- |  |      |    |        |   |   |
|--|------|----|--------|---|---|
|  | From | To | Period |   |   |
|  |      |    | Y      | M | D |
- (i) Periods, if any of Military Service or War Service allowed to count for pension.
  - (ii) Benefit of condonation of deficiency in Service.
  - (iii) Any other addition to qualifying service.

Total

Total qualifying service - - - - -

**SECTION (3) - CALCULATION OF ORDINARY PENSION\***  
Statement of emoluments during the last 36 months

Period		Duration in months and days		Monthly rate of emoluments.		Amount drawn	
From	to	M	D	Rs.	Rs.	Rs.	Ps.
The total emoluments for		36					

Therefore, "average emoluments" work out to \_\_\_\_\_ Rs.  $1/36 =$  Rs. \_\_\_\_\_  
 as the length of qualifying service is \_\_\_\_\_ years,  
 the amount of gross ordinary pension will be .. .. . =Rs. \_\_\_\_\_  
 or =Rs. \_\_\_\_\_  
 Less 1/4th (if the applicant comes under the Pension-cum-Gratuity Scheme) .. .. . =Rs. \_\_\_\_\_  
 amount of net ordinary pension .. .. . =Rs. \_\_\_\_\_

**SECTION (4) - CALCULATION OF GRATUITY**

Amount of ordinary pension surrendered (See Section (3)) Rs. \_\_\_\_\_  
 Total amount surrendered Rs. \_\_\_\_\_  
 Length of qualifying service Years \_\_\_\_\_  
 Rate of gratuity for every rupee surrendered Rs. 140/130/120  
 Lump sum gratuity admissible Rs. \_\_\_\_\_

Signature of the Treasurer

\*See Statute 26

PART IV

Report of the Auditor

PART V

Orders of the Sanctioning Authority

1. The service of \_\_\_\_\_ has been found to be wholly satisfactory. The grant of full pension and/or gratuity which the University auditor has found to be admissible is hereby sanctioned.

Cross out this paragraph with initials, if full pension is not granted.

The service of \_\_\_\_\_ has not been found to be wholly satisfactory, and it has been decided that the full pension and/or gratuity found by the University Auditor to be admissible under the Pension Statutes should be reduced by the amounts or percentages given below:-

Cross out this paragraph with initials, if full pension is not granted.

Amount or percentage of reduction in pension - - - - -

Amount or percentage of reduction in gratuity - - - - -

Sanction is hereby accorded to the grant of pension and/or gratuity as so reduced. The payment of pension and/or gratuity will commence from \_\_\_\_\_.

2. Before issuing the orders sanctioning the pension, the Treasurer should ascertain whether the Last Pay and No Demand Certificates have been received by him. In case the "No-Demand Certificate" has not been received, the University employee should be asked as soon as he retires or his family should be asked in the

Cont...:..

event of his death before retirement, to give his/its consent in writing to any amount outstanding against him on the date of retirement/death being recovered from the pension and/or gratuity in a lump sum or in monthly instalments as was the case before University employee's retirement before death and recoveries should be made accordingly.

By Order of the Syndicate

\*Signature - - - - -

Designation - - - - -

---

\*Where the sanctioning authority is the Syndicate, this order will be signed by the Registrar, otherwise the order will be signed by the Vice-Chancellor and words "by order of the Syndicate" will be scored out.

(64)

FORM 4 (PEN.)

(Referred to in Statute 39).

PART I

REPORT BY THE TREASURER

Subject: GRANT OF ANTICIPATORY PENSION TO MR. \_\_\_\_\_

Mr. \_\_\_\_\_ whose particulars are given below is due to retire (or has retired) from service of the University with effect from \_\_\_\_\_ F.N./A.N.

- (1) Full name.
- (2) Father's name.
- (3) Caste.
- (4) Residence showing village, tehsil and district.
- (5) Present (or last) employment, with the name of the Office/Department.
- (6) Date of birth.

2. According to the calculations made by me he is entitled to-

- (1) Anticipatory pension Rs. \_\_\_\_\_ (in words and figures per nensen).
- (2) Gratuity (for six months) Rs. \_\_\_\_\_ (in words and figures per nensen).

3. These calculations have been made after careful summary investigation on the following points:-

- (1) Date of first recruitment to the University service.
- (2) Date of beginning of continuous qualifying service (including temporary service over five years without break, or temporary and officiating service followed by confirmation).
- (3) Date on which service ends/ended.
- (4) The period of service that ordinarily does not count for pension-
  - (i) The period of service paid from contingencies.
  - (ii) Extraordinary leave.
  - (iii) Period of suspension with forfeiture of any part of pay; or
  - (iv) Period of training before actual appointment to the University service.

Cont...=...



(5) The length of qualifying service (after deduction of the periods mentioned in item (4) above.

(6) Class of pension or gratuity (whether compensation, invalid, superannuation or retiring).

(7) Average emoluments or pay for the last three years of service.

(8) (I) If his service was more than 5 years and less than 10 years, the gratuity admissible to him.

(II) If his qualifying service is ten years or more and he did not die before retirement-

(a) the amount of full pension without surrendering 1/4th thereof;

(b) the amount of 1/4th of the pension that has been surrendered;

(c) the reduced amount of pension admissible to the University employee item (a) minus item (b);

(d) gratuity admissible to him.

4. The anticipatory pension will commence from \_\_\_\_\_ (the date of retirement of the University employee or the day following his death, if he died before retirement).

Treasurer

PART - II

ORDERS OF THE SANCTIONING AUTHORITY

1. The grant of the anticipatory pension and/or gratuity which the Treasurer has found to be admissible is hereby sanctioned. The anticipatory pension and/or gratuity will commence from \_\_\_\_\_.

2. This order will constitute an authority for the payment to the University employee of the anticipatory pension and/or gratuity till the finalization of his pension case.

3. A copy of the declaration signed by the University employee is attached.

4. This order is being communicated to the University employee separately.

By Order of the Syndicate  
\*Signature \_\_\_\_\_  
Designation \_\_\_\_\_

Where the sanctioning authority is the Syndicate, this order will be signed by the Registrar, otherwise the order will be signed by the Vice-Chancellor and words "by order of the Syndicate" will be scored out.

DECLARATION

Whereas\* \_\_\_\_\_ has consented provisionally to advance to me the sum of Rs. \_\_\_\_\_ (in words and figures) a month as anticipatory pension and or Rs. \_\_\_\_\_ (in words and figures) a month as gratuity equal to one eighth of the gratuity admissible, in anticipation of the completion of the enquiries necessary to enable the University to fix the amount of my pension/gratuity. I hereby acknowledge that my pension gratuity is subject to revision on the completion of the necessary enquiries, and I promise to accept the amount of pension/gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension/gratuity so determined.

Signature of the University  
employee with full address and date.

Witnesses with full address and  
date.

(1)

(2)

---

\*Here state the designation of the authority sanctioning the anticipatory pension.

(67) 75-

FORM 5 (PEN.)

(Referred to in Statutes 44 to 46 and 50)

COMMUTATION OF PENSION  
FORM OF APPLICATION

I \_\_\_\_\_ desire to commute Rs. \_\_\_\_\_ of my  
Superannuation Retiring/Invalid/Compensation pension of Rs. \_\_\_\_\_  
a month. I certify that I have answered correctly each and all of the  
questions below :-

Place

Signature

Date

ADDRESS

Questions:

1. What is the date of your birth?
2. If you are already drawing a pension, what is its class/amount (quote the number and date of the letter sanctioning it)?
3. a) Have you already commuted a portion of your pension? If so, give particulars.  
b) Has any application from you for commutation of pension ever been rejected, or have you ever accepted  
declined to accept  
commutation of pension on the basis of an addition of years to your actual age recommended by the medical authority?  
If so, give particulars.
4. At what address you wish your pension and commutation money to be sent?
5. From what date approximately do you wish this commutation to have effect? (This will not in any way affect the discretion of the sanctioning authority in this matter).

Signature of the applicant

Forwarded to the Treasurer, West Pakistan Agricultural University, Lyallpur.

Signature  
Designation (of Head of Department)

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(68)

FORM 6 (PEN.)

(Referred to in Statute 44)

PART I

REPORT OF THE TREASURER

Subject to the Medical authority's recommending commutations the conditions prescribed in Part II of this form, the capitalized value of \_\_\_\_\_ out of the monthly pension of Rs. \_\_\_\_\_ will be payable as stated below :-

Sum payable if the commutation becomes absolute before the applicant's next birth day which falls on \_\_\_\_\_

On the basis of normal age i.e., \_\_\_\_\_ Years, Rs. \_\_\_\_\_

Sum payable if the commutation becomes absolute after the applicant's birthday but before the next birth day but one \_\_\_\_\_

\_\_\_\_\_ Years, Rs. \_\_\_\_\_

Station

Date

Signed  
Treasurer, West Pakistan  
Agricultural University,  
Lyallpur.

PART II

The commutation for a lump payment of the pension of Rs. \_\_\_\_\_ is administratively sanctioned on the basis of the report of the Treasurer contained in Part I above. The sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute, or, if the medical authority directs that years shall be added to that age, to the consequent assumed age.

(Contd.....)

2. The Treasurer, West Pakistan Agricultural University, Lyallpur, will arrange for the medical examination of the applicant and inform him direct where and when he should appear for the examination. The applicant should deliver the enclosed Form 7 (Pen.) with the particulars required in Part I duly filled in to the Medical Authority and should put his signature in the presence of such authority.

By Order of the Syndicate

Station

Date

\*Signature \_\_\_\_\_

Designation \_\_\_\_\_

To

(The name and address of applicant).

---

\*Where the sanctioning authority is the Syndicate, this order will be signed by the Registrar, otherwise the order will be signed by the Vice-Chancellor and the words "by order of the Syndicate" will be scored out.

(Referred to in Statutes 46, 47 & 50)

COMMUTATION OF PENSIONS

Medical Examination by the

(here enter the medical  
authority)

PART I

Statement by the applicant for commutation of a portion of his pension. (The applicant must complete this statement prior to his examination by the \_\_\_\_\_ here enter the medical authority) and must sign the declaration appended thereto in the presence of that authority

1. Name in full (in Block letters).
2. Date of birth.
3. Have you ever been granted leave on medical certificate? If so, state period(s) of leave and nature of illness.
4. Has any application for insurance on your life ever been declined or accepted at an increased premium?
5. i) Have you ever been told that you had albumen or sugar in the urine?  
ii) Do you rise at night to urinate?  
iii) Are you now or have you ever been on special diet for your health?  
iv) Has there been any marked increase or decrease in your weight within the past three years, if so, how much?
6. Have you been under the treatment of any doctor within the last three months? If so, for what illness?

(Contd.....)

DECLARATION BY APPLICANT

(To be signed, in presence of the medical authority).

I declare all the above answers to be, to the best of my belief, true and correct.

I will fully reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.

I am fully aware that by wilfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for, and of having my pension withheld or withdrawn under Statute 8 of the West Pakistan Agricultural University Employees (Pension) Statutes, 1968.

Applicant's signature or  
left hand thumb impression  
Signed in the presence of \_\_\_\_\_  
affixed

\_\_\_\_\_  
(Signature and  
designation of the medical  
authority).

....

PART II

(To be filled in by the examining medical authority).

- 1. Apparent age
- 2. Weight
- 3. Height
- 4. Girth of abdomen at level of umbilicus
- 5. Pulse rate -
  - a) Sitting
  - b) Standing

What is the character of the pulse?

- 6. What is the condition of arteries?
- 7. Blood pressure -
  - a) Systolic
  - b) Diastolic

- 8. Is there any evidence of disease of the main organs -
  - a) Heart
  - b) Lungs
  - c) Liver
  - d) Spleen

9. Does the chemical examination of urine show (i) albumen, (ii) Sugar? State specific gravity.

- 10. Has the applicant a rupture? If so, state the kind and if reducible.
- 11. Describe any scars or indentifying marks.
- 12. Any additional information bearing on the condition of the applicant's health.

Station \_\_\_\_\_ (Signature and designation of  
 Dated. \_\_\_\_\_ examining medical authority).

PART III

I/We have carefully examined \_\_\_\_\_ and am/are of  
 (Name of applicant)  
 opinion that either he is/are not in good bodily health and has  
 the prospect of an average duration of life/is not a fit  
 subject for commutation or (in the case of an impaired life  
 which is yet considered a fit subject for commutation) as \_\_\_\_\_  
 \_\_\_\_\_ is suffering from \_\_\_\_\_. His age  
 (Name of applicant)  
 for the purpose of commutation i.e., his age next birthday  
 should be taken to be \_\_\_\_\_ years more than his actual age.

(Contd.....)



(73)

(Left hand thumb and finger impressions of University employee).

Station  
Dated

(Signature and designation of examining medical authority).

Note :- In the case of an impaired life, if the pensioner desires, after the medical examination, to record his acceptance of the reduced commutation value without waiting for an intimation of the revised commuted value from the Treasurer, he may intimate to that officer an unconditional acceptance which will be treated as final and irrevocable.

(74)

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FORM 8 (PEN.)

(Referred to in Statute 59(1))

FORM OF APPLICATION FOR INJURY PENSION OR GRATUITY

1. Name of applicant.
2. Father's Name.
3. Race, sect and cast.
4. Residence, showing village. Tehsil and District  
Paragana
5. Present or last employment, including name of establishment.
6. Date of beginning of service.
7. Length of service, including interruptions -
  - a) Service as class 'A' and 'B' University employee.
  - b) Service as Class 'C' University employee.
  - c) Non-qualifying service and interruptions.
8. Classifications of injury.
9. Pay at the time of injury.
10. Proposed pension or gratuity.
11. Date of injury.
12. Place of payment.
13. Special remarks if any.
14. Date of applicant's birth by Christian era\*.
15. Height.
16. Remarks.

Thumb and finger impression

Thumb fore-finger middle-finger ring-finger  
little-finger.

17. Date on which the applicant applied for pension.

Signature of Head of Department.

Note:- In the case of ladies and University employees of class 'A' thumb and finger impression and particular of height and personal marks are not required.

---

\*If the exact date is not known, the approximate date based on authentic information should be mentioned.

(75)

FORM 9 (PEN.)

(Referred to in Statute 59(1))

FORM OF APPLICATION FOR FAMILY PENSION

Application for an extraordinary pension for the family of the late A.B. who was killed, or died of (injuries received in the execution of duty).

Submitted by the \_\_\_\_\_

- Description of claimant.
  - Ø 1. Name and residence showing village Tehsil and District.
  - Ø 2. Age.
  - Ø 3. Height.
  - Ø 4. Race, caste or tribe.
  - Ø 5. Marks for identification.
  - Ø 6. Present occupation and pecuniary circumstances.
  - Ø 7. Degree of relationship to deceased.
  
- Description of deceased.
  - Ø 8. Name.
  - Ø 9. Occupation and service.
  - Ø 10. Length of service.
  - Ø 11. Pay when killed.
  - Ø 12. Nature of injury causing death.
  - 13. Amount of pension or gratuity proposed.
  - 14. Place of payment.
  - 15. Date from which pension is to commence.
  - 16. Remarks.

	<u>Name</u>	<u>Date of birth by Christian era</u>
Name and age of surviving kindred of deceased.	Sons Widows Daughters Father Mother	

Note:- If the deceased has left no son, widow, daughter, father or mother surviving him the word "one" or "dead" should be entered in the space against such relative entry.

Place \_\_\_\_\_ Signature of Head of Department.

Dated \_\_\_\_\_

Note:- Entries 1, 4, 8 & 14 to be entered in Block Capitals.

(76)

CONFIDENTIAL

FORM 10 (PEN.)  
(Referred to in Statute 59(1)(c)).

FORM TO BE USED BY MEDICAL AUTHORITY WHEN REPORTING ON INJURIES.  
PROCEEDINGS OF MEDICAL BOARD.

Proceedings of a Medical Board assembled by order of \_\_\_\_\_  
for the purpose of examining and reporting on the present state  
of injury sustained by \_\_\_\_\_ at \_\_\_\_\_  
disease contracted by \_\_\_\_\_  
(place of injury, etc) on the \_\_\_\_\_ (date of injury, etc):

- a) State briefly the circumstances under the injury was disease sustained/contracted.
- b) What is the University employee's present condition.
- c) Is the University employee's present condition wholly due to the injury. If not, state to what other causes it is disease attributable.
- d) In the case of disease, from which date does it appear that the University employee has been incapacitated?

The opinion of the Board upon the questions below is as follows:-

As to first injury.	As to second injury (if any).	As to third injury (if any).
------------------------	--	------------------------------------

- (1) Has the University employee lost any eye or a limb?
- (2) If the answer to (1) is in the negative, is the injury equivalent to the loss of a limb?
- (3) If the answer to (1) and (2) are in the negative, is the injury very severe?
- (4) If the answer to (3) is "yes", for what total period from the date of injury has the University employee been, or is he likely to be unfit for duty?
- (5) If the answer to (1), (2) and (3) are in the negative, is the injury severe?

(Contd.....)

(77)

- (6) If the answer to (5) is yes.....
  - (a) is the injury likely to be permanent?
  - (b) and, if so for what total period from the date of the injury has the University employee been, or is he likely to be, unfit for duty?
  
- (7) \*If the answer to (2) was "Yes", in the first instance--
  - (a) are the effects of the injury still equivalent to the loss of a limb, and if not,
  - (b) are they very severe?
  
- (8) If the answer to (3) was "Yes", in the first instance, are the effects of the injury still very severe?
  
- (9) If the answers to the questions above are in the negative, the injury should be classified here as "severe but not likely to be permanent" or slight and permanent, or in similar terms.

---

\*For use in the case of subsequent medical boards in cases of renewal of award.