

# THE SIND GOVERNMENT GAZETTE

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Separate paging is given to this part in order that it may be filed as a separate compilation

- (1) Rules framed under the Acts of the Sind Assembly and the Acts of the National Assembly; and
- (2) Other Statutory rules framed by the Sind and National Assemblies.

## PART IVA

GOVERNMENT OF SINDH

HOUSING, TOWN PLANNING AND LOCAL GOVERNMENT DEPARTMENT

### NOTIFICATION

Karachi, the 23<sup>rd</sup> August 1973

No. SLGB(LCS-H/Pol-55/73, In exercise of the powers conferred by section 47 (4) of the Sind People's Local Government Ordinance, 1972 (Sind Ordinance II of 1972), the Government of Sind are pleased to make the following rules, namely:-

#### CHAPTER I

##### Introductory

1. Short title, Commencement and extent:-
  - (1) These rules may be called the Sind People's Local Council Service Welfare Fund Rules, 1973.
  - (2) These rules shall come into force at once.
  - (3) These rules shall apply to all members of the service who have as such more than three years continuous service.
2. Definitions:-

In these rules, unless the context otherwise requires, following expressions shall have the meanings hereby respectively assigned to them, that is to day---

- (a) "Accounts Officer" or "Assistant Accounts Officer" means the Accounts Officer or the Assistant Accounts Officer, as the case may be, of the Board;
- (b) "Board" means the Sind People's Local Councils Service Welfare Fund Board constituted under rule 7;
- (c) "Chairman" means the Chairman of the Board;

- (d) "Employee" means a member of the Sind People's Local Councils Service;
- (e) "Family" in relation to an employee means his or her—
  - (i) wife or wives or husband, as the case may be;
  - (ii) legitimate children and step children more than twelve years of age, if residing with and wholly dependent upon him or her; and
  - (iii) legitimate children and step children less than twelve years old;
  - (iv) parents, sisters and minor brothers, if residing with or wholly dependent upon him or her;
- (f) "Fund" means the Sind People's Local Councils Service Welfare Fund constituted under these rules;
- (g) "Government" means the Government of Sind;
- (h) "Head of Office" or "Head of Department" means the Head of Office or Head of Department as the case may be of the People's Local Council, Corporation or the Karachi Development Authority or another Office under which an employee may be or has been serving;
- (i) "Insurance Company" means the Insurance Company or other Insurer with whom arrangements are made by the Board under rule 11 for the group insurance of the employees;
- (j) "Pay" means the amount drawn monthly by an employee as---
  - (i) the pay which has been sanctioned for a post held by him or her substantively or in an officiating capacity or to which he or she is entitled by reason of his or her position in a cadre;
  - (ii) overseers pay, technical pay, personal pay and special pay; and
  - (iii) any other emoluments which may specifically be classed as pay by the competent authority
- (k) "Secretary" means the Secretary of the Board.

## CHAPTER II

### 3. Establishment of Welfare Fund.

(1) Government shall as soon as possible establish and maintain a separate fund to be called the People's Local Council Service Welfare Fund to the credit of which shall be placed-

- (a) all contributions received under rule 12 from the employees;
- (b) contributions made by the Local Councils or any other source; and
- (c) any interest or profit accruing on such contributions.

- (2) The Fund shall be primarily utilized for meeting the expenses on arrangements to be made with an Insurance Company for the insurance of the employees.
- (3) Any sums remaining in the Fund after defraying the expenses referred to in sub-rule (2) may with the previous sanction of the Board be utilized for—
  - (i) relief of the employees and their families by giving financial assistance to those employees who are invalided out of service.
  - (ii) making special grants to the serving or retired employees in exceptional cases in accordance with the provisions of sub-rule (2) of rule 6.

#### 4. Custody and Investment of the Fund.

- (1) The moneys credited to the fund shall be kept in a Bank approved by the Government.
- (2) The Board may invest any portion of the Fund in accordance with the orders of Government for the investment of surplus funds.

#### 5. Accounts and Audit of Fund.

- (1) All contributions made under these rules shall be credited into the fund.
- (2) The contributions made under these rules shall be checked by the Accounts Officer of the Board.
- (3) The accounts of the fund shall be maintained by the Assistant Accounts Officer or any other person authorised by him in this behalf with the approval of the Chairman.
- (4) The Accounts of the Fund shall be kept in rupees and all payments from it shall be made in rupees, and the fraction thereof shall be rounded off to the nearest rupee.
- (5) The accounts of the Fund shall be got audited annually by the Local Fund Audit Department of Government and copies of the audit reports shall be submitted by the Chairman to Government not later than six months after the close of the financial year to which they relate.

#### 6. Withdrawals.

Any amount required to be drawn from the Fund shall be drawn by submitting to the Accounts Officer, bills signed by the Chairman of the Board or in his absence by any other two members of the Board, so authorised by the Board.

### CHAPTER III

#### 7. Constitution of the Board.

(1) The Board shall consist of—

- (a) the Chairman, to be appointed by Government.
- (b) two members to be nominated by Government; and
- (c) two nominees of the employees to be co-opted depending upon the nature of cases coming up for decision of the Board.

(2) The members of the Board shall not be entitled to any remuneration.

#### 8. Powers of the Board.

(1) The Board—

- (a) shall from time to time arrange for the insurance of the employees in the sums specified in the schedule with such Insurance Company as is approved by Government;
- (b) shall have the power to sanction expenditure connected with the administration and management of the Fund; and
- (c) may do or cause to be done all the things ancillary or incidental to any of the powers or to the purposes of the Fund.

(2) The Board may make to an employee, who has retired from service or has completed the age of fifty-eight years as such, as grant out of the fund not exceeding rupees two thousand as it may consider fit.

#### 9. Meeting of the Board.

(1) A meeting of the Board shall be held at least once in three months.

(2) A special meeting of the Board may be called by the Chairman, whenever he considers necessary.

(3) The Chairman, and two members of the Board shall form the quorum at the meeting.

(4) Decision of the Board shall be taken by majority of votes. In case of equality of votes, the Chairman shall have a second or casting vote.

(5) All decisions of the Board shall be recorded in writing by the Secretary, and in his absence by the member of the Board authorised in this behalf by the Chairman.

10. Powers of the Secretary.

Subject to the general supervision and control of the Chairman, the secretary shall 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 moneys from the Fund;
- (iv) the maintenance of the accounts;
- (v) preparation of the agenda of the meetings of the Board;
- (vi) performance of such other functions as may be specified by the Chairman.

**CHAPTER IV**

Insurance.

11. Arrangement with Insurance Company.

The arrangement to be made with an Insurance company under sub-rule (2) of rule 3 shall be to the effect that on the death of an employee of the Class specified in column 1 of the schedule the sum specified against that class of employee in column 2 of the schedule shall be paid.

- (a) to such member or members of his family as such employee may have nominated for the purpose in full or in the shares specified by him at the time or making the nomination;
- (b) where no valid nomination by the employee exists at the time of his death, the sum assured shall be paid to his family, and in the absence of a family, to his surviving relatives, if any, in the manner and in the share in which the gratuity of a deceased employee is payable under the pension rules applicable to such employee.

12. (1) Payment and Contribution.

Every employee to whom these rules apply, drawing a pay exceeding three hundred rupees per month shall contribute to the Fund a sum of rupees two and ninety paise per annum per thousand of the sum in which he/she is insured.

(2) The amount of such contribution shall be deducted at the source of his pay by the Drawing and Disbursing Officer, and credited to the Fund.

(3) If for any reason any contribution to the Fund due from an employee has not been deducted from his pay or paid in the manner provided in this rule, the same shall be paid in lump sum by---

- (a) the deduction of the amount from his subsequent pay bill or;
- (b) remitting the amount to the Accounts Officer, who shall credit the amount to

the fund.

(4) Any contribution remaining un-paid due to in-advertence or negligence of the employee or otherwise shall be recoverable from his together with interest.

13. People's Local Councils contribution to the fund---

The People's Local Councils shall contribute monthly to the fund a sum equal to rupees two and paises ninety per thousand of the total sum in which an employee drawing a pay up to rupees three hundred per month is insured.

14. For the purposes of the Insurance of the employees under these rules---

(a) an employee shall be deemed to be a Class-I Officer, if he is either classified as Class-I Officer by the Government or if he has not been so classified, the scale of pay drawn by him is identical to the pay scale of a Class-I Officer of the Government.

(b) an employee shall be deemed to be a Class-II Officer, if he is either classified as Class-II Officer by the Government or if he has not been so classified the scale of pay drawn by him is identical to the pay scale of a Class-II Officer of the Government.

(c) An employee shall be deemed to be a Class-III employee, if the scale of pay drawn by him is identical to the pay scale of Class-III employee of the Government.

15. Every employee to whom these rules apply, who is under the age of fifty eight years shall be assured in the sum specified in the Schedule in respect of the class to which he belongs.

16. The assured sum to be paid on the employee's death to the member or the members of his family nominated by him in this behalf or the other persons specified in rule, shall be the sum specified in the Schedule in respect of the class to which he belonged immediately before his death.

17. If an employee, for any reason whatsoever, quits the service or is, discharged or dismissed from service or his services are terminated, he shall neither be entitled to any benefit from the fund nor to any claim for the refund of the contribution made by him towards the said fund during the period of his service.

18. Within three months of the coming into force of these rules:-

(a) every Class-I and Class-II employee below fifty eight years of age shall nominate, in the form set out in Appendix "A" to these rules a member or members of his family to whom he desires the sum assured to be paid in the

event of his death, 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 forward the same direct to the Insurance Company/whereupon the Insurance Company shall assign a nomination number to him and furnish receipt thereof for the record of the employee; and

(b) the Head of office or the Head of the Department concerned shall obtain from every Class-III employee working under him, who is below fifty eight years of age, two copies of the nomination, in the form set out in Appendix "A" to these rules duly filled in and completed in all respects and place the same in the service book of the assured person concerned.

19. Claims under these rules shall become payable only upon submission by the Head of office or the Head of Department concerned to the Insurance company of---

(i) a certificate in the form set out in Appendix 'B' to these rules, certifying the death of the employee concerned and indicating the class of employees to which such employee belonged immediately before his death;

(ii) where the deceased was a Class-III employee one copy of the nomination form referred to in clause (b) of rule 11 and

(iii) where no valid nomination under rule 11 subsists in respect of an employee at the time of his death a certificate specifying the names of the members of his family, and in the absence of any member of his family the name of his surviving relatives to whom the sum assured is payable under the pension rules applicable to such employee.

20. (1) On receipt of the documents referred to in rule 19 the Insurance Company shall make immediate payment of the assured sum, depending on the class to which the assured employee belonged.

(2) In case the nominee is a minor, the employee shall nominate one or more persons through whom the payment of the share or amount of the minor shall be paid by the Insurance Company.

(3) An employee may, at any time, cancel a nomination by sending a notice in writing to the appropriate authority and may also send a fresh nomination alongwith such notice.

(4) If the nomination relates only to a part of the total sum assured, the part to which it does not relate shall in the event of the death of the employee by whom it was made be distributed in accordance with clause (iii) of rule 19.

**CHAPTER V  
MISCELLANEOUS**

21. Appeals. No appeal shall lie against any decision of the Board.

22. Delegation. The Chairman may delegate any of the powers conferred on him under these rules to any officer of the Board.

23. In addition to the Secretary, Accounts Officer and Assistant Accounts Officer Government may appoint such other staff as it deems fit for the purposes of carrying out the Boards work.

K. IDRIS  
Secretary to Government of Sindh

**SCHEDULE**  
(See rule 11)

The sum in which various classes of employees are to be insured:-

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Class of employees 1	Sum assured. 2
Class-I	Twenty thousand rupees.
Class-II	Fifteen thousand rupees.
Class-III.	Five thousand rupees.

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**APPEXDIX "A"**  
FORM OF NOMINATION

I, \_\_\_\_\_ S/O/D/O/W/O/ \_\_\_\_\_ of the \_\_\_\_\_ Department of People's Municipality/District Council Town Committee hereby nominate the person/persons mentioned below, who is/are member/ members of my family as defined in the Employees of People's Local Councils Service Welfare Fund Rules, 1973 to receive the assured sum in the event of my death under the Group terms life terms Insurance Scheme:-

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Name and address of Nominee.	Relationship.	Age	Proportion of the amount to be paid.	If the nominee is a minor, name of the person or persons to whom payment Be made on his/her behalf.
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Attested by \_\_\_\_\_ dated \_\_\_\_\_ Day of \_\_\_\_\_ 197

Signature of subscriber  
Seal of office.

The signature of the subscriber should be attested by a Class-I Officer who should affix his office seal below his signature.

**APPENDIX "B"**

To

(Address of the Insurance Co.)

Dear Sir,

Re:-GROUP INSURANCES SCHEME

With reference to the above noted scheme, 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 covered maybe made in favour of the nominee.

It is hereby certified---

- (1) That the deceased was a subscriber to the Fund.
- (2) That at the time of the death the deceased was a Class \_\_\_\_\_ employee.

Yours faithfully

K. IDRIS  
Secretary to Government of Sindh  
Housing, Town Planning and Local Government Department

