

## سنٹرل پولیس آفس، پنجاب

سٹینڈنگ آرڈر نمبر 07 سال 2020

عنوان: ہدایات برائے پنشن رول کے نئے طریقہ کار کے مطابق پنشن کیس کی تیاری اور عملدرآمد

پنشن کیس کو جلد از جلد نمٹانے کے لئے، یہ فیصلہ کیا گیا ہے کہ مستقبل میں پولیس افسران/عہدے داران کی ریٹائرمنٹ پر پنشن رول کی تیاری اور تقسیم کے نئے آسان طریقہ کار کے لئے پنشن کی گرانٹ مندرجہ ذیل ہدایات کے مطابق منظور کی جائے گی۔

ریٹائرمنٹ نوٹیفیکیشن:

۱۔ پنجاب پولیس کے دفاتر، ہر سال ریٹائرمنٹ کی عمر (60 سال) کو پہنچنے والے ایگزیکٹو سنٹرل ملازمین (گرنڈ مین گرنڈ) کی

فہرست تقویم سال کی آخری سہ ماہی میں جاری کریں گے۔ اور اسکی کاپی اکاؤنٹس، جنرل، پنجاب متعلقہ ڈسٹرکٹ اکاؤنٹس آفس سمیت تمام متعلقہ افراد کو بھیجی جائے گی۔

۲۔ ڈی آئی جی، ہیڈ کوارٹر، ایگزیکٹو کیڈر (BS-17 & above) پنجاب پولیس کے افسران جو ریٹائرمنٹ کی عمر (60 سال)

کو پہنچنے والے ہیں، اُنکی فہرست ہر تقویم سال کی آخری سہ ماہی میں جاری کیا کریں گے۔ اور یہ فہرست اکاؤنٹس برانچ، سی پی او، پنجاب اور متعلقہ دفاتر میں بھیجیں گے۔ تاکہ اُنکے پنشن کیس بغیر کسی تاخیر کے مکمل کروا کر متعلقہ دفاتر کو ارسال کیے جائیں۔

۳۔ اے آئی جی، ایڈمن اینڈ سیکورٹی، سی پی او، سنٹرل سٹاف بشمول آفس سپرینٹنڈنٹ، اسسٹنٹ ڈائریکٹرز (BS-17 & 18)

جو کہ سی پی او میں تعینات ہیں اور جو آفس سپرینٹنڈنٹ، اسسٹنٹ ڈائریکٹرز (BS-17 & 18) پنجاب بھر میں تعینات ہیں اور ریٹائرمنٹ کی عمر (60 سال) کو پہنچنے والے ہیں، اُنکی فہرست ہر تقویم سال کی آخری سہ ماہی میں جاری کیا کریں گے۔ اور یہ فہرست اکاؤنٹس برانچ، سی پی او، لاہور میں بھیجیں گے۔ تاکہ اُنکے پنشن کیس بغیر کسی تاخیر کے مکمل کروا کر متعلقہ دفاتر کو ارسال کیے جائیں۔

معلومات کی فراہمی:

ریٹائرمنٹ کی تاریخ سے 120 دن قبل، متعلقہ پنشن کلرک، ریٹائر ہونے والے سرکاری ملازم کو پنشن کیس سے متعلق مکمل آگاہی بذریعہ خط فراہم کرنے کا ذمہ دار ہوگا۔ اور بعد ازاں اسکو مکمل کروانے کا بھی ذمہ دار متعلقہ پنشن کلرک ہوگا۔ البتہ ریٹائر ہونے والا سرکاری ملازم اپنی ریٹائرمنٹ کی تاریخ سے پہلے پنشن منظور کرنے والی اتھارٹی کو مندرجہ ذیل معلومات فراہم کرے گا:

- A list of family members (خاندان کے افراد کی ایک فہرست)
- An undertaking/consent for making good any dues/recovery established against him on any account during his life time/or after his death. (اُنکی زندگی کے دوران یا اُنکی موت کے بعد کسی بھی وجہ سے اُسکے خلاف کسی بھی طرح کے واجبات کی وصولی کے لئے معاہدہ رضامندی)
- Option for getting full pension or with commutation (maximum upto 35% gross pension).

مکمل پنشن یا زیادہ سے زیادہ 35% مجموعی پنشن کا کیوٹیشن کے ساتھ حاصل کرنے کا اختیار۔

پنشن کیس جمع کروانے کے لیے متعلقہ ضروری کاغذات:

یونٹس ریٹائرمنٹ دفاتر اور اضلاع جہاں نئے آسان طریقہ کار (New Simplified Procedure) کا اطلاق ہو چکا ہے وہ مندرجہ ذیل طریقہ کار (Standing Order) کی پیروی کریں گے۔ اور اس بات کو یقینی بنائیں گے کہ مستقبل میں یہ تمام ضروری کاغذات پنشن کیس کی نوعیت کے مطابق لف کیے جائیں گے:

Sr. No.	(BS-01 to 15)	(BS-16 to 17)	(BS-18)	(BS-18 to 22)
i.	Pension sanction Form (B-I) be provided in original 2 sets personally countersigned by the head of concerned District/Region/Unit.	Pension Sanction Form (B-I) be provided in original 2 sets personally countersigned by the head of concerned District/Region/Unit.	Pension Sanction Form (B-I) be provided in original 3 sets personally countersigned by the head of concerned District/Region/Unit	Form CSR-25(Revised) be provided in original 4 sets personally countersigned by the head of concerned District/Region/Unit.
ii.				Commutation 6 (pen) be provided in original 4 sets personally countersigned by the head of concerned District/Region/Unit
iii.	No. Demand Certificate of Police Department be provided in original 2 sets personally countersigned by the head of concerned District/Region/Unit.	No. Demand Certificate of Police Department be provided in original 2 sets personally countersigned by the head of concerned District/Region/Unit.	No. Demand Certificate of Police Department be provided in original 3 sets personally countersigned by the head of concerned District/Region/Unit.	No. Demand Certificate of Police Department be provided in original 4 sets personally countersigned by the head of concerned District/Region/Unit.
iv.	No. Enquiry Certificate of Police Department be provided in original 2 sets personally countersigned by the head of concerned District/Region/Unit.	No. Enquiry Certificate of Police Department be provided in original 2 sets personally countersigned by the head of concerned District/Region/Unit.	a) No. Enquiry Certificate of Police Department be provided in original 3 sets personally countersigned by the head of concerned District/Region/Unit. b) No. Enquiry Certificate of Anti-Corruption Department be provided in original 1 set and 3 copies attested by any gazetted officer.	a) No. Enquiry Certificate of Police Department be provided in original 4 sets personally countersigned by the head of concerned District/Region/Unit. b) No. Enquiry Certificate of Anti-Corruption Department be provided in original 1 set and 3 copies attested by any gazetted officer.
v.	List of Family members be provided in original 2 sets attested by any gazetted officer.	List of Family members be provided in original 2 sets attested by any gazetted officer.	List of Family members be provided in original 3 sets attested by any gazetted officer.	List of Family members be provided in original 4 sets attested by any gazetted officer.
The following documents may also be provided with the original sets as per officers/officials ranks مندرجہ ذیل دستاویزات افسروں/رہائے کاروں کے عہدہ کے مطابق اصل کاغذات بمطابق نوٹوں کا پی (تقدیق شدہ) فراہم کی جائیں۔				
vi.	Photographs & Copies of CNIC be provided in 3 Nos. attested by any gazetted officer.	Photographs & Copies of CNIC be provided in 3 Nos. attested by any gazetted officer.	Photographs & Copies of CNIC be provided in 4 Nos. attested by any gazetted officer.	Photographs & Copies of CNIC be provided in 8 Nos. attested by any gazetted officer.
vii.			Undertaking for any recovery by retiree be provided in 3 sets attested by any gazetted officer.	Undertaking for any recovery by retiree be provided in 4 sets attested by any gazetted officer.
viii.			Specimen signature slip by retiree be provided in 3 sets attested by any gazetted officer.	Specimen signature slip by retiree be provided in 4 sets attested by any gazetted officer.
x.			Anticipatory Pension Certificate be provided in 3 sets attested by any gazetted officer.	Anticipatory Pension Certificate be provided in 4 sets attested by any gazetted officer.
xi.			No Political Activity Certificate be provided in original 3 sets attested by any gazetted officer.	No Political Activity Certificate be provided in original 4 sets attested by any gazetted officer.
xii.			Declaration/Commutation be provided in original 3 sets attested by any gazetted officer.	Declaration/Commutation be provided in original 4 sets attested by any gazetted officer.
xiii.	Retirement Notification (2 Nos.) attested by any gazetted officer	Retirement Notification (2 Nos.) attested by any gazetted officer	Retirement Notification (3 Nos.) attested by any gazetted officer	Retirement Notification (4 Nos.) attested by any gazetted officer
xiv.	Last Computerized Pay Slip be provided (2 copies) attested by any gazetted officer	Last Computerized Pay Slip be provided (2 copies) attested by any gazetted officer	Last Computerized Pay Slip be provided (3 copies) attested by any gazetted officer	Last Computerized Pay Slip be provided (4 copies) attested by any gazetted officer

Sr. No.	(BS-01 to 15)	(BS-16 to 17)	(BS-18)	(BS-18 to 22)
xv.	Last Payment Certificate (LPC) be provided in original 1 set and 1 set of photo copy attested by any gazetted officer	Last Payment Certificate (LPC) be provided in original 1 set and 1 set of photo copy attested by any gazetted officer	Last Payment Certificate (LPC) be provided in original 1 set and 2 sets of photo copy attested by any gazetted officer	Last Payment Certificate (LPC) be provided in original 1 set and 3 sets of photo copy attested by any gazetted officer
xvi.	---	Complete Service Statement (in original for the period remained posted in district/regions/units be provided in original 1 set and 1 set of photo copy attested by any gazetted officer.	Complete Service Statement (in original for the period remained posted in district/regions/units be provided in original 1 set and 2 sets of photo copy attested by any gazetted officer.	Complete Service Statement (in original for the period remained posted in district/regions/units be provided in original 1 set and 3 sets of photo copy attested by any gazetted officer.
xvii.	a) No. Demand Certificate of Building by the AIG/ Development, CPO be provided in original 1 set and 1 set of photo copy attested by any gazetted officer (if retiree retires from CPO, Lahore) b) No. Demand Certificate of Building Department by the concerned Sub-Divisional office where the retiree is posted be provided in original 1 set and 1 set of photo copy attested by any gazetted officer	a) No. Demand Certificate of Building by the AIG/ Development, CPO be provided in original 1 set and 1 set of photo copy attested by any gazetted officer (if retiree retires from CPO, Lahore) b) No. Demand Certificate of building from S&GAD in case retiree has retired from Lahore district. c) No Demanded Certificate of buiding by concerned Sub-Divisional office where retiree is posted, be provided in original 1 set and 1 set of photo copy attested by any gazetted officer.	a) No. Demand Certificate of Building by the AIG/ Development, CPO be provided in original 1 set and 2 sets of photo copy attested by any gazetted officer (if retiree retires from CPO, Lahore). b) No. Demand Certificate of building from S&GAD in case retiree has retired from Lahore district. c) No Demanded Certificate of buiding by concerned Sub-Divisional office where retiree is posted, be provided in original 1 set and 2 sets of photo copy attested by any gazetted officer.	a) No. Demand Certificate of Building by the AIG/ Development, CPO be provided in original 1 set and 3 sets of photo copy attested by any gazetted officer (if retiree retires from CPO, Lahore). b) No. Demand Certificate of building from S&GAD in case retiree has retired from Lahore district. c) No Demanded Certificate of buiding by concerned Sub-Divisional office where retiree is posted, be provided in original 1 set and 3 sets of photo copy attested by any gazetted officer.
xiii.	---	No. Demand Certificate of Income Tax Department be provided in original 1 set and 1 set of photo copy attested by any gazetted officer.	No. Demand Certificate of Income Tax Department be provided in original 1 set and 2 sets of photo copy attested by any gazetted officer.	No. Demand Certificate of Income Tax Department be provided in original 1 set and 3 sets of photo copy attested by any gazetted officer.
xix.	Option form for direct credit of pension through Bank Account duly verified by concerned bank be provided 1 set in original and 1 set of photo copy attested by any gazetted officer.	Option form for direct credit of pension through Bank Account duly verified by concerned bank be provided 1 set in original and 1 set of photo copy attested by any gazetted officer.	Option form for direct credit of pension through Bank Account duly verified by concerned bank be provided 1 set in original and 2 sets of photo copy attested by any gazetted officer.	Option form for direct credit of pension through Bank Account duly verified by concerned bank be provided 1 set in original and 3 sets of photo copy attested by any gazetted officer.
xx.	Indemnity Bond on stamp paper duly verified by Oath Commissioner be provided in original 1 set and 1 set of photo copy attested by any gazetted officer.	Indemnity Bond on stamp paper duly verified by Oath Commissioner be provided in original 1 set and 1 set of photo copy attested by any gazetted officer.	Indemnity Bond on stamp paper duly verified by Oath Commissioner be provided in original 1 set and 2 sets of photo copy attested by any gazetted officer.	Indemnity Bond on stamp paper duly verified by Oath Commissioner be provided in original 1 set and 3 sets of photo copy attested by any gazetted officer.
xxi.	Copy of Service Book/Roll attested by any gazetted officer be provided.	Copy of Service Book/Roll attested by any gazetted officer be provided.	Copy of Service Book/Roll attested by any gazetted officer be provided.	---
xxii.	Service Book/Roll (in original).	Service Book/Roll (in original).	Service Book/Roll (in original).	---

### فیملی پنشن کیس جمع کروانے کے لیے متعلقہ ضروری کاغذات:

پنشن ریٹج دفاتر اور اضلاع فیملی پنشن کیس جمع کروانے کے لئے مندرجہ ذیل طریقہ کار (Standing Order) کی پیروی کریں گے اور اس بات کو یقینی بنائیں گے کہ مستقبل میں یہ تمام ضروری کاغذات فیملی پنشن کیس کی نوعیت کے مطابق لف کیے جائیں گے اور اسکو مکمل کروانے کا ذمہ دار متعلقہ پنشن کلرک ہوگا:

Sr. No.	(BS-1 to 18)	(BS-18 to 22)
i.	Family Pension Form (D-II) be provided in original 2 sets personally countersigned by the head of concerned district/region/unit	Family Pension Form (CSR-25-A) Revised -2016 for PSP be provided in original 4 sets personally countersigned by the head of concerned district/region/unit
ii.	List of family members of deceased be provided in original 2 sets attested by gazetted officer verified by concerned union council OR Police Station.	List of family members of deceased be provided in original 4 sets attested by gazetted officer verified by concerned union council OR Police Station.
iii.	No Marriage certificate be provided in original 1 set and 1 set photocopy attested by gazetted officer verified by concerned union council OR Police Station.	No Marriage certificate be provided in original 1 set and 3 sets photocopy attested by gazetted officer verified by concerned union council OR Police Station
iv.	Lawful widow certificate be provided in original 1 set and 1 set photocopy attested by gazetted officer verified by concerned union council OR Police Station.	Lawful widow certificate be provided in original 1 set and 3 sets photocopy attested by gazetted officer verified by concerned union council OR Police Station.

v.	Affidavit of sole widow be provided in original 1 set and 1 set photocopy attested by gazetted officer verified by concerned union council OR Police Station.	Affidavit of sole widow be provided in original 1 set and 3 sets photocopy attested by gazetted officer verified by concerned union council OR Police Station.
vi.	Computerized death certificate of late pensioner issued by NADRA be provided in original 1 set and 1 set photocopy attested by gazetted officer.	Computerized death certificate of late pensioner issued by NADRA be provided in original 1 set and 3 sets photocopy attested by gazetted officer.
vii.	CNIC copies & Photographs be provided in original 1 set and 1 set of photocopy attested by gazetted officer	CNIC copies & Photographs be provided in original 1 set and 3 sets of photocopy attested by gazetted officer
viii.	Specimen Signature be provided in original 1 set and 1 set of photocopy attested by gazetted officer	Specimen Signature be provided in original 1 set and 3 sets of photocopy attested by gazetted officer
ix.	Thumb & Finger Impression Slip be provided in original 1 set and 1 set of photocopy attested by gazetted officer	Thumb & Finger Impression Slip be provided in original 1 set and 3 sets of photocopy attested by gazetted officer
x.	Pension Roll Data Sheet & Pension slip be provided (2 Copies) attested by gazetted officer Or Original pension book of the pensioner alongwith copy of the pension book be provided attested by gazetted officer	Pension Roll Data Sheet & Pension slip be provided (3 Copies) attested by gazetted officer Or Original pension book of the pensioner alongwith (3 copies) of the pension book be provided attested by gazetted officer
xi.	Family registration certificate by NADRA be provided (2 copies) attested by gazetted officer	Family registration certificate by NADRA be provided (3 copies) attested by gazetted officer
xii.	Option form for direct credit of pension through Bank Account verified by concerned bank be provided in original 1 set and 1 set of photocopy attested by gazetted officer.	Option form for direct credit of pension through Bank Account verified by concerned bank be provided in original 1 set and 3 sets of photocopy attested by gazetted officer.
xiii.	Indemnity Bond on stamp paper amounting to Rs.100/- verified by the Oath Commissioner be provided in original 1 set and 1 set of photocopy attested by gazetted officer	Indemnity Bond on stamp paper amounting to Rs.100/- verified by the Oath Commissioner be provided in original 1 set and 3 sets of photocopy attested by gazetted officer
xiv.	Undertaking for Recovery /Entitlement Declaration Certificate be provided in original 1 set and 1 set of photocopy attested by gazetted officer	Undertaking for Recovery /Entitlement Declaration Certificate be provided in original 1 set and 3 sets of photocopy attested by gazetted officer

### پنشن کیس کی تیاری کا دورانیہ:

- مذکورہ بالا معلومات/اسندوں/کاغذات/دستاویزات کی وصولی کے فورا بعد، پنشن منظوری ریٹائر ہونے والے سرکاری ملازم کے حق میں دی جائے۔
- پنشن منظوری فارم میں گریجویٹی ریکویزیشن کے ساتھ یا گریجویٹی ریکویزیشن کے بغیر منظوری دی جائے۔ جیسا کہ ریٹائر ہونے والے سرکاری ملازم نے گریجویٹی ریکویزیشن کا انتخاب کیا ہوگا۔
- ریٹائر ہونے والا سرکاری ملازم، اپنی سروس کے دوران یا نوٹیفیکیشن کے اجراء یا ریٹائرمنٹ کے بعد، اگر اس کے خلاف کسی قسم کی رقم کی وصولی ہوگی تو وہ رقم کی وصولی دینے کا پابند ہوگا۔
- پنشن منظور کرنے والی اتھارٹی یہ کارروائی سرکاری ملازم کی تاریخ ریٹائرمنٹ (60 سال) سے 90 دن پہلے مکمل کرے گی اور اس بات کی جانچ پڑتال کرے گی کہ سرکاری ملازم نے جو معلومات فراہم کی ہیں کیا وہ اسکی تجویز کی ماہانہ سلف اور سروس ریکارڈ کے مطابق درست ہیں۔

نوٹ:

- 1- متعلقہ پنشن کلرک سرکاری ملازمین (BS/01-16) کے پنشن کیس پنجاب پولیس کے آن لائن سسٹم HRMIS کے ذریعے (90 دن) میں مکمل کرے۔
- 2- مذکورہ بالا ہدایات کے پیش نظر، سرکاری ملازم کی تاریخ ریٹائرمنٹ (60 سال) سے 120 دن قبل، پنشن کے کاغذات مکمل کرنے کیلئے مناسب کارروائی کی جائے۔ بصورت دیگر، متعلقہ ذمہ دار عہدہ دار آفیسر کے خلاف تادیبی کارروائی کی جائے گی۔
- 3- اس امر کو یقینی بنایا جائے گا کہ مذکورہ بالا ہدایات کی تعمیل میں شفافیت کو اولین ترجیح دی جائے۔

(شعیب دستگیر)

انسپیکٹر جنرل آف پولیس پنجاب لاہور