

“SAVE TREES & PROTECT ENVIRONMENT”



No.FD.SR-I/3-5/2015  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated: Lahore, the 7<sup>th</sup> January, 2019 (B)

**SUBJECT: GUIDELINES FOR PROCESSING OF CASES REGARDING CREATION OF POST OF OSD FOR FINANCIAL ASSISTANCE OF DECEASED**

It has been observed that expenditure wing refers the routine cases for creation of post of OSD for financial assistance of the deceased employees to the regulations wing which causes unnecessary delay in processing the case and cause inconvenience to the family of the deceased employees.

2. In order to curtail the agony of the family of the deceased all the sections of the expenditure wings are requested to examine the case properly in the light of Finance Department's letters No.FD.SR-I/3-10/2004, dated 15.08.2017, 12.09.2017 and 03.10.2017.

3. Further to facilitate the sections following guidelines are notified for the processing of the case for creation of post of OSD for the financial assistance of the deceased:

i. Provision of following information / documents may be ensured from the administrative department:

a) Attested proforma by the administrative department mentioning following details:

Sr. No	1.	2.	3.	4.	5.	6.	7.	8.
	Name of Deceased Civil Servant / Designation / Personnel No.	BPS	Basic Pay	Date of Birth	Date of Death	Date of Entry into Government Service	Period with date for creation of OSD	Name of Widow / Widower / family members

b) Detail of Grant No. Fund Centre, Cost Centre and Object Code where the post of the deceased officer / officials existed under regular budget and now to be created.

c) Attested copy of Obituary Notification.

d) Attested copy of CNIC of the deceased and the family members, in whose favour post is created.

e) Attested copies of first and last pages of the service book in case of non-gazetted officer.

f) Attested copy of Death certificate.

g) Attested list of family members duly issued by the Administrative Department would suffice the said purpose.

*(Handwritten signature)*

- h) Attested copy of last Salary slip.
- ii. The date of superannuation needs to be calculated from the date of birth as mentioned in service book in case of non-gazetted officers (copies of service book attested by the administrative department).
- iii. The date of superannuation needs to be calculated from the service period mentioned on the last salary slip in case of gazetted officers.
- iv. In case of discrepancy in calculation of age of superannuation from the date of birth from CNIC and date of entry in service on service book, the date on service book will be taken for calculation of age superannuation as per Rule 7.3 (Note-I) of Punjab Financial Rule volume-I.
- v. Finance Department has devised a list of family members to whom the financial assistance may be disbursed. It includes all the family members as provided in rule 4.10 of The Punjab Civil Services Pension Rules.
- vi. Order for creation of post of OSD must mention name of eligible family members in whose favour post is created, basic pay and pay scale of the post and time period for which post of OSD is created (beginning date is date of death and ending date is date of superannuation).
- vii. The expenditure of creation of post of OSD shall be borne by the administrative department from its own budget and same shall be mentioned in the order for creation of post of OSD. However, in case the department requires additional budget separate case for supplementary budget will be moved by the administrative department.
- viii. The deceased's family will be allowed salary alongwith annual increases in pay less conveyance allowance.
- ix. Draft order for creation of post of OSD is attached for reference.
- x. The approval for the creation of post of OSD will be granted by the concerned Additional Secretary Finance Department.
- xi. Audit copy will be authenticated with the approval of concerned Deputy Secretary Finance Department.

  
(MUHAMMAD SHARIF NADEEM)  
SECTION OFFI ER (SR-I)

C.C:

1. PS to the Secretary, Government of the Punjab, Finance Department.
2. PS to the Special Secretary (B&R), Government of the Punjab, Finance Department.
3. PAs to all the Additional Secretary, Government of the Punjab, Finance Department.
4. PAs to the all the Deputy Secretary, Government of the Punjab, Finance Department.

SAVE TREES & PROTECT ENVIRONMENT”



GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Subject: **FINANCIAL ASSISTANCE TO THE FAMILY OF A CIVIL SERVANTS WHO DIES WHILE IN SERVICE**

Will the Secretary to Government of the Punjab, \_\_\_\_\_ please refer to his letter No. \_\_\_\_\_ dated \_\_\_\_\_ on the subject noted above?

2. Finance Department agrees to create the post of OSD of \_\_\_\_\_ (BS- \_\_\_\_\_) in the office of \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_ for the payment of salary in favour of \_\_\_\_\_ widow of deceased / legal heir \_\_\_\_\_ in the light of Finance Department's letter No. FD-SR-1/3-10/2004 dated 15.08.20118, 12.09.2017, 03.10.2017 under Grant No. \_\_\_\_\_ subject to the expenditure involved would be met by the department from its existing allocated budget for the current financial year \_\_\_\_\_ after observing all codal/legal/procedural formalities.

3. Administrative Department may get Audit Copy authenticated by Finance Department accordingly.

4. Administrative Department is further advised to get the post added in the next year regular budget.

**SECTION OFFICER**

To

The Secretary,  
Government of the Punjab,  
\_\_\_\_\_

U.O.NO.FD \_\_\_\_\_

Dated Lahore, the \_\_\_\_\_, 2018.

**No. & DATA EVEN**

A copy is forwarded for information and necessary action to the Budget Officer \_\_\_\_\_, Finance Department, Lahore.