

**THE COASTAL DEVELOPMENT AUTHORITY EMPLOYEES**  
**(WELFARE FUND) RULES, 1999.**

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**RULE.**

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SCHEDULE (See Rule 5)

FORM "A", FORM OF NOMINATION (See sub-rule (1) of rule (8).

FORM "B" ( Basic Scale of Pay 16 and above Officers) See sub-rule(2) of (9).

FORM "C" (Basic Scale of Pay 1 to 15 Officials) See rule (9).

**GOVERNMENT OF SINDH**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
Karachi dated 30<sup>th</sup> January, 2001.

**NOTIFICATION**

NO.SO (ADMN-I)(P&D)15(1)/98:-In exercise of the power conferred by section 24 of the Sindh Coastal Development Authority Act, 1994, the Government of Sindh are pleased to make the following Rules namely;-

1. (1) These rules may be called the Coastal Development Authority Employees (Welfare Fund) Rules, 1999. Short title commencement and extent
- (2) They shall come into force at once.
- (3) They shall apply to all employees of the Authority wherever they may be:

Provided that Government may exclude any employee or class of employees from the operation of these rules.

2. In these rules, unless there is anything repugnant in the subject or context, the following words and expressions shall have the meanings assigned to them as under, namely: Definitions

- (a) "Basic Scale" means a basic scale of pay in which post or group of posts is placed;
- (b) "Board" means the Board constituted under rule-11;
- (c) "Convener" means the convener nominated by the Chairman;
- (d) "employee" means an employee of the Authority;
- (e) "family" means an employee, which includes this or her-
- (i) wife (or wives), or widow or (widows) or husband, as the case may be;
- (ii) legitimate children including step children, namely, unmarried daughters, and sons, not more than twenty one years old, if residing with and wholly dependent upon the employee; and
- (iii) parents, unmarried sisters, minor brothers and children of deceased son, if residing with and wholly dependent upon him or her;

- (f) "form" means the form appended to the rules;
- (g) "Fund" means the Fund established under rule-3.

3. (1) There shall be established a Fund to be called the Coastal Welfare Fund Development Authority Employees Welfare Fund.
- (2) Funds shall include-
  - (a) contribution made by the employees;
  - (b) contribution made by the Authority;
  - (c) profits or interest accruing on the amount of the Fund.
- (3) The moneys of the Fund shall be deposited in such bank or banks as the authority may direct.
4. (1) Every employee in Basic Scale 16 or above shall contribute towards the Fund a sum of Rs. 3.60 (Three Rupees and paise Sixty per annum per thousand rupees of the sum in which he is insured, and the contribution in respect of the employees upto Basic Scale 15 shall be made by the Authority.
- (2) The contribution under sub-rule (1) shall be made in twelve equated monthly installments and shall, as far as possible, be deducted at the source from the pay of the employee.
- (3) Where the contribution cannot, for any reason, be deducted from the pay of the employee, he shall remit the amount payable by him to the Administration Wing of the Authority which shall cause the same to be credited to the Fund.
- (4) When any contribution remains unpaid due to inadvertence or negligence of the employee, or such other reason, it shall be recoverable from him together with interest thereon.
- (5) Where any contribution comes recoverable under sub-rule (4) the same shall be recovered from the subsequent pay bill of the employee.
- (6) Where an employee is transferred on deputation to a foreign service he shall continue to contribute to the Fund during the period of deputation and the contribution shall be remitted by him to the Board.
5. An employee who is below sixty years of age shall be insured in the sum specified in the Schedule or in the sum as may from time to time be notified by the Authority, with such insurance company or any other insurer, as the Welfare Board deem fit.

- |    |  |                                     |
|----|--|-------------------------------------|
| 6. | Where the arrangement has been made with the insurance company or other insurer under rule-5, the sum in which an employee is insured shall, on the death of the employee be paid.   | Arrangement with insurance company. |
|    | (a) to such members of the family as is or are nominated by the employee in full or in such share as are specified by the deceased employee at the time of making the nomination; or   |                                     |
|    | (b) where no valid nomination of the employee exists at the time of the death of the employee, to his family, and in the absence of the family, to the surviving relatives of the employee, if any, in the manner and in the shares in which the gratuity of a deceased employee is payable under the Pension Rules applicable to an employee; or  |                                     |
|    | (c) in the absence of the persons referred to in clause (a) and (b), to the holder of succession certificate obtained from a court of competent jurisdiction.  |                                     |
| 7  | The assured sum to be paid on the death of an employee shall be the sum prescribed for the time being in respect of the Basic Scale of Pay in which the employee was placed immediately before his or her death.   | Payment of the sum assured.         |
| 8. | (1) Within three months of the coming into force of these rules every employee below sixty years of age shall nominate, in form "A" a member or members of the family, to whom the sum assured should be paid in the event of the death of the employee specifying in case the sum assured is to be paid to more than one member of his family, the proportion in which such sum is to be paid to them, and in case the nominee is a minor the employee shall further nominate a person or persons through whom such sum should be paid. | Nomination.                         |
|    | (2) An employee in Basic Scale 16 or above shall forward the nomination form to the Insurance Company with whom the employee is insured whereupon the Company shall assign a nomination number and furnish a receipt for the record of the employee.   |                                     |
|    | (3) An employee in Basic Scale 15 or below shall submit the nomination to the Board Authority for placing the same in the Service Book of such employee.   |                                     |
|    | (4) An employee may, at any time, cancel a nomination by sending a notice in writing to the appropriate authority and  |                                     |

submitting revised nomination.

- (5) If the nomination submitted by an employee relates only to a part of the total sum assured, the part to which it does not relate shall, in the event of his or her death, be paid in accordance with the provision of clause (b) and (c) of rule 6.
9. (1) As soon as may be after the death of the employee the Authority shall furnish to the insurance company:-
- (a) a certificate in form "B" or "C", as the case may be, certifying the death of the employee indicating the Basic Scale of Pay in which he was placed immediately before his or her death;
- (b) where the deceased was an employee in Basic Scale of Pay 15 or below one copy of the nomination form referred to in sub-rule(3) of rule-8;
- (c) a certificate specifying the names of the members of the family, and in the absence of the family, the names of the surviving relatives of the employee, to whom the sum assured is payable under the provisions of clause(b) of rule-6 and the shares in which the sum is payable to each member of the family or surviving relative, as the case may be;
- (d) in the absence of the persons referred to in clauses (b) and (c) a certificate specifying the name of the holder of succession certificate obtained from the court of competent jurisdiction.
10. (1) The Fund shall be first utilized for paying the premia for insurance of the employee to the insurance company or any other insurer and meeting other expenses on the arrangements made with such company or insurer, and thereafter if any amount is left in the Fund, it shall be utilized for such welfare and benefit of the employees, as may be decided by the Authority.
- (2) The Convener may, on the recommendation of the Board make such grants out of the Fund not exceeding two thousand rupees, as it may consider appropriate or feasible to an employee who has retired from service or has completed the age of sixty years.
11. (1) The Authority shall constitute a Board for the administration of the Fund.
- (2) The Board shall comprise of a Convener and such other members as may be nominated by the Chairman.

Action on the death of the employee.

Utilization of the fund.

Constitution of the welfare Board

- (3) The Convener and any two members of the Board shall form the quorum at the meeting.
- (4) The decisions by the Board shall be taken by majority of votes, and in case of equality of votes, the Convener shall have a second vote.
- (5) There shall be held at least one meeting of the Board in every three months period; provided that special meeting may be called by the Convener at any time if in his opinion it is expedient to do so.
- (6) The members of the Board shall not be entitled to any remuneration.
- (7) The Convener may appoint one of the member as to Secretary of the Board, who shall, subject to the general supervision and control of the Convener be responsible for;
  - i) the conduct of correspondence on behalf of the Board;
  - ii) the maintenance of the records of the Board;
  - iii) the disbursement of money from the Fund;
  - iv) the maintenance of the accounts;
  - v) the preparation of the agenda of the meeting of the Board and giving advance notice of such meeting to the members of the Board;
  - vi) performance of such other functions as may be specified by the Chairman.
- (8) All decisions of the Board shall be recorded in writing by the Secretary and in his absence by such other member of the Board as may be authorized in this behalf by the Convener.

12. The Board;

- (a) shall arrange for insurance of the employees with such insurance company or any other insurer, as may be approved by the Convener;
- (b) shall have the power to sanction expenditure incurred on the administration and management of the Board; and
- (c) may do or cause to be done such other things as are ancillary or incidental to any of the aforesaid power or to the purpose of the Fund.

Power and functions and the Board.

13. (1) The accounts of the Fund shall be kept in rupees and all payment from it shall be made in rupees. Miscellanies
- (2) Any amount required to be draw from the Fund shall be drawn through a cheque signed by the Secretary of the Board; provided that if the amount, to be drawn exceeds fifty thousand rupees, the cheque shall be signed by the Convener.
- (3) The accounts of the Fund shall be audited by the Auditors of the Authority.

### Schedule

(See Rule-5)

The sum in which the employees of various basic scales of pay are to be insured.

<b>EMPLOYEES</b>	<b>SUM INSURED</b>
<b>1</b>	<b>2</b>
BPS-20 and above	One hundred thousand rupees
BPS-19	Eighty thousand rupees.
BPS-18	Fifty thousand rupees.
BPS-16-17	Thirty thousand rupees.
BPS-11 to 15	Twenty thousand rupees.
BPS-5 to 10	Ten thousand rupees
BPS-1 to 04	Seven thousand and five hundred rupees.

Form "A"

Form of Nomination

(See sub-rule (1) of rule (8))

I \_\_\_\_\_ s/o/daughter/wife of \_\_\_\_\_ (here in/designation), of the Coastal Development Authority hereby nominate person/persons mentioned below, who is/are member/members of my family, as defined in the Coastal Development Authority Employee (Welfare Fund) Regulation, 1997, to receive the sum in which I am insured, in the event of my death.

<b>Name and Address of Nominee</b>	<b>Relationship</b>	<b>Age</b>	<b>Proportion of the amount to be paid</b>	<b>If the nominee i.e. minor name of the persons to whom payment to be made on his/her behalf.</b>

Dated: \_\_\_\_\_ day of

Signature of Subscriber

Seal of Office

Attested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(The signature of the subscriber should be attested by an officer not below a BPS-17, who should affix his seal of Office below his signature).

Form "B"  
(Basic Scale of pay 16 and above Officers)  
See sub-rule (2) of (9)

Coastal Development Authority  
Government of Sindh  
Karachi

Dated, the \_\_\_\_\_

To,

(Address of the Insurance Co.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference: GROUP INSURANCE SCHEME.

Dear Sir,

With reference to the above noted schemes, I have to report that  
Mr./Mrs./Miss, \_\_\_\_\_ aged \_\_\_\_\_ years died or \_\_\_\_\_.

It is therefore requested that the payment of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only), the amount for which the deceased was insured may  
be made in favour of the nominee/nominees/serving relatives/holder of succession certificate of the  
deceased.

It is hereby certified: -

- (1) that the deceased was subscriber to the Fund.
- (2) that at the time of the death the deceased was an employee in BPS \_\_\_\_\_  
that the deemed was not a contingent or work-changed employee.
- (3) that the employee died while in the service of the Authority and his age at the time of  
death did not exceed sixty years.
- (4) that the information given by the claimant has been verified and found correct.

As there is no valid nomination of the deceased the amount may be paid to the following surviving  
relatives/succession certificate holders. Namely:

- i.
- ii.
- iii.
- iv.
- v.

Yours faithfully  
For convener of the Board.

- Score out if not necessary.

Form "C"  
(Basic Scale of Pay 1 to 15 officials)  
See rule (9)

Coastal Development Authority  
Government of Sindh  
Karachi

Dated, the \_\_\_\_\_

To,

(Address of the Insurance Co.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCE: GROUP INSURANCE SCHEME.

Dear Sir,

With reference to the above noted schemes, I have to report that Mr./Mrs./Miss, \_\_\_\_\_ aged \_\_\_\_\_ years died on \_\_\_\_\_.

It is therefore, requested that the payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), the amount for which the deceased was insured may be paid to the nominee/nominees/surviving relatives succession certificate holders of the deceased.

It is hereby certified--

- (1) that the necessary premium has been paid.
- (2) that the time of the death the deceased was an employee in BPS \_\_\_\_\_
- (3) that the deceased was not a contingent or work charged employee.
- (4) that the employee died while in the service of the Authority and his age at the time of death did not exceed sixty years.
- (5) that the information given by the claimant has been verified and found correct.

\* A copy of the nomination from his /her service record is enclosed.

\* As there is no valid nomination of the deceased the amount may be paid to the following surviving relatives/succession certificate holders, of the deceased, namely;

- i.
- ii.
- iii.
- iv.
- v.

Yours faithfully  
For Convener of the Board

\* Score out if not necessary.

**ADDITIONAL CHIEF SECRETARY (DEV.)  
GOVERNMENT OF SINDH**

No. SO(ADMN-I)(P&D)15(1)98:

Karachi dated 30<sup>th</sup> January, 2001.

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

1. All Administrative Secretaries to Government of Sindh.
2. The Senior Member Board of Revenue, Sindh.
3. The Superintendent, Sindh Government Printing Press Karachi, with a request to publish it in the Government Gazette and Supplies 50 copies thereof to this Department.
4. The Chairman, Coastal Development Authority, Government of Sindh, Karachi.
5. Office order file.

**(BAIG MUHAMMAD PIRZADO)**  
**SECTION OFFICER(ADMN-I)**