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GOVERNMENT OF SINDH  
UNIVERSITIES & BOARDS DEPARTMENT  
BENAZIR BHUTTO SHAHEED HUMAN RESOURCE  
RESEARCH & DEVELOPMENT BOARD

Karachi dated the \_\_\_\_\_ 2026

## NOTIFICATION

NO. \_\_\_\_\_ :- In exercise of the powers conferred by Section 26 of the Benazir Bhutto Shaheed Human Resource, Research & Development Board Act, 2013, the Board is pleased to make the following regulations, namely:

1. (1) These regulations may be called the Benazir Bhutto Shaheed Human Resource, Research & Development Board Employees (Benevolent Fund) Regulations, 2026. **Short title, commencement and extent.**

(2) They shall come into force at once.

(3) They shall apply to all employees of the Board.

2. (1) In these regulations, unless there is anything repugnant to the subject or context, the; **Definitions.**

(a) “Board” means the Benazir Bhutto Shaheed Human Resource, Research & Development Board;

(b) “Committee” means the committee appointed under these regulations;

(c) “Convener” means the Convener of the Committee;

(d) “Employee” means an employee of the Board;

(e) “Family” in relation to an employee means –

(i) wife or wives or husband, of an employee, as the case may be;

(ii) legitimate children and step children residing with and wholly dependent upon the employee;

(iii) parents, sisters and minor brothers, if residing with and wholly dependent upon the employee;

(f) “Fund” means the Employees’ Benevolent Fund constituted by regulation 3;

(2) The words and expressions used but not defined in these regulations shall have the meanings assigned to them in the Benazir Bhutto Shaheed Human Resource, Research & Development Board Act, 2013 or rules or regulations made thereunder.

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3. (1) There shall be a fund to be known as the Benazir Bhutto Shaheed Human Resource, Research & Development Board Employees' Benevolent Fund. **Fund.**

(2) The fund shall consist of:

- (i) the compulsory deductions recovered from the employees at the rates (as & when prescribed by the Board);
  - (ii) such grant as may from time to time, be made by the Board;
  - (iii) other contributions and donations;
  - (iv) income from investment made under these regulations.
- (3) The money credited to the fund shall be kept in the bank as may be specified by the Board.
- (4) The Board may invest such money of the fund as are not required for immediate expenditure, in any government securities, fixed deposits, or in any other manner as may be approved by the Board.

4. (1) Every employee shall subscribe to the fund at the monthly rate prescribed by the Board and such subscription shall be deducted at source from the salary of the regular employee. **Employee's subscription.**

- (2) The Board may, increase or decrease the rate of monthly subscription under sub-regulation (1).
- (3) Where the subscription cannot, for any reasons, be deducted from the pay of the employee, he shall remit the amount payable by him to the Board who shall cause the same to be credited to the fund.
- (4) Default in the payment of subscription for any reason shall not affect the right of the employee or his family to receive the grants.
- (5) No subscription made by an employee shall be refundable.

5. (1) The benefits admissible under these regulations shall become admissible immediately after the employee has made his first subscription to the fund. **Admissibility of the benefits.**

(2) The benefit to employee or the family shall be passed for the Basic Scale of pay in which the employee is placed at the time of the cause of the benefit arises.

6. (1) The Fund shall be utilized for; **Utilization of the fund.**

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- (a) the relief of the Employees and their families by –
- (i) financial assistance to the employee and their families for illness;
  - (ii) giving financial assistance to the family of the deceased employees;
  - (iii) giving financial assistance to the employees invalidated out of service;
  - (iv) making special grants to the employees in exceptional cases;
- (b) funeral expenses on the death of employee;
- (c) educational scholarships to the employees and their children as may be determined by the Convener;
- (d) marriage of the employee or his children or dependent sisters;
- (e) sports and recreation of the employees and their families;
- (f) defraying expenditure in respect of the management of the fund.

(2) The financial assistance under sub-clause (ii) or sub-clause(iii) or clause(a) of sub-regulation (1) shall be recurring for life time, and in the case of the death of the employee be payable to his family:

*Provided that financial assistance in favour of a widow of the employee shall be payable on her furnishing a certificate at the time of every payment to the effect that she has not re-married and shall stand withdrawn as soon as the widow remarries.*

7. (1) All applications for grants from the fund shall be made on plain paper to the committee containing particulars of the applicant or the employee, his name, father's name, designation of the employee, on whose account the grant is claimable, at the time of his retirement /death / invalidation, name of surviving legal heirs in the family (in case the person has died), and the nominated heirs, if any with relationship noted against each name along with purpose and the amount of grant applied for.

**Submission of application.**

(2) The employee or applicant shall submit such certificate or documents as may be required of him.

8. (1) The following grants shall be admissible to an employee in BPS-16 and above, or his family, as the case may be, namely:

**The payment of grant to**

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- (i) (a) A sum not exceeding twenty thousand rupees per month or as prescribed by the Board, for life-time to an employee, if he is invalidated during service before retirement or to the widow / members of his family, if he dies during service before retirement; **BPS-16 and above**
    - (b) A sum not exceeding twenty thousand rupees per month or as prescribed by Board, for a period of five years to the widow / members of his family, if he dies within two years after his retirement.
  - (ii) A sum not exceeding two hundred thousand rupees or as prescribed by the Board, during the entire service to an employee or his family, on account of prolonged illness, in a disease such as tuberculosis, cancer, polio or for serious operation.
  - (iii) A sum not exceeding fifty thousand rupees or as prescribed by Board, to an employee for meeting immediate expenses in connection with the death of the member of his family, or to the members of the family in the event of the death of the employee.
  - (iv) A sum not exceeding four hundred thousand rupees or as prescribed by Board, to an employee, during his entire service, on account of the marriage of his two daughters or one daughter and one dependent sister.
- (2) The following grants shall be admissible to employees in BPS-15 and below or their families, as the case may be, namely:
- (i) (a) A sum not exceeding twelve thousand rupees per month to employees in BPS-1 to BPS-4 and fifteen thousand rupees per month or as prescribed by Board, to an employee in BPS-5 to BPS-15, for a period of life-time, in case of **invalidation** during service before retirement or to the widow/ member of his family, if he dies during service before retirement;
  - (b) A sum not exceeding twelve thousand rupees per month to an employee in BPS-01 to BPS-04 and fifteen thousand rupees per month to an employee in BPS-05 to BPS-15 or as prescribed by Board, for a period of five years to the widow / member of his family, if an employee **dies** within two years after his retirement.
  - (ii) A sum not exceeding two hundred thousand rupees or as prescribed by the Board, during the entire service to an employee or his family, on account of **prolonged illness**, in a

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disease such as tuberculosis, cancer, polio or for serious operation.

- (iii) A sum not exceeding thirty thousand rupees or as prescribed by Board, to an employee for meeting immediate expenses in connection with the **death of his family member**, or to the members of his family in the event of the death of the employee.
- (iv) A sum not exceeding two hundred fifty thousand rupees in case of employees in BPS-1 to BPS-4 and three hundred thousand rupees in case of employee in BPS-5 to BPS-15 or as prescribed by Board, during their entire service, on account of **marriage** of two daughter or one daughter and one dependent sister.

- (3) The committee may, in special circumstances and for reasons to be recorded in writing, enhance the amount of the grant under the preceding regulations.

9. (1) The amount sanctioned shall be drawn by the employee in whose favour such amount is sanctioned on a simple receipt signed by him and countersigned by the Deputy Director (Finance).

**Accounts, Audit and Fund.**

- (2) The accounts of the Fund shall be maintained by the Deputy Director (Finance) of the Board or any other person authorized by him in this behalf with the approval of the Secretary or Director General of the Board.
- (3) The accounts of the Fund shall be kept in Pakistan rupees and all payments from it shall be made in Pakistan rupees.
- (4) The Accounts of the Fund shall be audited annually by the auditors of the Board.

10. (1) The Board shall appoint a committee consisting of five members including the Secretary or Director General of the Board who shall be the convener and the Deputy Director (Finance) who shall be the Secretary of the committee for administration of the Fund.

**Appointment of Committee.**

- (2) Not less than one member of the committee shall be appointed from amongst the employees in basic pay scale No. 1 to 15.
- (3) The Convener may co-opt one or more persons for advice in respect of any matter before it but co-opted persons shall not be entitled to vote.
- (4) No member of the committee shall be entitled to any remuneration.

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- (5) The Secretary of the Committee shall be responsible for –
- (i) the maintenance of the records relating to the Fund;
  - (ii) the disbursement of money from the Fund;
  - (iii) the maintenance of the accounts of the Fund;
  - (iv) the preparation of the agenda of the meetings of the Committee and giving advance notice of such meeting to the members of the Committee.

11. (1) The committee:

**Powers and functions of the Committee.**

- (a) shall have the powers to recommend to the Secretary or Director General expenditure incurred on the administration and management of the Fund;
- (b) may suggest such other things as are ancillary or incidental to any of the aforesaid powers or to the purposes of the Fund; and
- (c) may with the approval of Board introduce schemes for gratuity, loans to employees in BPS-15 and below or any other beneficial scheme such as housing societies, educational institutions, etc.

(2) There shall be held at least one meeting of the committee in every three months period; provided that a special meeting may be called by the convener at any time of his own motion or on receipt of requisition of a member of the committee or on the direction of Board's management; if in his opinion it is expedient to comply with the requisitions.

(3) The convener and any two members of the committee shall form the quorum at the meeting.

(4) The decision of the committee shall be taken by majority of votes, and in case of equality of votes, the convener shall have a second vote.

12. Appeal shall lie against the decision of the committee to the Chairperson or the Board. **Appeal.**

13. In all matters not provided for in these regulations, or any other rules, the rules applicable to Government or the guidelines and policies issued by the Board shall mutatis mutandis apply. **Provision for matters not provided in these regulations.**

14. A sum equal to one month's pay shall be paid out of the Benevolent Fund to an employee if he proceeds on retiring pension after twenty-five years continuous service. **Payment of Farewell grant**

**SECRETARY TO THE  
BOARD**

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## Application for Payment of Farewell Grant on Retirement

(See regulation 14)

### PART-I

1.
  - i) Name of the employee \_\_\_\_\_
  - ii) Designation with BPS \_\_\_\_\_
  - iii) Department \_\_\_\_\_
  - iv) Father's/Husband's Name \_\_\_\_\_
  - v) CNIC No. \_\_\_\_\_
2. Last Pay per month
  - (a) Basic Pay \_\_\_\_\_
  - (b) Special Pay \_\_\_\_\_
  - (c) Senior Post Allowance \_\_\_\_\_
  - (d) Personal pay \_\_\_\_\_
  - (e) Qualification pay \_\_\_\_\_
  - (f) Any other pay \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Date of entry into service \_\_\_\_\_
5. Date of retirement \_\_\_\_\_
6. Period for which contributions to Group Insurance Funds were not paid \_
7. Interruption in service (if any) \_\_\_\_\_
8. Present address of the employee \_\_\_\_\_  
\_\_\_\_\_

( )

SIGNATURE OF THE EMPLOYEE



## PART II

### Certificate by The Head of Office

1. Certified that the information contained in Part-I of the application form is correct according to our record.
2. Certified that the above-named employee was neither a contingent paid/ work charged employee nor a deputationist from a Provincial Government/Autonomous body.
3. Certified that the above-named employee is covered under the provisions of BEBF Regulations 2026 and had been contributing to the benevolent funds. In case of any variation the board will be responsible to pay back the amount of Farewell Grant. Certified that the farewell grant claim has been preferred for the first time.
4. Following documents are submitted with claim:
  - i. An attested copy of initial appointment letter of the employee. Annex-I
  - ii. An attested copy of last pay certificate issued by the Head of the Office. Annex-II
  - iii. A copy of retirement orders of the employee. Annex-III
  - iv. An attested copy of Pension Payment Order Book (where pension is not applicable a certificate of service record by Head of the Department). Annex-IV
  - v. An attested copy of CNIC. Annex-V
  - vi. An attested copy of last month schedule of recovery of Benevolent Fund made from the pay bill of the retired employee may also be provided. Annex-VI

Seal and Signature Head of the Office