



NO.SO(GA)SE&LD/PENSION /2022
GOVERNMENT OF SINDH
SCHOOL EDUCATION & LITERACY DEPARTMENT
Karachi, dated the 04th February, 2022

MOST URGENT

To,

1. The Director General, Directorate of Inspection / Reg. of Pvt. Institutions Sindh.
2. The Director General, Provincial Institution of Teacher Education (PITE) SBA.
3. The Managing Director, Sindh Education Foundation.
4. The Director General, Directorate of Planning Development & Research (PD&R) Karachi.
5. The Director General, Directorate of Monitoring and Evaluation.
6. The Director General, Human Resource & Training (HR&T).
7. The Chief Engineer, Education Works, Karachi/Hyderabad/Sukkur
8. The Director School Education (Primary/Elem, Sec & H/Sec) All.
9. The Director, Directorate of Curriculum, Assessment & Research @ Jamshoro.
10. The Director, Directorate of Teacher Training Institution Sindh Hyderabad.
11. The Director, Non-formal Basic Education Sindh Karachi.
12. The Director, Sindh Teacher Education Development Authority (STEDA)
13. The Executive Director, Public Private Partnership Node (PPP Node)
14. The Chairman, Sindh Text Book Board (STBB) Jamshoro.
15. The Chief Program Manager, Reform Support Unit (RSU).
16. The District Education Officer (Primary/Elem, Sec & H/Sec) All
17. The Section Officers (Concerned) SE&LD



SCHOOL EDUCATION &
LITERACY DEPARTMENT
SINDH



Subject: **CERTIFICATE ARREARS OF PENSION**

I am directed to enclose herewith copy of letter No.FD(PCDC)6(28)/2021, dated 02-02-2022 received from Secretary, Pension Cases Disposal Committee for Chairman (PCDC) Finance Department, Government of Sindh on the subject noted above.

You are requested to follow the procedure for pension / family pension (cases to case) as described in attachment and advised to furnish detail on prescribed format.

Furthermore, the Head of Attached Wings / Offices are directed to duly sign on pension papers or nominate the Officer of (BS-19), alongwith specimen signature on pension papers / family pension cases.

SECTION OFFICER (GA)

A copy is forwarded for information to:-

1. The Accountant General Sindh. Karachi.
2. The Secretary, Pension Cases Disposal Committee for Chairman (PCDC) Finance Department, Government of Sindh
3. PS to Secretary, School Education & Literacy Department.
4. PS to Special Secretary, School Education & Literacy Department.
5. PS to Additional Secretary (All) School Education & Literacy Department.
6. Master File.



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NO.FD(PCDC)6(28)/2021
GOVERNMENT OF SINDH
FINANCE DEPARTMENT

Karachi, dated the 02nd February, 2022



1. All Additional Chief Secretaries to Government of Sindh.
2. The Senior Member, Board of Revenue, Sindh.
3. All Administrative Secretaries to Government of Sindh.
4. The Secretary, Provincial Ombudsman Secretariat Sindh, Karachi.
5. The Principal Secretary to Chief Minister Sindh.
6. The Principal Secretary to Governor, Sindh, Karachi.
7. The Secretary to Provincial Assembly Sindh.
8. All Heads of Attached Departments, Sindh.
9. All Regional Heads of Department, Sindh.
10. All District & Sessions Judges, Sindh.
11. The Registrar, High Court of Sindh.
12. All Commissioners in Sindh.
13. The Registrar, Sindh Services Tribunal, Karachi.
14. The Secretary, Sindh Public Service Commission, Karachi.


SUBJECT: CERTIFICATE – ARREARS OF PENSION

I am directed to refer to the subject noted above.

In continuation of this Department's letter of even number, dated 12th January, 2022 and with the approval of the Competent Authority, the certificate regarding claim of arrears of pension/family pension is enclosed.

It is requested that pension/family pension (case to case) may be submitted to this Department duly signed for taking further action in the matter. All the cases brought in Divisional/Provincial PCDC or for concurrence from Finance Department, must contain the certificate.

Encl. As above.


(SYED ZAKIR ALI)
SECRETARY
PENSION CASES DISPOSAL COMMITTEE
for Chairman (PCDC)

Contd.P/2

CERTIFICATE

I, hereby certify that arrears of pension / family pension case in respect of _____ amounting to Rs. _____ pending since _____ has been examined in the light of Rule (3) (Appendix "A") Sr.No.23 of the West Pakistan (Civil Services) Delegation of Powers Rules, 1962 and certify/satisfy that the pension/family pension is admissible/genuine and verified.

It is further certifying that instant pension/family case is recommended as per "note (2) below rule 4.11 of the West Pakistan Civil Servants Pension Rules, 1963 after fulfillment of all codal formalities.

Finance Department is not a Pension Sanctioning Authority. According to "West Pakistan (Civil Services) Delegation of Power Rules, 1962, appointing authority is competent authority to sanction of pension in accordance with relevant rules.

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 SECRETARY (PCDU)
 Finance Department
 Government of Sindh
 Any violation of rules/policy dues/misappropriation of funds and verification of commitments/claims, the responsibility would lie upon Accounts Officer concerned and office of Pension Sanctioning Authority/Competent Authority/Appointing Authority.

Name and Signature of Pension Sanctioning Authority/Appointing Authority/Competent Authority with official stamp

Name and countersignature of District Accounts Officer concerned / Accountant General Sindh with official stamp

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 SECRETARY (PCDU)
 Finance Department
 Government of Sindh



No .FD(PCDC)6(28)/2021
GOVERNMENT OF SINDH
FINANCE DEPARTMENT
Karachi, dated the 12th January, 2022

1. All Additional Chief Secretaries to Government of Sindh.
2. The Senior Member, Board of Revenue, Sindh.
3. All Administrative Secretaries to Government of Sindh.
4. The Senior Member, Board of Revenue, Sindh.
5. The Principal Secretary to Chief Minister Sindh.
6. The Principal Secretary to Governor, Sindh, Karachi.
7. The Secretary to Provincial Assembly Sindh.
8. All Heads of Attached Departments, Sindh.
9. All Regional Heads of Department, Sindh.
10. All District & Sessions Judges, Sindh.
11. The Registrar, High Court of Sindh.
12. All Commissioners in Sindh.
13. The Registrar, Sindh Services Tribunal, Karachi.
14. The Secretary, Sindh Public Service Commission, Karachi.
15. The Secretary, Provincial Ombudsman Secretariat Sindh, Karachi.

SUBJECT: PROFORMA – ARREARS OF PENSION

I am directed to enclose herewith modified Proforma for claim of arrears of pension which may be submitted at the time of meetings of Divisional / Provincial Pension Disposal Committee along with following check list:


01.	Papers signed by concerned Pension Sanctioning Authority/Appointing Authority/Competent Authority and countersigned by concerned District Accounts Officer/Accountant General Sindh.
02.	Attested copy of death certificate of deceased.
03.	Two photographs of widow or other entitled beneficiary/ claimant of pension.
04.	Descriptive Roll of nominated widow or other entitled beneficiary / claimant of pension
05.	Nomination / Guardianship for minor children
06.	Succession Certificate if required in the case
07.	No Separation Certificate (establishing that the widow did not separate during the life of the deceased civil servant/pensioner)
08.	No Marriage Certificate issued by DDO/UC duly countersigned by Mukhtiarkar concerned
09.	Certificate to the effect that she is only widow / nominated widow for drawl of pension
10.	Previous pension book in original is to be attached with pension papers with last payment certificate recorded by the Bank for payment of lifetime arrears where PPO was issued.
11.	Each and every paper is attested by the Department concerned.
12.	Attested copy of Family Registration Certificate (FRC) of the deceased.
13.	Justification / Reason of delay duly signed with stamps by the Department concerned, wherever required along with documentary proof thereof like FIR/Medical legal certificate, decision / order of any arbitration authority, news report etc.
14.	Original affidavit countersigned by the concerned Administrative Department / Pension Sanctioning Authorities
15.	Attested copy of certificate DAO concerned / National Bank of Pakistan mentioning date of last pension / family pension drawn.
16.	Attested copy of No Marriage Certificate in case the beneficiary / claimant is un-married daughter of applicant clearly stating therein that she is unmarried since the death of her mother / father till to date and alive (that the widow / widower has neither re-married after the death of spouse no he / she intends to do so).
17.	Attested copy / report of authorized Special Medical Board in case the beneficiary / claimant are completely disabled for life time.
18.	Attested copy of "No objection certificate" of all legal heirs on stamp paper and attested copies of their C.NICs.
19.	Attested copy of PPO full record.
20.	Attested copy of current Heirship Certificate of the deceased.
21.	Forwarding letter of Department concerned.
22.	List of family members enrolled in A.D., in case of revised Heirship Certificate
23.	Sanction Order from A.D. in case of pension transferred to unmarried daughter.

Contd P/2

(2)

The proforma duly filled in all respects may be brought to the relevant Committee's meeting as and when convened in order to examine the cases and dispose of claims.

Encl. As above.



(SYED ZAKIR ALI)
SECRETARY
PENSION CASES DISPOSAL COMMITTEE
For Chairman (PCDC)

NO.FD(PCDC)6(28)/2021

Karachi, dated the 06th January, 2022

A copy is forwarded for information & necessary action to: -

1. The Accountant General Sindh, Karachi.
2. The Director General, Audit, Sindh, Karachi.
3. The Manager, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.
4. The President, National Bank of Pakistan, Head Office, I.I. Chundrigar Road, Karachi.
5. The Deputy Secretary (Staff) to Chief Secretary, Sindh.
6. Director, Information, Government of Sindh, Karachi.
6. The Programmer (Website), Finance Department, Govt. of Sindh, Karachi.
7. All Officers in Finance Department, Government of Sindh, Karachi.
8. The Director, Accounts (Inspection), Finance Department.
9. The Director, Local Fund Audit, Sindh, Karachi.
10. The District Accounts Officers in Sindh (All).
11. R.O to Finance Secretary, Govt. of Sindh, Karachi.
12. The Treasury Officer, Karachi.


SECRETARY
PENSION CASES DISPOSAL COMMITTEE
For Chairman (PCDC)

PROFORMA FOR CLAIM OF ARREARS OF PENSION PERTAINING TO _____ DIVISION

PPO No.	Name of Applicant/Pensioner	Pension Type	Amount of Arrears	Pension stopped /released w.e.f.	Reason of Delay

DOCUMENTS ATTACHED AS PER CHECKLIST

		Yes	No	Remarks
01.	Papers signed by concerned Pension Sanctioning Authority/Appointing Authority/Competent Authority and countersigned by concerned District Accounts Officer/Accountant General Sindh.			
02.	Attested copy of death certificate of deceased.			
03.	Two photographs of widow or other entitled beneficiary/ claimant of pension.			
04.	Descriptive Roll of nominated widow or other entitled beneficiary / claimant of pension			
05.	Nomination / Guardianship for minor children			
06.	Succession Certificate if required in the case			
07.	No Separation Certificate (establishing that the widow did not separate during the life of the deceased civil servant/pensioner)			
08.	No Marriage Certificate issued by DDO/UC duly countersigned by Mukhtiarkar concerned			
09.	Certificate to the effect that she is only widow / nominated widow for drawl of pension			
10.	Previous pension book in original is to be attached with pension papers with last payment certificate recorded by the Bank for payment of lifetime arrears where PPO was issued.			
11.	Each and every paper is attested by the Department concerned.			
12.	Attested copy of Family Registration Certificate (FRC) of the deceased.			
13.	Justification / Reason of delay duly signed with stamps by the Department concerned, wherever required along with documentary proof thereof like FIR/Medical legal certificate, decision / order of any arbitration authority, news report etc.			
14.	Original affidavit countersigned by the concerned Administrative Department / Pension Sanctioning Authorities.			
15.	Attested copy of certificate DAO concerned / National Bank of Pakistan mentioning date of last pension / family pension drawn.			
16.	Attested copy of No Marriage Certificate in case the beneficiary / claimant is un-married daughter of applicant clearly stating therein that she is unmarried since the death of her mother / father till to date and alive (that the widow / widower has neither re-married after the death of spouse no he / she intends to do so).			
17.	Attested copy / report of authorized Special Medical Board in case the beneficiary / claimant are completely disabled for life time.			
18.	Attested copy of "No objection certificate" of all legal heirs on stamp paper and attested copies of their CNICs.			
19.	Attested copy of PPO full record.			
20.	Attested copy of current Heirship Certificate of the deceased.			
21.	Forwarding letter of Department concerned.			
22.	List of family members enrolled in A.D., in case of revised Heirship Certificate			
23.	Sanction Order from A.D. in case of pension transferred to unmarried daughter.			

(2)

BRIEF HISTORY OF THE CASE

Name and Signature of Pension Sanctioning Authority/Appointing Authority/Competent Authority with official stamp

Name and countersignature of District Accounts Officer concerned / Accountant General Sindh with official stamp
