

Notification No.Regu.III/8(72)/75 dated 8.7.1975

Approval of Pro-Chancellor

ON

**THE UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
EMPLOYEES (PENSION) STATUTES, 1975**

CHAPTER-I

GENERAL

Short Title

1. These Statutes may be called the University of Engineering and Technology Employees (Pension) Statutes, 1975 and have been framed under Section 21(b) of the West Pakistan University of Engineering and Technology, Ordinance No.XXV of 1961, read with Section 29(1)(a) of the University Act, 1975.

Commencement

2. These Statutes shall have effect from 25th June, 1975.

Extent of Application.

3. Without prejudice to the provisions of Statute 53, these Statutes shall apply to all University Employees except the following:-
 - (a) University employees whose services have been transferred to the University in accordance with the Government of West Pakistan, Irrigation, Communication & Works Department Notification No.E.Edn.5/83-61/B, dated the 30th December, 1961;
 - (b) University employees who were entitled to the benefits of the West Pakistan University of Engineering and Technology, Employees (Contributory Provident Fund) Statutes, 1963 immediately before the 1st July 1971, and who opt to continue to be governed by those Statutes;
 - (c) University employees paid from contingencies or borne on work charged establishment;
 - (d) University employees engaged on contract or on special terms and conditions of service which contain no stipulation for pension under these Statutes;
 - (e) University employees engaged, otherwise than on contract, for a specified period or term which does not extend to the age of superannuation;

- (f) Any University employee or class of University employees who may be excluded by the Syndicate from the application of these Statutes;
- (g) Any University employee who holds a post which has been declared by the Syndicate to be non-pensionable;
- (h) 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
- (i) 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 meaning 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 Research, Extension and Advisory Services, the Registrar, the Treasurer and the Resident Auditor;
 - (c) "Medical Authority" for the medical examination of University employees for the purpose of granting invalid pension, commutation of pension or extraordinary pension means:
 - 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' and 'B'.
 - (d) "Ordinary Pension" means pension other than extraordinary pension.
 - (e) "Pension", except when used in contradistinction to gratuity, includes gratuity;
 - (f) "Contributory Provident Fund Statutes" means the West Pakistan University of Engineering and Technology Employees (Contributory Provident Fund) Statutes, 1963.
- (2) Other terms and expressions not specifically defined herein shall carry the meanings assigned to them in the West Pakistan University of Engineering and Technology employees (General Conditions of Service) University Ordinances, 1971.

Option

5. (1) Subject to the provisions of Statute 3, a University employee who was entitled to the benefits admissible under the Contributory Provident

Fund Statutes on the date of promulgation of these Statutes may within a period of 6 months from 25th June, 1975 opt to continue; 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) The option mentioned in paragraph (1) 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 which should be kept in Employee's personal file.

NOTE:- The Treasurer should note the communication, under his signature the date of its receipt and send an acknowledgement to the employee concerned.

- (3) The option once exercised or deemed 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 1963 for a part of his service and for these Statutes for the other part. The option must relate to the whole of his service in this University.

- (4) In the case of a University employee who was in service on the 1st July, 1971 and who does not opt to continue to be governed by the Contributory Provident Fund Statutes:-
- (a) the amount of subscriptions paid by him to the Contributory Provident Fund together with the amount of interest accrued thereon shall be retained in his voluntary Provident Fund and shall be paid to him at the time of his retirement;
 - (b) the amount of contribution, made by the University to his Contributory Provident Fund, with the amount of interest accrued thereon, shall be credited to the Pension Fund of the University; and
 - (c) the service rendered by such University employee from the date of joining the Contributory Provident Fund, shall subject to the Statutes for reckoning service qualifying for pension, count as such service and the provisions of the West Pakistan University of Engineering and Technology Employees (Contributory Provident Funds) Statutes, 1963 shall cease to be applicable to him.

Authority Competent to Sanction Pension/Gratuity/ Commutation.

6. Unless otherwise expressly provided, the authority competent to sanction the grant of pension 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 against the orders of the Vice-Chancellor shall lie to the Syndicate and that

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/- or as revised 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 University of Engineering and Technology Employees (Punjab Employees Efficiency, Discipline and Accountability Act, 2006) 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 is 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/commutation 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, he may be granted a

compassionate allowance not exceeding two-third of the pension which would have been admissible to him if he had retired on invalid pension.

Pension/Gratuity/Commutation Payable in Rupees in Pakistan.

11. Pension/Gratuity/Commutation is payable in rupees in Pakistan and should 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 undue hardship to the individual.

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 under the University administration, is paid from the University fund, and is not non-pensionable.

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.

Service which Qualifies for Pension

15. (1) Temporary and officiating service shall count for pension or gratuity/commutation in the following cases:-
- (a) continuous temporary service for more than five years rendered by a University employee borne on temporary establishment;
 - (b) temporary or officiating service followed by confirmation; and
 - (c) 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 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 leaves, other than extraordinary leave, counts as qualifying service for pension.
- (6) When pensionable military service 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/commutation

received in lieu of pension on or since discharge from military service is refunded to the University in lump sum or in monthly instalments not exceeding 36.

NOTE: The military service of the individual concerned and the amount of gratuity/commutation 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 on deputation to 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.

Forfeiture of past Service.

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

- (i) Resignation from University service.
- (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.

Condonation of Interruptions/Deficiencies in Qualifying Service.

17. (1) A deficiency of six months or less in the qualifying service of a University employee shall be deemed to have been condoned.
- (2) 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 on the abolition of his permanent post, provided that except for such contingency he would have completed another year of qualifying service;
 - (b) the service rendered by the University employee was meritorious.
- (3) 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 Pension.

18. Pensions are divided into four classes namely:-

- (i) Compensation Pension;
- (ii) Invalid Pension;
- (iii) Superannuation Pension;
- (iv) Retiring Pension;

NOTE: Extraordinary Pension is dealt with in Chapter VIII.

Compensation Pension.

19. If a permanent University employee is selected for discharge owing to the abolition of his permanent post or owing to change in the nature of the duties of that post, 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/commutation or both to which he may be entitled for the service he has already rendered;
- (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 bodily or mental infirmity.
- (2) Complete incapacity for service must be established by a medical certificate prescribed in paragraph (3) below:-

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

NOTE(ii) 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.

- (3) 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 by his own statement is _____ 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 am (We are) of the 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 _____ month(s), be fit for further service of a less laborious character than that which he has been rendering).

- (4) 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 60 years.

Retiring Pension.

22. A retiring pension is granted to a University employee who not being eligible for superannuation pension:-
- (a) opts to retire on or after qualifying service of 25 years;

- (b) is retired by the competent authority on or after qualifying service of 25 years;
- (c) is compulsorily retired from service by the authority competent to remove him for service under the provisions of the University of Engineering and Technology Employees (Efficiency and Discipline) University Statutes, 1975, on ground of inefficiency, misconduct, subversion or corruption.

Provided that a University employee who opts to retire under clause (a) shall send a written intimation of such option to his appointing authority at least three 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 PENSION SECTION I- 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 Maximum 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 a qualifying service of 10 years or more.

Note:-The following provisions are added for implementation in the University as per Notification No.Regu.III/8(82)/92/97 dated 25.06.2002.

“12 Retirement from Service—(1) Civil servant shall retire from service

- (i) On such date after he has completed twenty years of service qualifying for pension or other

retirement benefits as the competent authority may, in public interest, direct; or

- (ii) Where no direction is given under clause (i) on the completion of the sixtieth year of his age.
- (2) No direction under clause (i) of sub-section (1) shall be made until the Civil Servant 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.

It is clarified that there is no provision in the Civil Servants Act, 1973 under which a civil servant can seek voluntary retirement on completion of twenty years of service qualifying for pension and other retirement benefit. However, all Government servants have the right to seek retirement – if they so desire – on completion of twenty five years service qualifying for pension and other retirement benefits (under CSR 465-B).

**REVISED PENSION TABLE UNDER NOTIFICATION
NO.REGU.III/8(82) DATED 29.05.1983**

Completed years of Qualifying service	Scale of pension expressed as fractions of average emoluments.
1	2

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	210/300

- a) * (Further a benefit to the extent of 2% of gross pension for each extra year of service beyond 30 years qualifying service to a maximum of 10% shall be allowed. (suspended by 'c' below)
- b) * The Governor of the Punjab has been pleased to decide that with effect from 1st July, 1986 the pension of a civil servant who shall retire on or after this date shall be calculated at the existing rate on last pay/emoluments drawn provided the post has been held by

* Added under Notification No.Regu.III/8(86) dated 14.12.1986

him on a regular basis, otherwise pension shall be calculated on average emoluments as admissible prior to the issue of this letter. The existing employees shall have the option to have their pension calculated either on the basis of last pay/emoluments drawn or on 12 months average emoluments whichever is more beneficial to them. No option will, however, be available to persons entering service on or after 1st July, 1986 and in their case pension shall be calculated at the prescribed rate on last pay/emoluments drawn.

- c) The additional benefit of 2%-10% for extra years of service after completion of 30 years of qualifying service in respect of pensioner shall be discontinued.

EMPLOYEE MAY SURRENDER UP TO 25% OF PENSION TO EARN GRATUITY/COMMUTATION.

27. * The University employee in pensionable service who retires after completion of 10 years service or more if he so wishes, may at any time during the expiry of one month from the date of his retirement, ask for gratuity/Commutation upto 25% of his gross pension admissible to him under Statute 26 together with remaining net amount of pension, the gratuity/commutation in view of pension so surrendered shall be paid in accordance with Statute 29.

** Noted:- Commutation upto ***35% of gross pension shall be admissible at the option of pensioner.

GRATUITY WHEN EMPLOYEE LACK QUALIFYING SERVICE FOR PENSION.

28. *(1) (a) If a permanent University employee who has rendered a qualifying service of more than 5 but less than 10 years retires due to a reason other than invalidation or is discharged owing to the abolition of, or a change in the nature of the duties of his permanent post, a gratuity not exceeding one months' pay for each completed year of qualifying service, subject to a maximum of Rs.12500/- shall be granted to him on retirement or discharge.

* Substituted vide Notification dated 29.5.1983

** Regulation III/38(94)/72 dated 21.11.2001

*** No.FD.PC.2-1/2005, dated 16 July, 2005 & UET Notification No.Regu-III/38(94)/05/867, dated 13.10.2005

GRATUITY IN LIEU OF 1/4TH SURRENDERED PENSION AND FAMILY PENSION.

REVISION OF RATES OF COMMUTATION AND ABOLITION OF GRATUITY.

29. ^{*}(1) That under the existing rules a civil pensioner is eligible to commute at his option 50% of his gross pension. He has also the option to draw 1/4th amount of gross pension as gratuity and 1/4th the amount thereof as commutation. The Governor of the Punjab has been pleased to decide that w.e.f. 1.7.1986 gratuity shall be abolished altogether, Commutations upto 50% of gross pension shall, however, continue to be admissible at the option of a pensioner.

Under the existing rules if a civil servant dies while in service gratuity in lieu of one-fourth of the gross pension is allowed. In such cases, the rate of gratuity as from 1.7.1986 will be determined on the basis of age next birthday of the deceased civil servant in accordance with the new commutation table.

- (2) ^{**} The family pension will be admissible to the widows for life or until re-marriage of the widow. In the case of death of the widow, the family pension will be admissible to the sons, if any, until they attain the age of 21 years and the unmarried daughters, if any, until they are married or attain the age of 21 years, whichever is earlier.
- (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: (i) Where commutation of pension is admissible under these Statutes it shall not exceed half of full pension.

NOTE: (ii) 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: (iii) 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.

* Substituted under Notification No.Regu-III/8(86) dated 14.12.1986.

** Added under Notification No.Regu-III/8(83) dated 26.9.83.

NOTE:(iv) This Statute will also apply to compassionate allowance.

B-GRATUITY/COMMUTATION

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: (i) A child means a legitimate child or an 'adopted child' if under the personal law applicable to the University employee concerned. Adoption is legally recognized as conferring on the adopted child the Status of a natural child.

NOTE: (ii) 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: (iii) 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

Nomination.

31. (1) A University employee may, as soon as he /she completes a qualifying service of five years make a nomination 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 nomination.

- (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 the 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 in writing to the Treasurer, and send a fresh nomination, if he/she so desires, alongwith 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) of (a) above or on the occurrence of any event by reason of which the nomination becomes void under paragraph (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 nomination made or a notice of cancellation given by a University employee, note on it the date of its receipt, enter it in a register maintained for the purpose 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.

Procedure for Payment of Gratuity/Commutation to Nominees and other Members of Family.

32. When the amount of gratuity/commutation has become payable, it shall be the duty of the Treasurer to make payment in the following manner:-
- (a) The amount of the gratuity/commutation 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/commutation 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 Sub-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 whole or a part of the gratuity/commutation is not covered by a valid nomination, the whole of the gratuity or its uncovered part, as the case may be, 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/commutation 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/COMMUTATION IS NOT PAYABLE

- 33. No gratuity/ commutation 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 assigned to it in Statute 30 and shall also include the University employee's relatives mentioned in clause (d) of Statutes 32.
- (2) (A) A family pension sanctioned under this Section shall be allowed as under:-

- (a) (i) 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 her husband.
- (ii) 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 $\frac{1}{4}^{\text{th}}$ 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 had predeceased him in addition to the widow and her children, if any.
- (iii) 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 the 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 $\frac{1}{4}^{\text{th}}$ of the pension and the remaining amount distributed equally among the eligible children.
- (b) 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 (a) and (b) of Sub-paragraph (A) the amount should be calculated to the nearest paisa.
- (c) Failing (a) and (b), to the eldest widowed daughter.
- (d) Failing (a) to (c), to the eldest widow of a deceased son.
- (e) Failing (a) to (d), to the eldest surviving son of a deceased son.
- (f) Failing (a) to (e), to the eldest unmarried daughter of a deceased son.
- (g) Failing (a) to (f), 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:-
- (a) to the father;
- (b) failing the father, to the mother;

- (c) failing the father and the mother, to the eldest surviving brother below the age of 21 years.
 - (d) Failing (a) to (c) to the eldest surviving unmarried sister; if the eldest sister marries or dies, then to the next eldest;
 - (e) Failing(a) to (d), 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 of his attaining the age of 21 years;
 - (d) to a person who is not member of a University employee's family.
- (3) 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 in clauses (a) and (b) of sub-paragraph (A) of paragraph (2) above.
- (4) (a) If the pension awarded under clause (a) or clause (b) 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 recipient in equal shares.
- (b) If a family pension awarded under a provision other than that awarded under clause (a) or clause (b) 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 regranted to the person next lower in the order mentioned in paragraph (2).
- (5) The authority competent to sanction the grant of pension may allow the payment of family pension and/or shares of gratuity/commutation 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/commutation 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/commutation 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 PENSION/GRATUITY/COMMUTATION.

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/commutation 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 (3) 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 Resident Auditor.
- (4) The Resident 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 Resident 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.

***COMMENCEMENT OF ORDINARY PENSION/GRATUITY/
COMMUTATION.***

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/commutation, shall be paid in a single sum.

CHAPTER – VI

ANTICIPATORY PENSION/GRATUITY/COMMUTATION.

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:-
- (a) 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.)
 - (b) Where the pension exceeds Rs.100/- per mensem, the anticipatory pension equal to $\frac{4}{5}$ th 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 ANTICIPATORY PENSION/GRATUITY/COMMUTATION.

38. The payment of the anticipatory pension/gratuity/commutation 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 the gratuity admissible in anticipation of the completion of the enquiries necessary to enable the University to fix the amount of pension/gratuity/commutation, I hereby acknowledge that my pension/gratuity/commutation is subject to revision on the completion of the necessary enquiries, and I promise to accept the amount of pension/gratuity/commutation to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension/gratuity/commutation so determined.”

COMMUNICATION OF 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 thereto shall

be endorsed to the Resident 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/
COMMUTATION NOT TO BE DELAYED.***

41. The payment of the anticipatory pension/gratuity/commutation shall be so arranged that it is not delayed beyond the first day of the month following the months 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 sum 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.

*Note:- Commutation upto 40% of gross pension shall be admissible at the option of pensioner.

APPLICATION FOR COMMUTATION AND ADMINISTRATIVE APPROVAL.

44. An application for commutation should be submitted by the applicant in Form 5 (Pen.) to the Treasurer through the Head of the Department concerned. 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 APPLICATION AND MEDICAL EXAMINATION WHERE NECESSARY.

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 and forward to him one copy of Form 7 (Pen.). The Treasurer shall at the same time instruct the applicant to appear for examination before 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

* Regu.III/38(94)/72 dated 21.11.2001.

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 III and in the case of a University employee of Class 'B' and Class 'C' 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/-per month.

- *45. a) If the commutation was asked for within one year of the date of retirement then on receipt of the sanction of the competent authority the Treasurer shall arrange to pay the lump sum sanctioned amount.
- b) If the applicant asking for commutation was made on the completion of one year from date of retirement or later the following procedure shall be followed.

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

* Added vide Notification dated 29.5.1983

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 received intimation of the finding 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 COMMUTATION 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 MISCONDUCT

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 examinations 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. 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.

PAYMENT OF COMMUTED VALUE TO FAMILY IN CASE OF PENSIONER'S DEATH.

51. If a pensioner, a 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 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:-

*** ANNEXURE TO THE FINANCE DEPARTMENT'S LETTER
NO:FD-SR-III-4-58/86-D, DATED THE 10TH AUGUST, 1986
TABLE FOR CALCULATING THE COMMUTED VALUE OF PENSION**

Age next birthday	Number of years purchase	Age next birthday	Number of years purchase
20	50.6304	50	22.8911
21	49.6676	51	22.0658
22	48.7066	52	21.2563
23	47.7467	53	20.4638
24	46.7884	54	19.6896
25	45.8314	55	18.9348
26	44.8758	56	18.2002
27	43.9215	57	17.4860
28	42.9688	58	16.7925
29	42.0179	59	16.1191
30	41.0089	60	15.4649
31	40.1218	61	14.8290
32	39.1767	62	14.2105
33	38.2336	63	13.6090
34	37.2929	64	13.0239

* As notified vide Regu.III/(8)/86 dated 14.12.1986

35	36.3551	65	12.4549
36	35.4203	66	11.9017
37	34.4885	67	11.3643
38	33.5603	68	10.8428
39	32.6361	69	10.3371
40	31.7160	70	9.8472
41	30.8007	71	9.3729
42	29.8907	72	8.9142
43	28.9800	73	8.4708
44	28.0891	74	8.0427
45	27.1990	75	7.6299
46	26.3172	76	7.2322
47	25.4444	77	6.8496
48	24.5816	78	6.4818
49	23.7301	79	6.1287
		80	5.7901

ANNEXURE-II

**FINANCE DEPARTMENT'S LETTER NO.PC.2-1/2001
DATED 22ND OCTOBER, 2001**

**EXISTING AND REVISED PAY SCALES
COMMUTATION TALBE**

Age next Birthday	No. of years Purchased	Age next Birthday	No. of years Purchased
20	40.5043	51	17.6526
21	39.7341	52	17.0050
22	38.9653	53	16.3710
23	38.1974	54	15.7517
24	37.4307	55	15.1478
25	36.6651	56	14.5602
26	35.9006	57	13.9888
27	35.1372	58	13.4340
28	34.3750	59	12.8953
29	33.6143	60	12.3719
30	32.8071	61	11.8632
31	32.0974	62	11.3684
32	31.3412	63	10.8872
33	30.5869	64	10.4191
34	29.8343	65	9.9639
35	29.0841	66	9.5214
36	28.3362	67	9.0914

37	27.5908	68	8.6742
38	26.8482	69	8.2697
39	26.1009	70	7.8778
40	25.3728	71	7.4983
41	24.6406	72	7.1314
42	23.9126	73	6.7766
43	23.1840	74	6.4342
44	22.4713	75	6.1039
45	21.7592	76	5.7858
46	21.0538	77	5.4797
47	20.3555	78	5.1854
48	19.6653	79	4.9030
49	18.9841	80	4.6321
50	18.3129		

*** ORDER OF THE GOVERNOR
ON
RATE OF COMMUTATION OF RETIREMENT OF A CIVIL SERVANT
ON 60 YEARS OF AGE.**

- (I) Under the existing rules a civil servant can apply for commutation before the age of sixty years but he is allowed commuted value at the rate prescribed for 61 years of age under the commutation table. The Governor of the Punjab has been pleased to decide that a civil servant retiring on or after 1-7-1986, after attaining the age of 60 years shall be allowed commuted value of pension as applicable at the age of 60 years instead of at the age of 61 years if he applies for commutation while in service.

In all other cases the commuted value of pension shall continue to be admissible under the formula of "age next birthday" as here to fore.

- (II) Under the existing rules if a civil servant dies while in service gratuity in lieu of one-fourth of the gross pension is allowed. In such cases, the rate of gratuity as from 1.7.1986 will be determined on the basis of age next birthday of the deceased civil servant in accordance with the new commutation table referred above.

* Added Under Notification No.Regu-III/8(83) dated 16-12-1986

CHAPTER –VIII

EXTRAORDINARY PENSION

Entitlement to Extra-ordinary 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) the amount of 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.
54. 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 $\frac{1}{2}$ 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.

Grant of Extra-ordinary Pension no bar to Grant of ordinary pension/gratuity/commutation

55. The extraordinary pension may be granted to a University employee even if he is not invalided 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.

Commencement of Extra-ordinary Pension.

56. The grant of an extraordinary 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 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.

No Extra Ordinary Pension to persons dismissed or removed for misconduct.

57. Every grant extra-ordinary pension under this Chapter is subject to the provisions of Statutes 8 and 10.

Provisions of Ordinary Family Pension to apply if not Inconsistent.

58. The provisions of the Statutes relating to ordinary family pension shall apply to extraordinary family pension is 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 extraordinary injury pension or extraordinary family pension is preferred the Head of the Department under whom the injured or deceased University 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 Syndicate 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.

***CLASSIFICATION OF DISABILITY**

62. For the purpose of this Chapter disability shall be classified as follows:

CLASS 'A'

1. Loss of a hand and a foot or loss of use of two more limbs.
2. Total loss of eye-sight.
3. Total loss of Speech.
4. Total deafness of both ears.
5. Paraplegias or hemiplegia.
6. Lunacy.
7. Very sever facial disfigurement.
8. Advanced cases of incurable.
9. Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated.
10. Emasculation.

NOTE: Wounds, injuries or diseases of limb resulting in damages 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 held on walking in case of leg or does not held in holding an object even with partial efficiency, it should be considered as total loss of function. These cases will also be included in this class where the earning capacity of the University employee has been totally imparied due to the invaliding disability.

CLASS 'B'

1. Loss of a thumb or at least three fingers of hand.
2. Partial loss of one or both feet at or beyond tarsometatarsal joint.
3. Loss of vision of one eye.
4. Loss of all toes of one or both feet.

* Added under Notification No.Regu.III/8(82) dated 29.5.1983

CLASS 'C'

1. Limited restriction of movement of joint due to injuries.
2. Disease of a limb restricting performance of duties.

GENERAL NOTE:

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 corresponding those given above.

63. PRINCIPLES AND PROCEDURE FOR DETERMINING ATTRIBUTABILITY TO SERVICE OF DISABILITY

- (A) Casualties due to wound or injury:-
- (1) It should be established in such cases that the cause of casualty was the result of duty in service.
 - (2) Where the injury resulted from the risk in-herent in service attributability will be conceded.
 - (3) An individual is on duty for 24 hours of the day except when on leave other than casual leave.
 - (4) An individual will be deemed to be in the performance of duty when:-
 - (i) he is physically present in his headquarters;
 - (ii) he is travelling on leave at university expense;
 - (iii) he is travelling to or from duty (e. g. from residence to place of duty and back but not whilst he is in his residence);
 - (iv) whilst travelling on duty i.e. where it is establish that but for the duty he would not have been travelled at all.
 - (5) Disability resulting from purely personal acts such as shaving or similar private pursuits would not normally be treated as attributable to service.
 - (6) Disability resulting from violence provoked by performing of duty will be viewed circumstances of the case warrant a different conclusion.
 - (7) If circumstances are such that service played no part in the causation of disability, attributability will not be conceded.

Illustration- If a person driving a motor cycle etc. on duty, collides with a truck the injury received may be attributed to a service but if he is out for a walk and sustains injury from a passing truck, his case will not qualify for the concession.

(B) Casualties due to Disease:-

- (a) 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

- (b) 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 risk which cannot be regarded as peculiar to such duty in service.
 - (c) Where a disease or its aggravation resulted from the risk of duty attributability/aggravation will be conceded.
 - (d) All cases of tuberculosis and bronchial as-thma will be accepted as attributable to or aggravated by service where the medical opinion is in favour of the acceptance.
 - (e) Attributability/aggravation in all cases of cardiac disease will be determined in accordance with the guide lines mentioned at the end of this part.
 - (f) Where medical or other supporting documents are incomplete, cases will be dealt with on merits with due regard to medical opinion and other evidence. Guide lines for determining attributability/aggravation in cases of cardiac disease.
- (1) There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pin-point 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:-
- (a) 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 trunk/bundle, pushing a stalled vehicle or an up-hill climbing have in many instances been followed by an attack of Coronary occlusion. The effect 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.

- (b) Emotional Strain. The occurrence of Coronary disease in persons who had been under an 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 ward of attributability/aggravation depends on their candid opinion.

64. Disability pension and gratuity shall be allowed at the following scale:-

CHILDREN PENSION

In case of death, these shall be allowed at the following scale:-

Class of Injury	Pension	Gratuity	Child without own mother	Child with own mother living	Paragraph -6
A.	20% of pay subject to a maximum of Rs. 600/- and a minimum of Rs. 100 p.m. (Note-After death it will devolve on the widow).	6 months pay	5% of pay subject to a maximum of Rs.100 and a minimum of Rs.50 per child.	2 ½% of pay subject to a maximum of Rs. 50 and a minimum of Rs.25 per child.	
B.	15% of pay subject to a maximum of Rs. 450 and a minimum of Rs. 75 p.m.	Nil	4% of pay, subject to a maximum of Rs. 80 and a minimum of Rs. 40 per child.	2% of pay subject to a maximum of Rs.50 and a minimum of Rs.25 per child.	
C.	15% of pay subject to a maximum of Rs.450/- and a minimum of Rs.75 p.m.	Nil	Nil	Nil	

	20% of pay subject to a maximum of Rs.600 and a minimum of Rs.100 per month	6 months pay	5% of pay, subject to a maximum of Rs.100 and a minimum of Rs.50 per child.	2½% of pay subject to a maximum of Rs.50 and a minimum of Rs.25 per child.	
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NOTE: As at present, the pensions/gratuities mentioned in this para, will be in addition to the pensions and/or gratuities mentioned in Statutes, 26, 27 and 29.

The classification of disabilities and the criteria for determining whether these were attributable to service, have been detailed in Statutes 26(1) 62 & 63 and to express the hope that necessary precautions will be taken by all concerned in determining this question.

65. In the case of pensioners who retired before 1st March, 1972, they shall have the following choice in recalculating their retirement pensions:-

- i) To have their pensions recalculated on the basis mentioned in Statutes 26(1) above, on their average emoluments without dearness increases sanctioned before 1st January, 1977;

OR

- ii) to receive an increase of 5 percent (in the case of employees who retired between 1st July, 1963 and 29th February, 1972) or 12 ½ percent (in case of employees who retired upto 30th June, 1963) over their existing gross pension plus dearness increases admissible thereon. For the purpose of these commutations, the average emoluments, as calculated at the time of retirement, will remain the same. Gratuity will not be revised or recalculated. Commutation will be allowed on the basis of the original gross pension.

66. If the demise of an existing pensioner occurs, or occurred, family pension shall be admissible for unexpired portion of 10 years.

67. Family pensions sanctioned with effect from 1st March, 1972, or later shall continue as above.

68. A University employee seeking the benefits allowed under these amendments/addition to Statutes shall apply to the officer who issued his PPO and while doing so, shall mention the number of his PPO.

69. The provisions of these amendments/additions to the Statutes will take effect from the 1st March, 1972, but the financial benefits shall be paid with effect from the 1st February, 1977.

The existing Statutes 62 to 66 of Chapter IX may be renumbered 70 to 74.

CHAPTER –IX

THE PENSION FUND

MANAGEMENT OF THE PENSION FUND

70. The management of the Pension Fund shall vest in the Syndicate which may, from time to time, issue general or specific directions as may be consistent with these Statutes as to:-
- (a) the conduct of the business of the pension fund:
 - (b) any matter relating to the Pension Fund, or its management of the investment of sums at the credit of the Pension Fund, or the privileges of the depositors not herein expressly provided for, or vary or cancel any Rule or direction given.

NAME OF ACCOUNT IN WHICH INVESTMENTS OF THE PENSION FUND ARE TO STAND.

71. All sums paid into the Pension Fund, under these Statutes shall be credited in the books of the University to an account named "The University of Engineering and Technology Employees Pension Fund Account". All investments of the Pension Fund and the Banking account of the Fund shall be in the name of the Pension Fund.

DEPOSIT OF FUND

72. The Accounts Officer shall from time to time pay into any scheduled Bank selected by the Syndicate, to the credit of the Pension Fund to an account to be opened in the name of the Pension Fund, all moneys received on behalf of the Fund. All moneys to the credit of such account shall be dealt with only in accordance with the Statutes.

INVESTMENTS

73. All moneys from time to time contributed to the Pension Fund by the University or occurring by way of interest or otherwise to the Pension Fund and not immediately required for the purpose of the Pension Fund shall from time to time be invested in the name of the Pension Fund at the discretion of the Syndicate in securities authorised by the Trust Act, 1882.

AUDIT

74. The Accounts of the Pension Fund shall be audited in the same manner as the other accounts of the University.

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

Name & designation _____

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 predeceasing the University employee.
1.	2.	3.	4.	5.

Date this _____ day of _____ 20____ at _____

Signature of the
University Employee.

Signature of Witnesses with full names, address & date:

1 _____ 2 _____

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

Nomination by _____ Designation _____

Department/Office _____

Is forwarded to the Treasurer for record.

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

Name & Designation

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 address of the 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.
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>

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 _____ 20_____ at _____

Signature of the

University Employee

Signatures of Witnesses

With full names, address and date.

1. - _____

2. _____

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

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

Nomination by _____ Designation _____

Department/Office_____ is forwarded to the Treasurer for record.

Signature of the Head of Department.

Dated_____

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,
University of Engineering & Technology,
Lahore.

Sir,

1. I have the honour to say that I **have retired **have been **am due to retire permitted to retire from University service with effect from -----(date) F.N./A.N. I, therefore, request that the pension admissible under the statute 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 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 University of Engineering and Technology 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 signature of mine.
 - (ii) Three photographs of mine.
 - (iii) ***Two sets of my thumb and finger impressions on the prescribed form.

Yours obedient servant,

(Signature_____

(S/O_____

Post held on the date of retirement @ postal address

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.

* To be addressed to the authority competent to sanction the pension.

** Delete inapplicable alternative.

*** Not required in the case of University Employees of Class (A).

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.....

(Commencement of service)

9. Date of _____(retirement_____
- (Application for pension_____

10. Length of service, including interruptions, is _____ Opt
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 -

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.

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 _____

Add“ _____

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.

From	to	Period
Y	M	D

- (i) Period 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. PS	RS. PS.

The total emoluments for _____

Therefore “average emoluments”

Work out to _____ Rs _____ 1/36Rs. _____

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- RS. _____

Cum-Gratuity Scheme) Amount of net ordinary pension.. RS. _____

SECTION (4) – CALCULATION OF GRATUITY(N.A)

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. 187/173/160

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 Resident 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 of 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 _____.

3. 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 retired or his family should be asked in the 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 lump sum or in monthly instalments as was the case before University employees retirement before death and recoveries should be made.

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.

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 & 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 mensem)
- (2) Gratuity (for six months Rs. _____) (in words and figures per mensem)

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.
 - (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 $\frac{1}{4}^{\text{th}}$ thereof;
 - (b) the amount of $\frac{1}{4}^{\text{th}}$ 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._____

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/commutation 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/commutation so determined.

Signature of the University
Employee with full address and
date.

Signature of Witnesses with
Full name, addresses and date.

1. _____
2. _____

* 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 orders of the Syndicate" will be scored out.

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

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 every question below:-

Place _____ Signature _____

Date _____ Address _____

Questions:Answers.

- | | | |
|----|--|-------------------|
| 1. | What is the date of your birth? | 1. _____ |
| 2. | If you are already drawing a pension, what is its class/amount (quote the number and date of the letter sanctioning it) ?. | 2. _____
_____ |

- | | | |
|----|--|-------------|
| 3. | a) Have you already commuted a portion of your pension ? If so, give particulars. | 3 (a) _____ |
| | b) Has any application from you for commutation of pension ever been rejected, or have you ever <u>accepted</u> declined to accept | (b) _____ |

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 do you wish your commutation money to be sent ? | 4. _____ |
| 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). | 5. _____ |

Signature of the applicant

Forwarded to the Treasurer,
University of Engineering and Technology, Lahore.

Signature

Designation of the Head of Department

FORM 6 (PEN.)
(Referred to in Statute 44)
PART I

REPORT OF THE TREASURER

Subject to the medical authority recommending commutation and 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 become 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
 University of Engineering & Technology,
 Lahore.

PART II

The commutation for a lumpsum 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 birth day next after the date on which the commutation become absolute, or, if the medical authority directs that years shall be added to that age, to the consequent assumed age.

2. The Treasurer, University of Engineering and Technology, Lahore, will arrange for the medical examination of the applicant and inform him direct where and when he should appear for the Exam. 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.

Station	By Order of the Syndicate.
Date	*Signature _____
To	Designation _____

(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.

FORM 7 (PEN)
(Referred to in Statutes 46, 47 & 50)
COMMUTATION OF PENSIONS

Medical Examination by the _____ (there 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?

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 University of Engineering and Technology Employees (Pension) Statutes, 1975.

Applicant's signature or
left hand thumb impression
Signed in the presence
of _____
Affixed _____

(Signature and designation
of the medical authority.)

FORM 7 (PEN.)**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 identifying marks.
12. Any additional information bearing on the condition of the applicant's health.

Station _____
 Dated. _____

(Signature and designation of
 examining medical authority)

PART III

I/We have carefully examined _____ and/are of 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 for the purpose of commutation i.e., his age next birthday should be taken to be _____ years more than his actual age.

(left hand thumb and finger impressions of the 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.

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 of the
 Applicant Thumb, fore-finger,
 middle-finger, Ring finger and little
 finger.

17. Date on which the application applied for pension.

Signature of the Head of
 Department.

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

FORM 9 (PEN.)
(Referred to in Statute 59 (1))
FORM OF APPLICATION FOR FAMILY PENSION

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

Submitted by the _____

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

Description of Claimant	1. Name and residence showing village, Tehsil and District.	
	2. Age.	
Description of deceased	3. Height	
	4. Race, Caste or tribe	
	5. Marks for identification.	
	6. Present occupation and pecuniary circumstances	
	7. Degree of relationship to deceased.	
	8. Name .	
	9. Occupation and service	
	10. Length of service	
	11. Pay when killed	
	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.	
	Name	Date of birth by Christian era
	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 "none" or "dead" should be entered in the space against such relative.

Signature of the Head of
Department.

Place _____

Dated: _____

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

FORM 10 (PEN.)
(Referred to in Statute 59 (1) (c))
FORM TO BE USED BY MEDICAL AUTHORITY WHEN REPORTING OF
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 _____ at _____ (Place of injury, etc) on the disease contracted by _____ (date of injury etc):

- a) State briefly the circumstances under which the injury/disease was sustained/contracted.
- b) What is the University employee's present conditions?
- c) Is the University employee's present condition wholly due to the injury/disease
If not, state to what other causes it is 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 question below is as follows:-
As to first injury As to second injury (if any) As to third injury(if any)
- (1) Has 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 answers 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 answers to (1), (2) and (3) are in the negative, is the injury severe?
- (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 a subsequent medical board for renewal of award.

**INSTRUCTIONS TO BE OBSERVED BY THE MEDICAL BOARD
PREPARING THE REPORT**

1. The Medical Board before recording their opinion should invariably consult the proceedings of previous medical boards, if any, as also all previous medical documents connected with the University Employees brought before them for examination.
2. If the injuries be more than one, they should be numbered and described separately and, should it be considered that, for instance, though only "severe" or "slight" in themselves, they represent together the equivalent of single "very severe" injury, such an opinion may be expressed in the columns provided.
3. In answering the questions in the prescribed form the Medical Board will confine itself exclusively to the medical aspect of the case and will carefully discriminate between the University Employees unsupported statements and the medical and documentary evidence available.
4. The Board will not express any opinion either to the University Employees examined, or in their report, as to whether he is entitled to compensation, or as to the amount of it, nor will it inform the Government servant how the injury has been classified.

FORM 11 (PEN.)**Classification of Injuries****Equal to loss of limb-Homiplegia without aphasia****Permanent use of a tracheotomy tube****Artificial anus****Total deafness of both ears****Very Severe-**

Complete unilateral facial paralysis, likely to be permanent.

Lession of kidney, ureter or bladder.

Compound fracture (Except phalanges).

Such gross destruction of soft parts as to lead to permanent dis-ability or loss of function

Severe and likely to be permanent-

Aulkylosis of or considerable restriction in, the movement of one of the following joints:-

Knee, elbow, shoulder, hip, ankle, tomporomaxillary or rigidity of the dersilumber or cervical sections of the spine.

Partial loss of vision of one eye.

Destruction or loss of one testicle

Retention of foreign bodies not causing permanent or serious symptoms.