



PUNJAB POLICE WELFARE FUND

RULES-2016



PREFACE



It gives me immense pleasure to revise the Punjab Police Welfare Fund (PPWF) Rules, keeping in view the consistent needs of the personnel of Punjab Police.

In my Police career, the welfare of Police Personnel has always remained top priority as it infuses fresh energy and boosts the morale of the Police Personnel. The PPWF Rules have been revised in order to ensure that Police Personnel are provided with maximum possible welfare benefits. This initiative, I believe, will go a long way to help Police Personnel perform their duties efficiently and diligently. Moreover, these welfare initiatives will financially protect them & enable them to lead their lives with self-esteem and dignity.

The revised benefits in PPWF Rules are much higher as compared to other departments. Furthermore, new provisions have been incorporated for the medically permanent invalid personnel and for those who are injured in the line of duty. Special attention has been given to the families of Police Personnel to facilitate them with medical assistance and to encourage their children to continue their studies without worrying about the financial constraints.

I am confident that the revised PPWF Rules will generate a sense of being looked after, satisfaction and protection amongst the Police Personnel, thus inspiring them to deliver better results and ensure that Punjab Police upholds its responsibility of providing security of life and property to the people of Punjab.

(MUSHTAQ AHMED SUKHERA)

Ex-officio Secretary
Provincial Police Officer/IGP,
Punjab, Lahore.

1. INTRODUCTION

Whereas, the responsibilities of Punjab Police have considerably increased in present times and the functions of police personnel are enormous and require undivided concentration for effective execution of duties.

And whereas, the general conditions of service place various pressures on them and expose them to a lot of stress.

And whereas, it is expedient to provide relief to the members of the Punjab Police of their domestic anxieties and to ameliorate their general conditions, eliminate prevalence of discontentment and obviate their indulgence in malpractices.

And whereas the Punjab Police Welfare Fund has been established with the following aims and objectives:

- i. To extend and improve medical facilities for serving and retired beneficiaries and their dependents.
- ii. To advance stipend or a grant to the dependents of retired or serving beneficiaries for the purpose of education at approved institutions.
- iii. To provide any other facility or help which the board of management may decide from time to time and which comes under the broad term of "welfare" of the beneficiaries.
- iv. To provide lump sum grants at a rate to be decided by the management committee in case of death or injury to any of the beneficiaries in the line of active duty.
- v. To grant dowry charges (marriage grants) on the marriage of daughters of serving, retired and deceased police personnel.
- vi. Any other matter incidental or conducive to the attainment of the above aims and objectives.

Now, therefore, I, Mushtaq Ahmed Sukhera, Provincial Police Officer, Punjab, in pursuance of Article 8(2) q and in exercise of the Powers conferred by Article 27 of the Police Order 2002 hereby frame the rules to govern the operation of "The Punjab Police Welfare Fund".

2. RULES

The following rules have been framed to govern the operation of the Punjab Police Welfare Fund.

3. SHORT TITLE

These rules shall be called "THE PUNJAB POLICE WELFARE FUND RULES".

4. EXTENT

These Rules shall come into force forthwith and shall extend throughout the Province of the Punjab.



5. DEFINITIONS

Unless there is anything repugnant in the subject or context:

- a) "Member" means a person
 - i) Who has served or is serving in Punjab Police as Police Officer, in junior or senior ranks and has continuously contributed or contributing towards "Punjab Police Welfare Fund".
 - ii) Who has served or is serving on the ministerial cadre in any of the offices of the Punjab Police and has continuously contributed or contributing towards "Punjab Police Welfare Fund".
 - iii) Who, while retaining a permanent lien of service in the Punjab Police is or has been on deputation, not exceeding 5 years, to any other department and has continuously contributed or has contributed in intervals for at least fifteen years towards "Punjab Police Welfare Fund".
- b) "Continuous contribution" means, inclusive of earlier continuous contributions made towards "The Punjab Government Servants Benevolent Fund" as well.
- c) "Fund" means "The Punjab Police Welfare Fund"
- d) "Welfare Account" means an account in a bank to be operated jointly by Addl. IGP, Finance & Welfare and DIG Welfare in the name of IGP/Provincial Police Officer, Punjab.

6. CENTRAL OFFICE

The Central Office of "The Punjab Police Welfare Fund" shall be located at Lahore and shall function under the supervision and charge of the Addl. IGP, Finance & Welfare, Punjab.

7. BOARD OF PUNJAB POLICE WELFARE FUND

- i. The Board of Punjab Police Welfare Fund, hereafter called 'The Board', shall consist of the following members and shall deal with all matters relating to the administration of the Punjab Police Welfare Fund.

1	IGP/Provincial Police Officer	Chairman
2	Addl. IGP Establishment	Vice Chairman
3	Addl. IGP Finance & Welfare	Member
4	Addl. IGP Operations	Member
5	Addl. IGP Special Branch	Member
6	Addl. IGP CTD	Member
7	Addl. IGP/Commandant Punjab Constabulary	Member
8	Addl. IGP PHP	Member
9	DIG Traffic	Member
10	DIG Hqrs	Member
11	DIG Welfare	Secretary
12	AIG Finance	Member
13	Senior most SP of Provincial Police Cadre posted at Lahore	Member

- ii. The Board shall hold at least two meetings in a calendar year under the chairmanship of Provincial Police Officer/IGP. The first meeting may be held in the month of March when the annual report would be discussed and passed, followed by the second meeting in the month of September for a general review, and regularizations of the emergent matters and decisions, etc. The minutes of the meetings on each occasion shall be circulated to all Heads of Police Offices for information and necessary action.
- iii. The Board shall maintain and manage the investment of "The Punjab Police Welfare Fund" to establish, start, run, control, acquire independently or in collaboration with "The Punjab Police Foundation" in any or all parts of the country to manufacture, import, export, buy, sell, stock or otherwise deal in suitable goods and material of any description.
- iv. This Board shall be a policy making body to formulate/review the welfare policy and rules governing welfare fund and make any changes periodically if required. The Board shall authorize the "Management Committee" to manage and disburse the funds on behalf of the board strictly in accordance with the policy given.
- v. The Board may regulate its meetings and proceedings as it may deem fit.
- vi. The Chairman of the meeting will exercise a casting vote in case of a tie.
- vii. Nine members shall form a quorum at meeting of the Board of Punjab Police Welfare Fund provided that Chairman shall be one of the nine members presenting the meeting.

8. MANAGEMENT COMMITTEE

In Central Police Office, a committee shall be formed as per composition mentioned below, which shall be called as Management Committee of Welfare Fund, hereafter called 'The Committee'.

1	Addl. IGP Finance & Welfare	Chairman
2	DIG Welfare	Secretary
3	DIG Hqrs	Member
4	AIG Administration	Member
5	AIG Discipline	Member

- i. The Committee shall act on behalf of The Board to disburse and manage the funds strictly in accordance with the policy given by The Board.
- ii. It shall examine the cases of financial assistance not covered by medical reimbursement policy on government expenses under head "AO-1274-Medical Charges" and give its recommendations including extent of financial assistance, keeping in view the genuineness of the request and its urgency.
- iii. It shall consider the applications not submitted in time with regard to dowry charges, maintenance allowance, etc. and grant of condonation or waiver of time period in the matter.



- iv. It shall consider deserving cases for financial assistance, maintenance allowance, medical reimbursement of cases involving large amount of money in case of heart surgery, liver / kidney transplant, cancer, any other life threatening disease and cases of financial help.
- v. It shall review cases of scholarship for admission, tuition, registration of children studying in approved colleges and universities.
- vi. The Committee shall periodically convene its meeting not later than a fortnight to examine and decide the above cases and any other matter related therein.

9. CONTRIBUTIONS

Contributions to "The Punjab Police Welfare Fund" shall be recovered each month at the rate of 3% of the running basic pay drawn by each member.

10. MODE OF COLLECTION OF CONTRIBUTION AND MAINTENANCE OF ACCOUNTS

- i. All monthly contributions shall be deducted at source from the salary of all police officials of Punjab police by the Accountant General and District Accounts Officer as the case may be within whose jurisdiction disbursement of salary is made to that member.
- ii. The Accountant General, Punjab shall allocate separate sub-head for deduction of contributions from the pay bills of all officers and men including ministerial staff and pass on the credit to Addl. Inspector General of Police, Finance and Welfare, Central Police Office, Lahore within one month of such deduction.
- iii. Addl. Inspector General of Police, Finance and Welfare shall be responsible to ensure that the amounts of contributions paid by the members or deducted from their pay bills has been received and accounted for in the books of Welfare Account.
- iv. "The Punjab Police Welfare Fund" account in Central Police Office Lahore, shall be maintained in the name of Provincial Police Officer, Punjab and operated jointly by Addl. Inspector General of Police, Finance and Welfare and Dy. Inspector General of Police, Welfare, Punjab, Lahore.
- v. At least 15% fund shall be saved and separated annually from 3% annual contribution collection for investment purposes.

11. ANNUAL REPORT

The Addl. Inspector General of Police, Finance and Welfare Punjab, Lahore shall prepare an annual report of the Punjab Police Welfare Fund and place the same before The Board for perusal in its meeting to be held in the month of March each year. Annual report shall show the receipts and utilization of funds for the previous year.

12. ACCOUNTS AND AUDIT

The accounts of "The Punjab Police Welfare Fund" shall be audited once a year by a certified Chartered Accountant. The fee for each audit shall be paid from the Welfare Fund. The report of the Chartered Accountant along with the annual report shall be placed before The Board for perusal and approval.

13. PROVISION OF AMENITIES

The Welfare Fund shall be utilized for the betterment of the low paid Police personnel, for the following reasons and objectives:

- i. Provide amenities for the members of Punjab Police as a whole and in particular to the lower ranks and their families.
- ii. Facilitate admissions of the police personnel as patients in hospitals.
- iii. To reimburse medical expenses incurred by the Police personnel who are or remained members of Punjab Police Welfare Fund, in such cases where it cannot be claimed from other Government Revenues.
- iv. Defray expenses on account of transportation of dead bodies and burial expenses of the deceased Police personnel who expire during service subject to any inability of meeting such expenses from any other fund.
- v. Grant scholarships to the children of members who are studying in post-Matric classes with bright academic record.
- vi. Grant of one month salary on retirement to each Officer/Official (last running basic pay drawn) who are members of Punjab Police Welfare Fund.
- vii. To provide any facility or help, which the Board may decide from time to time and which comes under the broad term of "Welfare" of the beneficiaries.
- viii. To provide lump-sum grants at a rate to be decided by the Board in case of death or injury to any of the beneficiaries during service.
- ix. To grant dowry charges (marriage grants) on the marriage of daughters of serving, retired and deceased Police personnel.
- x. Any other matter incidental which is conducive to the attainment of the above objectives.



14. PROCEDURE

The following procedure shall be adopted prior to the submission of cases for the grant of financial assistance to the Addl. Inspector General of Police, Finance and Welfare, Punjab, Lahore.

A) DOWRY:

This facility will be provided as detailed below:

Serving/retired/medically permanent invalid personnel of Grade 1 to 15	Rs. 40,000/- each for first two real daughters and Rs. 30,000/- each for remaining real daughters.
Serving/retired/medically permanent invalid personnel of Grade 16 & above.	Rs. 50,000/- each for first two real daughters and Rs. 40,000/- each for remaining real daughters.

Moreover, Dowry charges @ Rs. 60,000/- each will be granted to all real daughters of personnel of all ranks falling in the following categories:

- In case of death in service of police personnel
- To permanently declared medically invalid due to police encounter or bomb blast or terrorist attack; (Special provision)
- To martyrs of all ranks

In case of death of widow/widower, the married daughter may herself claim her dowry charges.

Note: The application form P.P.W.F 1 is attached as Appendix A.

B) SCHOLARSHIP:

The committee of district/unit while examining an application shall ensure that the individual for whom scholarship has been applied has already joined the college and is a suitable candidate for the grant of scholarship. The applications shall then be forwarded to the Addl. Inspector General of Police, Finance & Welfare, Punjab, so as to reach him not later than the 15th October each year. The applications received after the prescribed date shall not be entertained. The deserving children of the police personnel including ministerial staff who qualify for specified degrees subject to obtaining percentages fixed for each degree hereunder, will be granted a scholarship for public as well as private institutions mentioned in the table below:

Sr. No.	Institution Name	Scholarship Rate	For Certificate/Degree	Fixed Stipend (Per Annum)	Books Rates (Per Annum)
1	All Public/Pvt.*Colleges * Registered with BISE & only for Regular Students	Fixed	FA/FSc/Equivalent (Only for BS 1-9) Also, for all death in service & all medically permanent invalid personnel).	4,000	5,000
2	All Public/Pvt.*Colleges * Registered with Public Universities & only for Regular Students	Fixed	BA/BSc/B.Com/ Equivalent (Only for BS 1-16) Also, for all death in service & all medically permanent invalid personnel.	6,000	5,000
3	All Public/Pvt.* Colleges/Universities * Registered with Public Universities & only for Regular Students	Fixed	LLB/MA/LLM/MSc/M.Com/ MBA/MPhil/PhD For all Serving/Death in service/Retired personnel	8,000	7,000
4	All Public/Pvt.* Medical Colleges except Agha Khan Karachi *Affiliated with University of Health Sciences	Public as per actual/ Private as per public	MBBS & other medical degrees For all Serving/Death in service/Retired personnel.	-	30,000
5	Agha Khan University, Karachi	As per actual	MBBS & other medical degrees For all Serving/Death in service/Retired personnel.	-	30,000
6	All Public/Pvt.*Engineering Universities except GIK, NUST & PIEAS *HEC Recognized only	Public As Per Actual/ Private as per public	Engineering related Degrees For all Serving/Death in service/Retired personnel	-	20,000
	GIK Topi	As per actual		-	20,000
	NUST, Islamabad			-	20,000
	PIEAS, Islamabad			-	20,000
7	All Public sector Universities of Agriculture/Veterinary Sciences* *HEC Recognized only	Public/As Per Actual	DVM & Agriculture related Degrees. For all Serving/Death in service/Retired personnel	-	15,000
8	LUMS/COMSATS/ NU-FAST	As Per Actual	All Degrees For all Serving/Death in service/Retired personnel	-	15,000



Sr. No.	Institution Name	Scholarship Rate	For Certificate/Degree	Fixed Stipend (Per Annum)	Books Rates (Per Annum)
9	IBA, Karachi	As per Actual	Management Sciences (MBA) For all Serving/Death in Service/Retired personnel	-	20,000
10	All Public/Pvt.* Sector Vocational Institutes *Registered with Board of Technical Education	Fixed	Post-Matric Vocational Degrees For BS 1-16. Also, for all Death in service/Medically permanent invalid personnel	15,000	-
11	All Public/Pvt. Sector Special Educational Institutions	Public As Per Actual/ Private as per public	Pre-Matric & Post-Matric. Only for special children of all Serving/Death in service/ Retired personnel	-	-

Eligibility Criterion:

A candidate shall be eligible for grant of scholarship, only if he/she obtains requisite percentage in following exams:

Matric/ Intermediate	Bachelors/ Masters	Designated Universities/ Institutions	Death during service/medically permanent invalid cases
65%	60%	65%	60%

Note:

- i. The request for scholarship/stipend would be admissible for all children.
- ii. The request for scholarship/stipend would be admissible only for regular/full time students. No part time students shall be entitled for scholarship/stipend.
- iii. Students admitted on self-finance and on sports basis in public/private institutions shall be entitled to same scholarship, subject to above mentioned percentages, being offered to regular students of public colleges/universities.
- iv. The scholarship ('as per actual' or 'public as per actual' or 'private as per public'), where applicable, shall cover only admission fee, tuition fee and registration fee along with annual grant for books.
- v. The fixed stipend shall be admissible along with annual grant for books, where applicable.
- vi. A PSP officer would be entitled for the grant of scholarship for his children after contributing to the Punjab Police Welfare Fund:
 - a) for a period of at least five years (continuous or with intervals) provided he/she is presently serving in Punjab at the time of filing of the claim; or
 - b) for a period of at least 15 years (continuous or with intervals) if he/she is serving outside Punjab.

However, he/she would be eligible for other financial benefits i.e. dowry charges, funeral charges, maintenance allowance, financial medical/legal assistance, etc. as per rules.

All applications for the grant of scholarships shall be submitted in form P.P.W.F.2 attached as Appendix B.

Special Reward:

Children of police personnel securing positions in matriculation and intermediate board will be granted reward out of Welfare Fund as under:

1st Position	Rs. 50,000
2nd Position	Rs. 40,000
3rd Position	Rs. 30,000

C) MEDICAL FINANCIAL ASSISTANCE:

Financial Assistance for Medical Charges to be paid only to Police personnel and to their spouses and their real children during the service and after retirement to Police Officers/Officials & their spouses only as per following rates: -

i	Heart Surgery	For personnel: Up to Rs. 125,000/- For spouse & children: Up to Rs. 75,000/-
ii	Liver/Hepatitis-C	For personnel: Up to Rs. 100,000/- For spouse & children: Up to Rs. 50,000/-
iii	Cancer	For personnel: Up to Rs. 225,000/- For spouse & children: Up to Rs.150,000/-
iv	Kidney/Renal transplant	For personnel: Up to a maximum of Rs.1,000,000/-(One Million) For spouse & children: Up to a maximum of Rs. 500,000/-(Half Million)
v	Liver transplant	For personnel: Up to a maximum of Rs.1,000,000/- (One Million) For spouse & children: Up to a maximum of Rs. 500,000/- (Half Million)
vi	Miscellaneous cases	For personnel: Up to Rs. 100,000/- & For spouse & children: Up to Rs. 50,000/- can be granted for the following diseases keeping in view their nature:- a) Fire Arm Injury b) Accidental c) Injury/Fractures d) Bomb blast Injuries e) Other Diseases

Provided that where:

- the involved amount exceeds the limits not prescribed in Para 1 or,
- due to some injury or disease which is life threatening or may cause permanent disability, any such case shall be considered in the Committee under the chairmanship of Addl. IGP, Finance & Welfare. After the recommendations of the Committee, the case shall be forwarded to the IGP/Provincial Police Officer, Punjab for approval, sanction and final orders.



Note:

1. The above financial assistance is available only after all other Government avenues are exhausted or in extreme urgency only to the Police personnel, their spouses and real children only.
2. For the purpose of medical financial assistance, children shall mean:
 - a. Daughter(s): Unmarried, dependent, unemployed and up to 21 years of age
 - b. Son(s): Unmarried, dependent, unemployed and up to 18 years of age

The application form P.P.W.F.3 is attached as Appendix C.

D) MAINTENANCE ALLOWANCE:

Maintenance Allowance will be granted to the families of police personnel in cases of death in service (other than Shaheed) and to the police personnel only in cases of invalidation on medical grounds (permanent incapacitation) during service. Moreover, this allowance shall be paid quarterly basis (three months).

Rank	Fixed amount per month (In Rupees)	Per child per month (In Rupees)
SP/DD or above rank	20,000	2,000
ASP/DSP/IP/AD/PS/OS or equivalent rank	10,000	1,500
ASI/SI/Assistant/Auditor/Steno & Senior Clerk or equivalent rank	8,000	1,200
Constable/Head Constable/Junior Clerk & Class-IV or equivalent rank	6,000	1,000
Widows/widowers/Medically permanent invalids of all ranks with less than ten (10) years of service.	Double amount of the respective rank	Entitled amount of the respective rank

Entitlement

The above mentioned amount is payable according to the following criterion:

Service	Time Period
Up to 10 years	All beneficiaries falling under ten year service category shall be allowed maintenance allowance for a period of ten (10) years.
Above 10 years	All beneficiaries falling above ten year service category shall be allowed maintenance allowance equal to the period served but will end up in any case at superannuation age of sixty (60) years. No benefits shall continue after superannuation.

1. The Maintenance Allowance shall be stopped, for widow/widower/medically permanent invalid along with their children, before time period specified above under following conditions:
 - i. In case of re-marriage of widow/widower;
 - ii. In case of employment of widow/widower or her/his Son;
 - iii. In case of employment of a child of medically invalid personnel.

2. The fixed stipend per child shall be stopped:
 - i. on attaining 18 years of age in case of son(s)
 - ii. on attaining 21 years of age or on marriage, whichever is earlier, in case of daughter(s).
 - iii. In case of a special child, till the time widow is entitled to get the maintenance allowance or the child attains the age of 25 years or the child gets married or the child gets employment, whichever is earlier.
3. In case of more than one widow of police personnel, Maintenance Allowance shall be divided equally amongst all widows. However, children of each widow will get full fixed stipend per child per month separately. Moreover, out of the widows, if one widow solemnizes a second marriage, her portion of amount of Maintenance Allowance shall be shifted to the other widow(s).
4. If the widow is issueless, she will be entitled for allowance till her death;
5. In case, a beneficiary eligible for Maintenance Allowance expires before completion of allowed period, a guardian would be nominated by the court for the minor children and the Maintenance Allowance for the remaining allowed period will be shifted to the guardian.

Note:

1. After superannuation, only exceptional cases of hardship will be looked into, where the widow has at least two minor children and having no source of income. Such cases will be considered by the Committee on the recommendation of concerned Head of the District Police/Unit after due verification till the time the Committee may deem appropriate but shall not be more than seven years.
2. The Maintenance Allowance shall not be sanctioned for ex-employees of the police department who superannuated, retired voluntarily or have otherwise left service or dismissed from service.
3. Fresh maintenance allowance cases shall be entitled for grant from the date of death or from the date of declaration of medically invalid by the medical board of serving police personnel, as the case may be.

The application form P.P.W.F4 is attached as Appendix D.

E) IMMEDIATE RELIEF/FUNERAL CHARGES:

In case of death in service of a Police personnel, Rs. 50,000/- would be provided to the family of the deceased police personnel of all ranks.

The application form P.P.W.F.5 is attached as Appendix E.

F) SPECIAL GRANT FOR DEATH DURING SERVICE:

1. The legal heirs of a Police Officer/Official who dies naturally during service or in an accident while performing an active official police duty duly established after investigation/inquiry conducted by an officer not below the rank of SP and is not declared Shaheed, shall be eligible to get one time financial grant over and above the financial assistance being provided by the provincial government as detailed below:



Basic Scale	Govt. of Punjab's Assistance to the family of a civil servant who dies while in service (Rs)	Additional grant under PPWF (Rs)	
		In case of natural death during service	In case of accidental death during performance of active duty
1 - 4	400,000	200,000	400,000
5-10	600,000		
11 - 15	800,000	300,000	600,000
16 - 17	1,000,000	400,000	800,000
18 - 19	1,600,000	500,000	1,000,000
20 & above	2,000,000	600,000	1,200,000

2. The additional grant from Punjab Police Welfare Fund in case of accidental death during performance of active duty shall not be applicable, if there is a special provision of grant/assistance for accidental cases from the provincial government.

Note:

A committee headed by:

- Regional Police Officer/Head of the Police Unit and comprising of concerned District Head of Police, SP/SSP Special Branch and SP/SSP CTD of the concerned region as members;
- CCPO, in case of Lahore, comprising DIG Operations, DIG Investigation, SSP Special Branch and SSP CTD of Lahore as members;

shall scrutinize the accidental case before forwarding the same to CPO for consideration and approval.

G) LAST RUNNING BASIC PAY TO RETIRING POLICE OFFICERS/OFFICIALS:

Last running basic pay of one month shall be given on retirement to police officers/officials of all ranks.

The application form P.P.W.F.6 is attached as Appendix F.

H) FINANCIAL ASSISTANCE TO POLICE PERSONNEL IN LEGAL/COURT MATTERS:

Financial assistance up to a maximum of Rs. 500,000/- will be granted to individual officer/official or group involved in legal and court matters in consequence of performance of official duty keeping in view the circumstances of each case.

15. MODE OF DISBURSEMENT:

SR. NO.	CATEGORY	APPROVING AUTHORITY	ACCOUNT OPERATION AUTHORITY	MODE OF DISBURSEMENT
1	Dowry	IGP/ Addl. IGP (F&W)	Addl. IGP (F&W) + DIG/Welfare	Cheque in the name of Applicant with District/Unit name or Applicant's Bank Account
2	Scholarship	IGP/ Addl. IGP (F&W)		Cheque in the name of Applicant with District/Unit name or Applicant's Bank Account
3	Financial Medical Assistance	IGP/ Management Committee		Cheque in the name of Applicant with District/Unit name or Applicant's Bank Account
4	Maintenance Allowance	IGP/ Addl. IGP (F&W)		Through ATM
5	Funeral Charges	IGP/ Addl. IGP (F&W)		Head of District/Unit concerned
6	Special Grant for Death During Service	IGP/ Management Committee		Cheque in the name of Applicant with District/Unit name or Applicant's Bank Account
7	Last Running Basis Pay on Retirement	IGP/ Addl. IGP (F&W)		Cheque in the name of Applicant with District/Unit name or Applicant's Bank Account
8	Financial Assistance to Police Personnel in Legal/ Court Matters	IGP/ Addl. IGP (F&W)		Head of District/Unit concerned

16. REPEAL AND SAVINGS:

- i. The decision of the Board of Punjab Police Welfare Fund on all matters connected with the interpretation of these Rules shall be final.
- ii. No amendment shall be made in these Rules without the prior approval of the Board of Punjab Police Welfare Fund headed by IGP/Provincial Police Officer, Punjab.
- iii. **These rules and rates shall be applicable from 1st October, 2016 for all grants except for scholarship, where it shall be applicable from 1st July, 2016.**



APPENDIX 'A'

FORM P.P.W.F (1)

Documents, duly attested, required for the grant of Dowry charges from Punjab Police Welfare Fund.

1. Original application of the claimant.
2. Local Police verification report.
3. Authenticated list of family members with their ages & marital status / Family Registration Certificate (FRC) from NADRA.
4. Copy of CNIC of the applicant.
5. Committee Report duly countersigned by RPO/Head of the District Police/Unit.
6. Original "Nikah-Nama".
7. (a) Computerized Pay Slip of the claimant showing deduction in sub head "3514-Punjab Police Welfare Fund" (Compulsory for in-service employees).
(b) Certificate along with documentary proof regarding regular membership of Punjab Police Welfare Fund (in case of retired/deceased).
8. Certificate regarding entry in the Service Roll of the claimant.
9. Copy of CNIC of the bride.
10. Copy of Pension Book, in case of retired.
11. Copy of Death Certificate, in case of claim by widow/widower.
12. Guardian certificate, in case of guardian.
13. Permanent Invalidation Certificate clearly indicating the grounds under which declared medically invalid, where applicable.
14. How many claims have already been made? If yes, the last claimed cheque number and date or year of claim received may be intimated.

APPENDIX 'B'

FORM P.P.W.F (2)

Application for the grant of scholarship from Punjab Police Welfare Fund

1. Name and rank of the applicant.
2. Name of district/unit where serving.
3. Length of service of the applicant.
4. Attested copy of CNIC of the applicant along with NADRA Family Registration Certificate.
5. Details of educational status of all children including the child for whom the scholarship is being applied.
6. Name and age of the scholar for whom the scholarship is applied for.
7. Class in which studying.
8. Name of College where studying.
9. Subjects opted by the scholar.
10. Result of Matriculation/Intermediate/Bachelors/Masters examination showing the grade/marks/percentage obtained in each examination, as applicable.
11. Certificate from the Institution where studying as to whether the scholar is a regular/full time or part time student?
12. Detail of scholarship (if any) or concession already being enjoyed by the scholar.
13. Medically permanent invalid certificate/death in service certificate, as applicable.
14. A medical certificate confirming scholar's special child status, if applicable.

Signature of the applicant
With full address

Date.....

- a) Score out which is not applicable.
- b) Result of all examinations should be quoted.
- c) Remarks and recommendations must be given by the Head of the Office
- D) In case of orphan remarks and recommendations must be given by the District Head of Police of the applicant's home District or by the Head of the Police Unit, as the case may be.



APPENDIX 'C'

FORM P.P.W.F (3)

Documents, duly attested, required for the grant of Financial Assistance on Medical ground from Punjab Police Welfare Fund

1. Application of the claimant.
2. Copy of CNIC of the applicant.
3. Copy of CNIC of the applicant's spouse (only in case of claim for spouse).
4. NADRA B-Form/Family Registration Certificate (only in case of claim for children).
5. Original referral certificate of Government Hospital to a Private Hospital.
6. Computerized pay slip (showing the head of 3514).
7. Copy of pension book (for retired personnel).
8. Original prescription slips.
9. Original test reports.
10. Original cash memos.
11. Estimate of transplant.
12. Pre & Post operation note.
13. Original discharge report.
14. Certificate from District Head of Police/Unit confirming unmarried and unemployed status of a child (only in case of claim for children).

APPENDIX 'D'

FORM P.P.W.F (4)

Documents, duly attested, required for the grant of Maintenance Allowance from Punjab Police Welfare Fund

1. First claim certificate of maintenance allowance.
2. Proof of being a regular member of Welfare Fund.
3. Copy of pension book.
4. Original recommendation roll.
5. Official order of struck off the name from list.
6. Copy of death certificate of deceased.
7. Copy of CNIC of widow/widower.
8. NADRA B-Form/Family Registration Certificate (for claim of stipend for children).
9. A comprehensive Police Report regarding moveable/immovable property of widow/widower/medically permanent invalid.
10. No second marriage certificate for widow/widower.
11. No marriage certificate in respect of daughter(s) of widow/widower/medically invalid personnel.
12. No employment certificate in respect of widow/widower or her/his son.
13. Medical Certificate confirming special child status, where applicable.

FOR MEDICALLY PERMANENT INVALID

1. Notification of retirement.
2. Medical permanent invalidation certificate/report.
3. Copy of CNIC.
4. Copy of Pension Book.
5. No employment certificate in respect of his/her son.



APPENDIX 'E'

FORM P.P.W.F (5)

Documents, duly attested, required for the grant of Immediate Relief/Funeral Charges from Punjab Police Welfare Fund.

1. Application of the claimant.
2. Copy of CNIC of the applicant.
3. Copy of Struck off Order.
4. Copy of death certificate issued by NADRA.

APPENDIX 'F'

FORM P.P.W.F (6)

Documents, duly attested, required for the grant of Last Running Basic Pay from Punjab Police Welfare Fund

1. Application of the claimant.
2. Copy of CNIC of the applicant.
3. Copy of Retirement Order.
4. Computerized last pay slip (*showing the head of 3514*).