

UNIVERSITY OF TURBAT

Tradition, Innovation, Excellence



PENSION STATUTES 2023

University of Turbat
Turbat Kech Balochistan

TO BE PUBLISHED IN THE
NEXT ISSUE OF BALOCHISTAN GAZETTE

UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg. 1129-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Pension Statutes 2023 of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Pension Statutes 2023.

UNIVERSITY OF TURBAT PENSION STATUTES 2023

1. Short title, Commencement and Application

- (i) These rules, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), Sections 35 (1) and 46 of Balochistan Universities Act 2022, shall be called, “*The University of Turbat Pension Statues 2023*”.
- (ii) It shall come into force at once.
- (iii) These Statutes are applicable to regular employees (administrative and academic staff) of the University of Turbat.

2. Terms used in the Pension Statutes and their Explanation

- (1) The various terms used in the Pension Statutes are explained below: —
 - (i) *Age.* —When an employee is required to retire, on attaining a specified age superannuation i.e. 60 years, the day on which he attains that age is reckoned as a non-working day, and the employee must retire, with effect from and including that day
 - (ii) *Family.* —The ‘family’ for the purpose of entitlement of

gratuity/ pension benefits under these Statutes includes the following relatives of the Employee: —

- (a) wife or wives, in the case of a male employee (unless there is a judicial separation wife continues to be a member of the employee's family irrespective of the fact whether she has been living with him or not).
 - (b) Husband, in the case of female employee (a female employee can exclude her husband from being a member of her family).
 - (c) Minor son(s) of the employee unless they attain the age of 18 years and unmarried daughters of 18 years.
- (iii) *Foreign Service.* —means service in which an employee receives his substantive pays with the sanction of the University of Turbat from any source other than the Revenue of the University of Turbat.
- (iv) *Revenue of the University of Turbat.* —for the purposes of Pension include revenue from own resources of the University of Turbat and Recurring Grants from the Higher Education Commission, or the Federal and Provincial Governments.
- (v) *Pension Fund.* —The pension Fund established, maintained and administered under these statutes:
- Provided that the fund shall be used for the purpose covered under these Statutes and in no case loan or any kind of payment shall be permissible from the Fund out of its purview*
- (vi) *No Demand Certificate.* —means a certificate by the Registrar that all the dues against the retiring employee up to the date of retirement have been realized and nothing is now outstanding against him. Such a certificate is also required to be obtained from the Teaching Department and Administrative sections concerned.
- (vii) *Pension.* —A periodical payment made by University of Turbat in consideration of past services rendered by an employee. Except when the term “Pension” is used in contradistinction to Gratuity, “Pension” includes Gratuity.

- (viii) *Rule of Proportions.* — Pension is chargeable according to the “Rule of Proportions” when the charge is debit able to several accounts in the proportions in which, the pay drawn by the employee during the whole of his qualifying service has been paid from them.
- (ix) *Retirement from service.* — (1) An employee shall retire from service—
 - (a) on such date after he has completed twenty-five years of service qualifying for pension or other retirement benefits as the appointing authority may, in public interest, direct; or
 - (b) where no direction is given under clause (a), above on the completion of sixty years of his age.
- (x) *Indemnity bond,* — Indemnity bond is to be signed by the pensioner in compliance with SBPs instructions.
- (2) No direction under clause (a) (ix) of sub-section (1) shall be made until the employee has been informed in writing of the grounds on which it is proposed to make the direction, and has been given a reasonable opportunity of showing cause against the said direction.
- (xi) *Competent Authority* means the Vice Chancellor of the University of Turbat for approval of Pension and Gratuity of the Employee.
- (xii) *University* means the University of Turbat.
- (xiii) *Employees* mean the employees (administrative and academic) of the university.
- (xiv) *Fund* means pension fund of the university.
- (xv) *Treasurer* means Director Finance of the University.
- (xvi) *Vice Chancellor* means the Vice Chancellor of the University.
- (xvii) *Pensioner* means the pensioner of the University.

3. ***Pension and Gratuity***

- (1) On retirement from service, an employee shall be entitled to receive such pension or gratuity as prescribed under these Statutes subject to revision by the University Syndicate and Senate from time to time.

- (2) In the event of death of the employee, whether before or after retirement, his/her family shall be entitled to receive such pension, or gratuity, or both, as may be prescribed.
- (3) No pension shall be admissible to an employee who is dismissed or removed from service for reasons of discipline under the E&D rules of the university, but university competent authority may sanction compassionate allowance to such an employee, not exceeding two-thirds of the pension or gratuity which would have been admissible to him after the approval of the University Syndicate.
- (4) If the determination of the amount of pension or gratuity admissible to an employee is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisional such anticipatory pension or gratuity as may be determined by the prescribed authority, according the length of service of the employee which qualifies for pension or gratuity; and any overpayment consequent on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such employee or his family.

4. Classification of Pension

(1) *Compensation Pension.* —If an employee is selected for discharge owing to the abolition of a permanent post, he shall, unless he is appointed to another post, the conditions of which are deemed by authority competent to discharge him to be at least equal to those of his own, have the option: —

- (i) of taking any compensation pension or gratuity to which he may be entitled for the service he has already rendered, or
- (ii) of accepting another appointment or transfer to another establishment even on a lower pay, if offered, and continuing to count his previous service for pension.
- (iii) An employee not employed in a substantive permanent capacity is granted Compensation Pension if he is discharged after completing qualifying service of 10 to 21 years or more owing to the abolition of his post or is replaced by a “qualified” candidate.

(2) *Invalid Pension.* —(i) An invalid pension is awarded, on his retirement from the public service, to an employee who by bodily or mental infirmity is permanently incapacitated for the public service, or for the particular branch of it to which he belongs. The infirmity has, however, to be certified by a duly constituted Medical Board.

(ii) In case an officer dies before his retirement, his pension is calculated, as if he was retired on Invalid Pension on the date following the date of his death.

(3) *Family Pension.* —Family Pension is granted to the family of an Employee who dies before or after retirement.

(4) *Superannuation Pension.* —A superannuation pension is granted to an Employee who is entitled or compelled, by rule to retire at a particular age.

(5) *Retiring Pension.* —

(i) A retiring pension is granted to an employee who is permitted to retire after completing qualifying service of twenty-five years.

(ii) An employee other than an employee against whom a departmental proceeding is pending has the right to retire from service after completion of 25 years qualifying service. Such an employee shall, at least three months before the date on which he intends to retire, be required to submit a written intimation to the authority competent to fill the appointment by him at the time of submitting that intimation indicating the date on which he intends to retire. Such intimation, once submitted shall be final and shall not be allowed to be modified or withdrawn. However, before formal acceptance of the request he may, if so, desired, withdraw his application for premature retirement.

(iii) University has the right to retire any Employee after he has completed 20 years qualifying service.

(iv) The term retirement includes “Compulsory Retirement” under the Employees Efficiency & Discipline Rules of University.

(v) In case of voluntary retirement of employees, the Registrar is responsible for ensuring verification of qualifying service within one month from the date of receipt of application for voluntary retirement

after 25 years qualifying service. If the qualifying service comes out to be less than 25 years, the employee will have to continue in service till he completes that length of service. The fact of the shortfall in the qualifying service should be pointed out by the Registrar to the employee concerned before the expiry of the three months' notice period.

The requests for voluntary retirement on completion of 25 years qualifying service should be submitted to the competent authorities mentioned below: -

Category of Officers	Authority competent to accept request for retirement
BPS- 17 and above.....	The Syndicate
BPS-1 to 16	The Vice Chancellor

5. CONDITIONS OF QUALIFYING SERVICE

- (1) The service of an officer begins to qualify for pension from the date he takes charge of the office/post to which he is first appointed on regular basis.
- (2) An employee does not qualify for pension unless he is appointed in the services of the University of Turbat and his duties and pay are regulated by the University.

Provided that the persons who has served in any Government or other organizations in a pensionable service shall be entitled to pension or gratuity subject to deposit of the pension contribution into University's Account for the period of such service, he has rendered in the Government or other organization, as the case may be.

- (3) The employment must be of regular nature.
- (4) Only the service paid from the Revenues of the University qualifies for pension. Service from other pensionable department/ organization also counts for pension provided the pension contribution was paid as required

under these Statutes.

- (5) All periods of leave, other than extraordinary leave, count as service qualifying for pension.
- (6) The period of suspension followed by reinstatement or superannuation count towards qualifying service for pension
- (7) In case where an employee is compulsorily retired following a period of suspension ordered under employees Efficiency and Discipline Statutes, pension or gratuity is admissible only for the period of service rendered excluding the period of suspension.
- (8) Dismissal or removal on account of gross misconduct shall not be entitled to any compensation pension, gratuity or benefit accruing from University contribution to a Contributory Provident Fund. However, the matter could be placed for consideration under clause 3 (3) of these statutes.
- (9) Resignation from an appointment to take up another appointment in which the service counts for pension is not a resignation from the University service for the purpose of pension.
- (10) Any interruption in the service of an Employee entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed by reinstatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
- (11) The authority who sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.
- (12) Pension is also granted to employee who is required by University to retire on medical grounds after completing 10 years of regular service on the recommendation of recognized medical board of Government hospital.
- (13) An employee of the university shall be pensionable who completes 10 years of regular service at the university before reaching to superannuation age of retirement.
- (14) An employee of the university shall be pensionable who dies in service and has completed 10 years of regular service in the university.
- (15) An employee who has been compulsory retired from service after inquiry under the E&D rules of the University, provided that he/she has completed 10 years of regular service.

6. Condonation of interruption and deficiencies in Qualifying Service for Pension/ Gratuity:

- (1) A deficiency of a period not exceeding six months in the qualifying service of an employee shall be deemed to have been condoned automatically.

Provided that the benefit will not be admissible in a case where service rendered by an employee does not by itself qualify for pension or gratuity under these Statutes

- (2) The Syndicate on the recommendation of the competent authority to sanction pension may condone a deficiency of more than six months but less than a year subject to the following conditions, namely: —

- (i) The employee had died while in service, or has retired under circumstances beyond his control, such as on invalidation or the abolition of his post, or superannuated and would have completed another year of service if he had not died or retired.
- (ii) The service rendered by him had been meritorious.
- (iii) A deficiency of more than one year cannot be condoned.
- (iv) These provisions will not apply to employees who have rendered less than 10 years' continuous/ regular service.

- (3) Upon such conditions as it may think fit in each case, the appointing authority of an employee may condone all interruptions in his service, provided such interruption is not due to any fault or willful act of the employee, like unauthorized absence, resignation or removal from service.

Provided that the power cannot be exercised to condone breaks in temporary and officiating service specifically excluded from the category of qualifying service.

- (4) Interruptions due to removal on account of reduction and retrenchment of a post should be deemed to have been condoned.

7. Accrual of Financial Benefits

- (1) Pensions of an employee will be fixed in accordance with these provisions with effect from the date of retirement or death of the Employee as the case may be.

A. RATE AND SCALE OF PENSION

- (2) (i) Pension shall be calculated at the rate of 70% of emoluments on completion of 30 years qualifying service. Where qualifying service is less than 30 years but not less than 10 years, proportionate reduction in percentage shall be made in accordance to the Pension Table regulating all the four pensions, namely, Compensation Pension, Superannuation Pension, Invalid Pension and Retiring Pension appended to these statutes as Annex 1.
- (ii) The term “emoluments”, *i.e.* pensionable pay, shall include but not limited to, Basic pay, Special pay, personal pay, qualification pay, indexed pay, cash handling pays and any other pay to be classed as pay and Senior Post Allowance.
- (iii) Any other emolument classed as emolument counted for calculation of pension

8. Gratuity for Service of less than 10 years but not less than 5 years

- (1) The employee or his family, as the case may be, shall be entitled to gratuity at the rate of 1.5 months’ pay for each completed year of service of five years up to nine years in case he had served less than ten years at the time of retirement due to invalidation or death in service. An employee shall be entitled for gratuity after completing 5 years of regular service at University.
- (2) **Calculation of Pension on last pay/emoluments drawn**
Pension shall be calculated on the basis of emoluments last drawn by the employee
Provided that the annual increment shall be included in the pay last drawn if the Employee retires between 2nd June and 30th November
- (3) The benefit of annual increments accrued during LPR be shall admissible.
- (4) Benefit for extra years of service after completion of 30 years.
- (5) The extra years’ service benefits @ 2% for each extra year subject to 10% shall be admissible to the Employee who has served more than 30 years qualifying service for pension.

9. ANNEXURE I

(1) PENSION TABLE

Completed years of qualifying service	Scale of pension expressed as fractions of average emoluments
10.....	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300
21	147/300
22	154/300
23	161/300
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30 and above	210/300

PENSION FORMULA

LAST PAY DRAWN X 70 X LENGTH OF QUALIFYING SERVICE = Gross pension

- (2) The employee shall be entitled to commute 35% of the gross pension at the rates specified in the above table.
- (3) The Employee shall be entitled to monthly pension @ 65% of the gross pension

plus the increases allowed by the pension sanctioning authority from time to time.

10. Pensions/Gratuities for Injury or Death in Course or Consequence of Duty

- (1) The classification of disabilities and the criteria for determining their attributability to service shall be as detailed in (Annexure II). The rate and scale of disability/death pension and gratuity shall be as follows: —
- (2) Where an employee is injured, killed or dies of injuries received during the execution of public duty, a pension or gratuity may be granted to him or to his family in accordance with the following Statutes.
- (3) *Pension/Gratuity for injury or death in course or consequence of duty.*
—The classification of disabilities and the criteria for determining their attributability to service under the caption (Extraordinary Pension), in these Statutes is detailed in Annexure, along with the rate and scale of disability/death pension and gratuity.

(i)* Disability Pension/Gratuity

Class of injury	Pension	Gratuity	Children's pension	
			Child without own mother	Child living with own mother
A.	20% of pay	6 months	5% of pay,	2.50% of pay,
B.	15% of pay	Nil	4% of pay	2%
C.	15% of pay	Nil		Nil

(ii) In case of Death of the Employee (Special Family) Pension/Gratuity

Class of injury	Pension	Gratuity	Children's pension	
			Child without own mother	Child living with own mother
A.	20% of pay	6 months	5% of pay,	2.50% of pay,

Provided that the pensions/gratuities shall be in addition to the pensions and/or gratuities permissible to an ordinary pensioner.

11. ANNEXURE II PART I

(1) CLASSIFICATION OF DISABILITY

Class 'A'

- (i) Loss of a hand and a foot or loss of use of two or more limbs.
- (ii) Total loss of eye-sight.
- (iii) Total loss of speech.
- (iv) Total deafness both ears.
- (v) Paraplegia or hemiplegia.
- (vi) Lunacy.
- (vii) Very severe facial disfigurement.
- (viii) Advanced cases of incurable disease.
- (ix) Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated.
- (x) Emasculation.

Provided Wounds, injuries or disease of limb resulting in damage of nerves, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partial function is retained will not be included in this class. However, if the partial retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the Employee has been totally impaired due to the invaliding disability.

(2) Class 'B'

- (i) Loss of a thumb or at least three fingers of hand.
- (ii) Partial loss of one or both feet at or beyond tarsometatarsal joint.
- (iii) Loss of vision of one eye.
- (iv) Loss of all toes of one or both feet.

(3) Class 'C'

- (i) Limited restriction of movement of joint due to injuries.
- (ii) Disease of a limb restricting performance of duties.

Provided when the wound, injury or illness causing the disability is not entered in the above schedule, the disability shall be assessed by the medical board at the classification most closely corresponding to those given above.

12. PART II

Principles and Procedure for Determining Attributability to Service of Disability

(1) Casualties due to wound or injury

- (i) It should be established in such cases that the cause of the casualty was the result of duty in service.
- (ii) Where the injury resulted from the risk inherent in service attributability will be conceded.
- (iii) An individual is on duty for 24 hours of the day except when on leave other than casual leave.
- (iv) An individual will be deemed to be in the performance of duty when—
 - (a) he is physically present in his duty places;
 - (b) he is travelling on leave at University expense;
 - (c) when travelling to or from duty (*e.g.*, from residence to place of duty and back but not whilst he is in his residence);
 - (d) whilst travelling on duty *i.e.*, where it is established that but for the duty he would not have been travelling at all.
- (v) Disability resulting from purely personal acts such as shaving or similar private pursuits would not normally be treated as attributable to service.
- (vi) Disability resulting from violence provoked by performance of duty will be viewed as attributable to service unless the circumstances of the case warrant a different conclusion.
- (vii) If circumstances are such that service played no part in the causation of disability, attributability will not be conceded.

(2) Casualties due to disease

- (i) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in service. In determining attributability in such cases due regard should be paid to the question whether service in a particular region, or of a particular type, involved exposure to exceptional risk of contraction of, or infection by a disease, as well as to the actual circumstances of the case.

- (ii) Attributability will not be conceded if, though contracted during the period of actual performance of duty, the disease is, in the opinion of the medical authorities concerned, due to risks which cannot be regarded as peculiar to such duty in service.
- (iii) Where a disease or its aggravation resulted from the risk of duty attributability/ aggravation will be conceded.
- (iv) All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravated by service where the medical opinion is in favour of the acceptance.
- (v) Attributability/aggravation in all cases of Cardiac disease will be determined in accordance with the guidelines mentioned at the end of this part.
- (vi) Where medical or other supporting documents are incomplete, cases will be dealt with on merits with due regard to medical opinion and other evidence.

13. Guidelines for Determining Attributability/ Aggravation in Cases of Cardiac Diseases

- (1) There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pin-pointed as being responsible for such an attack. It is, therefore, not easy to lay any hard and fast rule for awarding attributability/aggravation in such cases. For the guidance of medical and administrative authorities some of the factors which may precipitate the attack of heart disease are enumerated below: —
 - (i) *Physical exertion.* —Coronary occlusion is known to have precipitated during or immediately following physical exertion. Physical exertion may not necessarily be of an unusual character *i.e.*, lifting of a heavy bundle, pushing a stalled vehicle or an uphill climbing have in many instances been followed by an attack of Coronary occlusion. The effects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress. Attributability will be conceded if a person undergoing stress and strain, pressure and counter pressure by virtue of the nature of his duties, develops psychiatric problem.
 - (ii) *Emotional strain.* —The occurrence of Coronary disease in persons who had been under and unusually severe and protracted emotional strain points to a probable relationship between the two. Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological trauma.

- (2) The question of attributability/aggravation of heart disease on occurrence in otherwise a normal individual who is subjected to the above mentioned factors will, therefore, have to be considered and decided in the light of known history and merits of each case.
- (3) While dealing with such cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as award of attributability/aggravation depends on their candid opinion.

14. SECTION 3

Family Pension

- (1) In case an employee dies before his retirement, his pension is calculated, as if he retired on invalid pension on the date following the day of his death.
- (2) as mentioned in sub section (I) family of the deceased employee shall be paid the pension to which he would be entitled in case of retirement.
- (3) The physically or mentally retarded children of the deceased employee shall be entitled to family pension for life.
- (4) Where a pensioner, dies after his retirement, his family shall be entitled to the pension as mentioned in sub section (1 to 5) above.

Provided that a child includes an "adopted child" subject to certification by the relevant government body.

Provided further that if it is proved that the wife of the deceased employee has been judicially separated from the employee or has ceased under the customary law, she shall no longer be deemed to be a member of the family unless the employee has himself intimated in writing that she shall continue to be so regarded.

- (5) In case of the female employee if she intimates in writing that her husband should not be included as a member of the family then he shall no longer be considered a member of the family unless she subsequently cancels in writing her intimation excluding him.

15. Nominations

- (1) An employee who is unmarried or is widow or widower shall, as soon as

he/she completes 5 years' qualifying service, make a nomination, conferring on one or more persons the right to receive any gratuity that may be sanctioned.

- (2) Subject to sub section (1) above if an employee nominates more than one person 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 Pension /gratuity mentioned therein.
- (3) An employee may provide in a nomination: —
 - (i) in respect of any specified nominee, that in the event of his/her predeceasing the employee the right conferred upon that nominee in sub-para (2) above shall pass to such other member or members of the employee's family as may be specified in the nomination.
 - (ii) that the nomination shall become void in the event of the happening of a contingency specified therein.
- (4) Every nomination shall be in such form as may be prescribed for the purpose.
- (5) An employee may at any time cancel a nomination by sending a notice in writing to the appropriate authority, provided that the employee along with such notice, send a fresh nomination.\
- (6) Immediately on the death of a nominee the employee shall send to the appropriate authority a notice in writing formally cancelling the nomination together with a fresh nomination.
- (7) Every nomination made, and every notice of cancellation given, by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the authority.

16. When the amount of gratuity has become payable to the family it shall be the duty of the Disbursing Officer to make payment to the family according to the following procedure: —

- 1) When the employee leaves a family: —
 - (a) The amount of gratuity or any part thereof to which the nomination relates shall become payable to his/her nominee or nominees in the proportion specified in the nomination.
 - (b) If no nomination in favour of a member or members of a family subsists, or if a nomination relates only to a part of the amount of the gratuity the whole amount of the gratuity or the part thereof to which the nomination does not relate, shall become payable to the members of his/her family in equal

shares:

Provided that no share shall be payable to: —

- a) sons who have attained the age of 18 years;
- b) unmarried daughters of age 18 years;

17. **When the beneficiary** is a minor and has no regularly appointed Manager or Guardian, the sanctioning authority may allow the payment of pension or shares of gratuity of minor children of a deceased employee to their mother. In case the mother is not alive or was judicially separated from the employee in his life time, the sanctioning 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.
18. In a case when the deceased employee was a female, the sanctioning authority may, under the circumstances stated above, allow the payment of pension or shares of gratuity of minor children of the deceased, to their father.
19. When the Employee leaves no family the amount of gratuity shall be payable to the following surviving parents (mother and father) in equal shares.

Provided that judicially separated or divorced mother who has re-married does not fall in this category.

20. No gratuity will be payable by University after the death of an Employee if he/she does not leave an immediate family or parents.

21. Pension shall be allowed to the family

- (1) Widow or Widower of the deceased for her life, if the deceased is a male employee. If the employee had more than one wife, and the number of his surviving widows and children does not exceed 4, the pension shall be divided equally among the surviving widows and 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 children. For the purpose of this cause, the term “Children” exclude sons above the age of 18 year and married daughters whose husbands are alive and unmarried daughters of age 18 years

- (2) failing a widow or husband, as the case may be, to the eldest surviving son upto the age of 18 years;
- (3) failing (1) and (2) to the eldest surviving unmarried daughter of age of 18 years.

22. If the event of no pension being payable under clause (I) the family pension may be granted: —

- (1) to the father;
- (2) failing the father to the mother;

23. The family pension of the widow ceased to be payable from the date of her re-marriage, the next legal beneficiary should be allowed to draw the pension with effect from the date on which it ceased to be paid to the widow.

24. Payment of family pension in the case of employees who remain missing for 12 months

(1) If an Employee remains missing or unheard of for a period of 12 months to the satisfaction of the Pension sanctioning authority, family pension may be allowed to his heirs as admissible under the prescribed Statutes provided that:

- i. The spouse of the pensioner claiming to be entitled to the pensionary benefits of the missing person shall, before such benefits are paid, guarantee, through affidavit or as the pensionary authority may require, the repayment of pensionary benefits to the missing person if subsequently he appears and makes any claim thereto.
- ii. The pensionary authority shall not be responsible for repayment of any pensionary benefits to the missing person which has already been paid to his spouse or family members who shall personally be responsible for satisfaction thereof on appearance of the missing person.

(2) The concession admissible there under shall also be admissible in cases a pensioner remains missing or unheard of for a period of 12 months to the satisfaction of the pension sanctioning authority concerned, family pension may be allowed to his heirs as admissible under the prescribed Statutes.

25. Commutation of pension

(1) An Employee is entitled to commute for a lump sum payment of any portion, not exceeding 35% of pension.

- (2) Commutation is neither subject to medical certificate nor to administrative sanction if it is asked for within one year of the date of retirement. The date of application by the retired employee, in such a case, will be the date of commutation becoming absolute. Where commutation is applied for before retirement the commutation will become absolute on the date of retirement. An employee retiring after attaining the age of 60 years will be allowed commuted value of pension as applicable to age of sixty years instead of the age of 61 years, if he applies for commutation while in service.
- (3) In all other cases the commuted value of pension shall be admissible under the formula of “age next birthday”.
- (4) In the case of provisional pension, the commutation may be provisionally sanctioned on that basis. When the pension is finally sanctioned, the final payment order should be substituted for the provisional payment order for purpose of commutation as also for all other purposes. In the case of premature retirement on medical grounds the requirement of medical examination will not be waived.
- (5) Dispatching authority should ensure that while approaching the medical authorities for constituting medical boards, relevant papers *etc.*, are sent to them complete in all respects, well in advance of the next date of birth of the employee concerned.
- (6) The commuted amount of pension equal to 35% of the gross amount of pension shall be restored on completion of the number of years for which commuted value was paid. In restoring the commuted portion of pension fraction of a year shown in the commutation table which is less than six months will be ignored and that of six months and more will count as one year.
- (7) In calculating pension or restoring commuted portion thereof fraction of a Rupee which is less than 50 paise will be ignored and that of fifty paise and more will count as one rupee.

26. Grant of Commutation to the family of employee Retired on Superannuation but Expired before Signing his Pension/ Commutation Claims

Commutation upto 35% of gross pension is admissible to a pensioner at his option. Under the existing procedure, the entitlement of commuted value upto 35% of gross pension becomes valid as and when an employee, while in service or on retirement, exercises his option for commuted value of pension. In case an employee, while having retired on superannuation, could not sign their pension papers due to their death the family of a deceased employee, who after having retirement on superannuation could not sign his pension papers due to death, will also be entitled for the commuted value of pension.

27. Grant of commutation to the family of employee retired on invalidation by Medical Board but expired before signing his Pension/Commutation claims

The family of a deceased employee, who after having retirement on invalidation by Medical Board, could not sign his pension papers due to death, will also be entitled for the commuted value of pension.

28. Grant of commutation to the widow of employee compulsory retired but expired before signing his Pension/ Commuted Claim

- (1) The family of a deceased employee, who after having compulsorily retired could not sign his pension papers due to death, will also be entitled for the commuted value of pension.
- (2) Commutation shall be admissible up to a maximum of 35% of Gross Pension, at the option of the pensioner. Admissibility of monthly pension shall be 65% of Gross Pension *plus* increases as shall be sanctioned by the Vice Chancellor from time to time.

29. Anticipatory Pension

- (1) When an Employee is likely to retire before his pension can be finally assessed and settled action should be taken for grant of anticipatory pension. For this purpose, the sanctioning authority should furnish to the Treasurer with all the particulars of services in respect of the retiring employee. The authority should sanction the disbursement of pension to which after the most careful summary investigation that he can make without delay, he believes the employee to be entitled. Such disbursement should be made only after the following declaration has been signed by the retiring employees: —

“Whereas the (here state the designation of the officer sanctioning the advance) has consented provisionally, to advance to me a pension of Rs.....per month and a lump sum gratuity of Rs..... in anticipation of the completion of the enquiries necessary to enable the University to fix the amount of my pension and gratuity, I hereby acknowledge that, in accepting this advance, I fully understand that my pension and gratuity is subject to revision on the completion of the necessary formal enquiries, and I promise to base no objection to such revision on the ground that the provisional pension and gratuity now to be paid to me exceeds the pension and gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension and gratuity to which I may be eventually found entitled.”

- (2) If the Treasurer considers it likely that the employee would be entitled to a

gratuity only, one- sixth of the amount of such probable gratuity should, upon a similar declaration, be disbursed monthly until the amount is finally settled.

- (3) The payment of the anticipatory pension should be so arranged that it is not delayed beyond the first day of the month following the month in which employee is due to retire.
- (4) Pension sanctioning authority must exercise the power to sanction anticipatory pension, whenever required, to avoid any delay in the payment of pension.
- (5) If for any reason it is apprehended that the pension payment order cannot be issued within the prescribed time—in the case of normal retirement, one month before retirement and in the case of premature, voluntary or compulsory retirement or death, within three months of the date of event—a provisional order authorizing payment of 80% of the admissible pension may be issued by the competent authority within one month of the expiry of the prescribed time.

SECTION 4

30. PROCEDURE FOR SANCTION OF PENSION STEPS FOR SPEEDY FINALIZATION OF PENSION CASES:

- (1) Authority dealing with pension cases should bear in mind that delay in the payment of pensions involves pecuniary hardship. The monthly income of a wage earner ceases at a time when he may need money the most. So it is essential to ensure that a retiring employee begins to receive his pension on the date on which it becomes due. With this end in view, the procedure for preparation of pension papers and sanction of pensions has been simplified. The most important factors relevant to the determination of the amount of pension/ gratuity are the length of qualifying service rendered by an employee before retirement/death and average emoluments. Information in both these respects is computed on the basis of the information available in the History of Services/Service Book/records of the employee concerned. The simplified procedures themselves cannot bring about the desired results unless the authorities concerned take effective steps to ensure that service records are kept up-to-date and complete. In order to achieve this object, the following measures have to be adopted.

History Files. —All concerned Departments/Offices should maintain a History File of each employee. This file should contain (a) Gazette Notification (b) Charge Report (c) a separate sheet or Booklet showing the date of Assumption and Relinquishment of Charge of each post and emoluments drawn, and (d) Leave Account showing the various kinds of leave taken by the officer from time to time. The History File should be shown to the officer concerned in January every year and his acknowledgement obtained on it after settling any discrepancy that may be noticed.

- (2) *History of Service.* —the HR section of the Registrar office should compile History of Services in respect of employees in B-16 and above regularly and keep them up-to-date.
- (3) If the service cannot be wholly verified from the records (Service Books, pay bills and acquittance rolls) of anyone office, reference shall be made to the heads of other offices in which the employee has served.
- (4) If, in any particular case, it is not possible to verify the service of an employee from the official records, a statement of the employee in writing as to the particulars of his service, statements in writing of other officers who were his contemporaries in the office/department, and documents and letters not forming part of official records may be received in evidence and the service verified on their basis. The power to admit service under this provision can be exercised by the authority empowered to sanction pension.
- (5) *Verification of service by the Treasurer and the Auditor of the University.* —The services of an employee should be got verified by the Treasurer and the Auditor as soon as he has completed ten years' service, thereafter the next verification should be on completion of 24 years' service, and then finally it should be verified in respect of the period after 29 years when an employee is actually due to retire. The length of the pensionable service accepted in Finance and Audit at these stages should be recorded in both the copies of Service Book of B-1 to B-15 employees, with the stamp of verification duly authenticated. In the case of B-16 and above, the fact of verification should appear in the History of service but if the History of service is not up-to-date, the officer concerned should be informed of the accepted length of pensionable service through a letter.
- (6) *Special measures for verification of service and computerization of accounts.* —(1) cases in which the entries relating to previous fixation of pay or verification of service are missing, it shall be incumbent upon the officer in HR section of the Registrar office dealing with a pension case to verify the same *himself* on the basis of the available record, and get it authenticated by the Registrar and Treasurer:
- i. The verification of qualifying service of all employees should be completed by the relevant administrative authorities concerned.
 - ii. The HR section of Registrar office shall issue an up-to-date qualifying service certificate to each employee and, thereafter, such a certificate be issued every. The HR section of Registrar office shall also give a certificate that valid nomination papers regarding gratuity are held by them.
- (7) *Allocation of pension between different Departments.* —(a) The HR section

of Registrar office should take steps to obtain pension contribution from the Governments, Universities and others the in respect of service rendered under them by an employee.

- (8) Finalization of pension cases shall not be held up on this account. If there is any dispute with regard to the apportionment of pensionary liability, the matter should be sorted out by the pension sanctioning authority.
- (9) *List of officers and staff due to retire.* —With a view to ensuring timely action in pension cases the HR section of the Registrar office shall maintain a list showing the dates of retirement of all the officers and staff who are due to retire in a calendar year and review it quarterly.
- (10) *Employment of officers and staff on pension work.* —Depending on the volume of work, at least one officer and staff should be employed exclusively on pension work. He should be required to make himself conversant with pension procedures and the method of preparation of pension papers.
- (11) *Observance of Statutes relating to grant of secured advances.* —It shall be ensured that all secured advances made to employees are properly and adequately secured with mortgage deeds, agreements, etc., as prescribed under the Statutes. It should be ensured that suitable steps are taken at the appropriate time so as to complete the recovery of other University dues before the date of retirement. If the amount of advance is not fully repaid, the retiring employee should be asked to give his consent to any recoveries due from him being effected from the pension/gratuity payable to him. In case, he fails to give such consent, the recoveries be effected from the pension or gratuity.
- (12) *Grant of un-secured advances.* —No unsecured advances should ordinarily be granted to any employee within six months of the date of his retirement. If any such advance or other dues are already outstanding, these should be recovered from his pay or leave salary. If, for special reasons, it becomes necessary to grant an advance to any employee within six months of his retirement, he should be required to furnish security of a regular employee, who is not due to retire within one year before the advance is paid to him.
- (13) *Employees proceeding on foreign service and recovery of leave salary and pension contribution.* —Full particulars of the officers and staff proceeding in foreign service must be kept in record and it should be ensured that the recoveries on account of pension and leave salary

contribution in respect of officials on foreign service are effected and accounted for.

(14) *Recovery of leave salary and pension contributions in respect of University Employees on deputation to other department/ organization within Pakistan or abroad:*

- (i) Recovery of pension contributions at 33-1/3% of the mean of minimum and maximum of the pay scale of the grade held by the Employee concerned at the time of his proceeding on service in other department/ organization, plus other emoluments (reckonable for pension) which would have been admissible to him had he not been deputed on foreign service. The above prescribed rate of pension contributions shall apply to all University employees whether on deputation to service within Pakistan or abroad.
- (ii) The pension contributions in all cases shall be payable by such employers. However, in the case of employees presently on deputation to Foreign Service within Pakistan or abroad, pension contributions shall be paid by the foreign employers or the Employees concerned, as the case may be, according to the agreed terms of deputation.
- (iii) University Employees sent on deputation to Foreign Service, who are granted leave and paid leave salary by the foreign employers, shall not count the period spent on Foreign Service for earning leave under the University.

31. Grant of Pensionary Benefits to employee previously served under Government or Autonomous/Semi-Autonomous Organizations, Corporations and Commissions who was Appointed to posts in University:

- (1) In the case of an employee of a Government or an autonomous/semi-autonomous organization, who joins service in University, the employee concerned shall make payment of pension contribution to the University at the prescribed rate for the service he rendered with them.
- (2) An employee who has previously served in other pensionable Government departments/ organization may not bring his/her pension contributions from the previous employing department/ organization, then he/she is entitled for pension from the date of his/her appointment/ joining to the University of Turbat.

(3) The annual increment in the Basic Scale of Pay will accrue only on 1st day of the month of December following the completion of at least six months of such service at the relevant stage in that scale as counts for increment under the ordinary Statutes, provided that:

- i. a retiring employee shall be entitled to the usual annual increment, for the purpose of calculation of his pension only, on completion of six months' service in the year of his retirement irrespective of due date of 1st December following the completion of six months;
- ii. the Statutes regarding withholding of increments shall not be affected by this decision.

32. Grant of Usual Increment in the year of Retirement

- (1) The words "retiring employee" is applicable to both gazetted and non-gazetted employees.
- (2) The employees retiring during the period on and from 1st of June and 1st of December of a year are entitled to the usual annual increment, for the purpose of calculating pension.
- (3) The amendment is equally applicable to the employees expired during the above period.

33. Procedure for preparation of pension papers and sanction of pension

- (1) With a view to ensuring that a retiring employee begins to draw his pension on the date it becomes due, the following procedure should be followed by the authorities concerned;
 - i. The HR section of the Registrar office should start the preparation of pension papers in each case one year before the expected date of retirement without waiting for the formal application from the employee concerned, which is to be submitted not earlier than six months before the date of retirement.
 - ii. The HR section of the Registrar office responsible for initiating the case should start filling of the Pension Application Form one year before the expected date of retirement.
 - iii. Simultaneously, with the starting of preparation of pension papers of an employee, the department authorities should consult the records and see whether any recoveries are due from him. If there are any such dues, early steps should be taken to complete the recoveries of the dues before the date of retirement, if any disciplinary action in this behalf has to be

initiated, this should be done at once, so that it may be possible to finalize the case and complete the recoveries before the date of retirement. In case such action has already been initiated steps should be taken to finalize it as quickly as possible so that recoveries may be completed well in time. If any other disciplinary action is pending, it should also be finalized six months before the expected date of retirement.

- iv. The would-be pensioner should be asked to fill in and sign Part I in a fresh copy of the form and submit it along-with three specimen signatures, three photographs and two sets of thumb and finger impressions on the prescribed form, all duly attested.
- v. Part I of the working copy should then be filled in by copying from the signed copy received from the applicant. Similarly, Sections (2) to (5) of Part II of the signed copy should be filled in by copying from the working copy. Section I of Part II of both the forms should then be filled.
- vi. Requests for furnishing 'No Demand Certificate' should be made to all concerned at least six months before the date of retirement of the employee. If any demand is outstanding against the employee, it must be intimated not later than 15 days after the date of retirement (which should be specified in the request for 'No Demand Certificate'). In case the demand is not intimated within the above time limit the finalization of pension cases should not be held up on that account and the Department/Office which has failed to intimate an outstanding demand by the due date should be held responsible.
- vii. The payment of pension should not be held up merely for want of 'NO DEMAND CERTIFICATE'. In cases in which 'No Demand Certificate' is not available P.P.O. may be issued subject to the production of an undertaking, at the time of the first payment of the pension/gratuity, by the pensioner, or his family (in the case of his death) to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recoverable from the pension. Failure to intimate recoveries during this extended period should result in the amount involved being recovered from the official responsible for the delay. If any University dues are found to be outstanding against pensioner within one year from the date of issue of the P.P.O. the matter shall be referred to the Pension sanctioning authority for orders before any recoveries are actually effected from the pensioner.
- viii. "No Demand Certificates" in respect of all University accommodations occupied by an employee throughout his service are not necessary. Such a

certificate should be necessary in respect of only for the last year of University accommodation occupied by him before retirement.

- ix. The signed copy of the Pension Form should be forwarded to the sanctioning authority after filling up and signing Section (6) of Part II. The working copy may be retained in the initiating office as an office copy. Pension Application Form must be supported by such requisite documents as can be issued before the actual date of retirement. In case of Invalid Pension, invalidity certificate should be enclosed in original. Documents which cannot be issued till the date of retirement such as the Last Pay Certificate and the No Demand Certificate should be sent afterwards separately.
- x. *Last Pay Certificate.* —It shall be mandatory for the Establishment section of the Registrar office to issue Last Pay Certificate within 15 days of the date of retirement of an employee.
- xi. Where an employee is deceased and family pension is payable to the family the following documents have to be sent along-with the Pension Application Form:
 - a) Application (in original) from the widow/claimants.
 - b) Death Certificate (in original).
 - c) Postal Address (3 copies).
 - d) List of surviving members (3 copies).
 - e) Specimen signatures of widow/claimant(s).
 - f) Thumb and finger impressions of the widow/claimant.
 - g) Non employment certificate (3 copies).
 - h) A certificate to the effect that the widow had not judicially separated from her husband (3 copies).
 - i) A certificate that the widow had not re-married after the death of her husband.
- xii. The sanctioning authority should fill in Section (6) or Part II of the Form. The full pension admissible under the Statutes is not to be given as a matter of course, unless the service rendered has been really approved. If the service rendered has not been thoroughly satisfactory, the authority sanctioning the pension/gratuity should make such reduction in the amount of pension/gratuity as it thinks proper. However, no reduction in the amount of any pension can be made without affording to the person concerned, by means of a notice in writing, an opportunity to show cause against the proposed reduction.

- xiii. An employee compulsorily retired under the employees Efficiency and Discipline STATUTES, shall be entitled to pension or gratuity as admissible under normal Statutes and the certificate of ‘thoroughly satisfactory service’ is not required in his case.”
- xiv. After completion of Section (6) of Part II of the form the sanctioning authority should send the form to the Treasurer, along-with a forwarding letter.
- xv. The Registrar, after scrutinizing Part I and Part II and arriving at his own findings about the correct length of qualifying service and the amount of Pension and Gratuity admissible, record a gist of his findings from his working papers into Part III of the form.
- xvi. he Treasurer should issue the Pension Payment Order in case where all necessary documents/ information are available with him, a fortnight before the expected date of retirement.
- xvii. When the preparation of a pension case is started a Progress Sheet in the following form should be attached with it showing the dates by which specific action should be completed. This sheet should move with the pension case from the Registrar to the Treasurer and should be kept in record.
- xviii. Indemnity bond in compliance with SBPs instructions for payment of pension through bank branch, that, “I agree to indemnify you and keep you indemnified about liabilities with all sums of money whatsoever, including marks up of my pension account. I further undertake that my legal heirs, successors, executors shall be liable to refund excess amount, if any, Credit to my pension account either in full or in installment equal to such amount.”

SECTION 5

34. EMOLUMENTS RECKONED FOR PENSION

(1) Definition of terms ‘Emoluments and Average Emoluments

- (i) The term “emoluments” means the emoluments which the officer was receiving immediately before his retirement and shall include—
 - a) Basic Pay
 - b) Senior Post Allowance;
 - c) Special Pay of all types and nature;

- d) Personal Pay;
- e) Technical Pay;
- f) Qualification Pay;
- g) Increments accrued during leave preparatory to retirement;
- h) Any other emoluments which may be specially classed as Pay.

SECTION 6

35. PROCEDURE FOR PAYMENT OF PENSION

(1) Payment of Pension in Pakistan

- (i) *Beginning of payment of pension.* —The ordinary pension is payable from the date on which the pensioner ceases to be borne on the establishment.
- (ii) *Payment of Gratuity.* —A gratuity is paid in a single sum, and not by installments. An employee of the University shall be entitled for gratuity after completing 5 years of regular service in the University.
- (iii) *Payment of Pensions.* —A pension is payable monthly on and after the first day of the following month to the university pensioner as under:
 - a) An employee of the university who completed 10 years of regular service before reaching to age of superannuation.
 - b) An employee who has availed retirement after 25 years of regular service
 - c) An employee of the university who has availed retirement on medical grounds after serving 10 years of regular service.
- (iv) *Death of a Pensioner.* —A pension is payable for the day on which the pensioner dies, the hour at which death takes place has no effect on the claim.
- (v) On receipt of the Pension Payment Order, the disbursing officer should deliver one-half to the pensioner, and keep the other half carefully in such a manner that the pensioner, cannot have access thereto. All payments should be entered on both the halves and attested by the disbursing officer.
- (vi) A pensioner can draw his pension from an any branch of the National Bank of Pakistan.
- (vii) *Personal appearance of pensioners and payment through life certificate.* —As a rule, a pensioner must take payment in person after identification by comparison with the Pension Payment Order. A pensioner specially exempted by the University from personal appearance, or a female

pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in public in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a LIFE CERTIFICATE signed by a responsible officer of University or by some other well-known and trust worthy person. A pensioner of any description, who produces a life certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code, or by any pensioned officer who before retirement held a B-16 and above are exempted from personal appearance. In all such cases the disbursing officer must take precaution to prevent impositions and must, at least once a year, require proof independent of that, furnished by the life certificate, of the continued existence of the pensioner.

- (viii) *Drawing of pensions through Agents.* —A pensioner of any description, resident in Pakistan is exempted from personal appearance if he draws his pension through a duly authorized agent approved by University who must execute a bond to refund overpayments and produce at least once a year a life certificate signed by any of the persons authorized in para (vii) above. Such pensions should not be paid on account of period of more than a year after the date of life certificate last received.
- (ix) *Drawing of pensions by pensioners not residing in Pakistan.*—A pensioner not residing in Pakistan may draw his pension at any branch of the National Bank of Pakistan through a duly authorized agent who must either produce a certificate by a Magistrate, a Notary Public or a Banker or the Head of a Pakistan Mission abroad or a gazette officer duly authorized by him on each occasion, that the pensioner was alive on the date to which his pension is claimed, or execute a bond to refund overpayments and produce such certificate at least once a year.
- (x) *Arrears of pension.* —There shall be no restriction for the drawl of pension, if it falls into arrears. The arrears may be paid by the disbursing officer without any reference to the pension sanctioning authority.
- (xi) *Future good conduct as condition of payment.* —Future good conduct is an implied condition of every grant of pension. The University reserve to themselves the right of withholding or withdrawing a pension or any part of it, if the pensioner be convicted of serious crime or be guilty of grave misconduct. The decision of the President on any question of withholding or withdrawing the whole or any part of a pension shall be final and conclusive.
- (xii) *Taking part in elections and politics.* —Except with the previous sanction of the University, no pensioner shall, within a period of two years from the date of his retirement, take part in any election or engage in political activity of any kind. The contravention of this provision shall be deemed to be a grave misconduct.
- (xiii) *Attachment of pensions.* —No pension granted or continued by University on

political consideration, or on account of past service or present infirmities or as a compassionate allowance and no money due or to become due on account of any such pension or allowance, shall be liable to seizure, attachment or sequestration by process of any Court in Pakistan, at the instance of a creditor, for any demand against the pensioner or in satisfaction of a decree or order of any such Court.

(xiv) *Agreements for recovery from pensioner.* —All assignments, agreements, orders, sales and securities of every kind made by the person entitled to any pension, pay or allowance mentioned in Para (xiii), above in respect of any money not payable at or before the making thereof, on account of any such pension, pay or allowance, or for giving or assigning any future interest therein, are *null and void*.

(xv) *Recovery from pension on account of loss.* —The University has got the full right to order the recovery from the pension any amount due against him.

36. Disposal of cases of Overpayment of Pension

(1) Waiver of overpayment due to wrong calculation of pension.

For the purpose of dealing with the overpayments made so far, waiver may be allowed as follows: —

- i. The entire amount, if a pensioner/widow is more than 75 years of age on 30;
- ii. Half of the amount if a pensioner/widow is between 70 and 75 years of age;
- iii. One-third of the amount if the pensioner is between 65 and 70 years of age;
- iv. Full recovery may be made from pensioners/widows who are below 65 years of age.

(2) Steps to be taken by the Authorities concerned and the Retiring Employee for timely sanction of Pension

- i. in cases in which the date of retirement cannot be foreseen six months in advance the application shall be submitted immediately after the date of retirement is settled; and
- ii. an officer proceeding on leave preparatory to retirement in excess of six months, shall submit the application at the time of proceeding on such leave.

37. Statutes Regarding Qualifying Services

- (1) Any interruption in the service of an officer entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed by reinstatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
- (2) The Pension Sanctioning Authority the pension may commute retrospectively periods of absence without leave into extraordinary leave.
- (3) Last Pay Certificate: — it shall be mandatory for the Registrar to issue Last Pay Certificate within 10 days of the date of retirement of an employee.

38. Combination of Appointments

- (1) If an officer has held more than one appointment, 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 in the sum of the several pensions which would have been admissible to him if he had held each office separately and alone.
- (2) An officer is not entitled, for service in an office conjointly with another office, to any pension which would not have been admissible to him if he had held the office separately and alone.

SECTION 7

PAYMENT OF PENSIONS

39. GENERAL STATUTES

- (1) If, under special circumstances, a pension is granted long after an officer has retired, retrospective effect should not to be given to it without the special orders of the pension sanctioning authority which granted it; in the absence of special orders such a pension takes effect only from the date of sanction.
- (2) In case where considerable delay has occurred in making application for a Wound or Injury pension, it will be granted only from the date of report by the Medical Board, and no application for a gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury.

40. RELAXATION OF STATUTES

When the Pension Sanctioning authority is satisfied that the operation of any of these Statutes causes or is likely to cause undue hardship to a pensioner, it may, notwithstanding anything contained in these Statutes; deal with the case of such pensioner in such manner as may appear to him to be just and equitable by relying on the Government of Balochistan Pension Rules.

Provided that such action be reported to the Syndicate for consideration and appropriate decision for future course of action

41. INTERPRETATION/REMOVAL OF DIFFICULTIES

If any question arises relating to the interpretation of these Statutes, it shall be referred to the Syndicate which decision thereon shall be final.
