
	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk	
	(FINANCE WING)	
TEVTA / Bud / F. Assistance / 2019-20	Rev No 00	Date: March 02nd . 2020

To

1. All Zonal Managers,
2. All District Managers,
3. All Project Managers / Project Directors-Service Centers,

Subject: **GUIDE LINES FOR SALARY DISBURSEMENT ON ACCOUNT OF OSD POSTS TO THE FAMILY OF AN EMPLOYEE WHO DIES WHILE IN SERVICE.**

In supersession of previous letter no/ TEVTA/Bud/Assistance/ 2019-20 dated 14.11.2019 and 14.01.2020 on subject matter and reference to TEVTA's notification no. TEVTA / Bud / F. Assistance / 2018-19 dated 2nd May, 2018 and clarifications issued by Government of the Punjab. Finance Department's letters no. FD.SR-I/3-10/2004(P) dated 3rd October, 2017, no. FD.SR-I/3-3/2017 dated 29th November, 2017 and no. U.O.No.FD-SR-I/3-4/2018 (180601/23199) dated 24th September, 2018.

2. It is clarified that concerned salary payment authority at Field Offices and Head Office will release the pay of deceased family member, after creation of OSD posts, into the Bank Account of widow. The concerned offices will ensure the availability of the below mentioned documents / clarifications:

A- Documents to be provided by Widow/ Widower/ Legal Heirs

- i. Applications from widow's /widower/ legal heirs forwarded by the head of institutes.
- ii. Attested copy of CNIC of deceased employee.
- iii. Attested copy of CNIC of widows/ widower.
- iv. Copy of Affidavit from the widow that there is no other wife of deceased employee if in future any wife claimed; she will be bound to share financial benefits under the applicable rules.
- v. Attested copy of list of Family Members from NADRA.
- vi. Attested copies of NICs of Family Members (Babies)
- vii. Attested copy of Obituary Notification.
- viii. Attested copy of Death Registration Certificate issued by the Secretary Union Council . Government of Punjab
- ix. Copy of Guardian Certificate duly issued by court of law (if any)
- x. Attested copy of No Re-marriage Certificate from widows/ widower.
- xi. The detail of bank account in the Bank of Punjab only.

B- Documents to be provided by Principal / HOI for Payments.

- i. Copy of order of OSD post.
- ii. Affidavit of recovery of Government Dues.
- iii. Attested copy of last salary slip.
- iv. Attested copy of last pay certificate.
- v. Attested copy of statement of service history by the Head of Institutions/DDO.

3. The details of general clarification are given below for consideration / perusal while forwarding / processing the case of deceased family;

Sr.No	Query	Clarification
1	Criteria of salary payment to the family of deceased TEVTA employee.	Post of OSD shall be created.
2	Will family salary be inclusive of all allowances or otherwise?	The deceased's family shall be allowed net salary along with annual increases in the pay less Conveyance allowance, Special Conveyance Allowance, Admin Allowance, Special Compensation Allowance, Overtime allowance, Hard Area Allowance or any other similar allowance till the date of superannuation of deceased TEVTA employee.
3	Will Perks like Car, Mobile Allowance, POL or any other similar allowance be allowed?	All such allowances shall be discontinued from the date of death of deceased TEVTA employee.
4	Will the pay fixation is required for payment of family salary?	It is clarified that concerned salary payment authority at Field Offices and Head Office will release the pay of deceased family member after creation of OSD post /issuance of salary payment order/release of budget. The concerned field offices will ensure issuance of Salary Payment order in favor of family from Finance Wing of TEVTA

		for release of budget. The Budget section will release budget after receiving written request along with above mentioned documents from concerned office.
5	Who will be entitled to receive family salary?	Net salary shall be disbursed into the bank account of widow. Further, widow shall submit " No Re-Marriage Certificate " to concerned District Manager / Zonal Manager / Manager Service Center on quarterly basis.
6	What will be the status of family salary in case of remarriage or death of spouse?	Family salary shall be divided equal amongst the surviving sons not above 24 years old and unmarried daughters as per Rule-4.10(2)(ii) of Punjab Civil Service pension Rules.
7	Who will be entitled to receive family salary in case of minor children when there is no widow or widower?	Guardian of the minor children would receive family salary till their age of maturity. Guardian certificate would be issued by the court of law.
8	In case of death of official and his wife, will the adult and independent children be entitled benefit?	In case of death of official and his spouse financial benefits shall be equally divided among the surviving sons not above 24 years old and un-married daughters as per Rule-4.10(2)(ii) of Punjab Civil Service Pension Rules.
9	Are parents, brothers and sisters included in definition of family for family salary?	Husband / wife, children, parents, brothers (below the age of 21 years), unmarried sisters and widowed sisters of a TEVTA employee fall under the definition of family for family salary as explained in Rule 4.10 of Punjab Civil Service Pension Rules.

10	If the service of deceased TEVTA employee is less than 10 years, then family salary shall be admissible up to 60 years or otherwise.	The deceased's family shall be allowed net salary along with annual increases in the pay less Conveyance allowance, Special Conveyance Allowance, Admin Allowance, Special Compensation Allowance, Overtime allowance, Hard Area Allowance or any other similar allowance till the date of superannuation of deceased TEVTA employee.
11	Is there any minimum length of service required for benefit of family salary?	No specific length of service is required for benefit of family salary. The family of a TEVTA employee who appointed under TEVTA Act 2010, Rules & Regulations made thereunder dying while in service is eligible of the same.
12.	Are probationers also entitled for this benefit?	The family of a TEVTA employee who appointed under TEVTA Act 2010, Rules & Regulations made thereunder dying while in service during probationary period is entitled for financial assistance package under revised financial assistance package circulated vide TEVTA's notification no. TEVTA / Bud / F. Assistance / 2018-19 dated 2 nd May, 2018.
13.	When family pension shall be started?	After the date of superannuation of deceased TEVTA employee, family pension shall be allowed as per Rule 4.10 of Punjab Civil Service Pension Rules.
14.	When will gratuity to the family of a deceased TEVTA employee be paid, in case he is not entitled	At the time of death of TEVTA employee.

	to grant of pension owing to less period of service?	
15.	If the widow dies, the family pension or family salary of the rest of family members up to 60 years is admissible or otherwise? If so, which rules shall applies.	In case of death of the widow salary will remained continued to the dependents of deceased TEVTA employee till the age of superannuation as per sr. no. 2(i) of TEVTA's notification no. TEVTA / Bud / F. Assistance / 2018-19 dated 2 nd May, 2018. After the date of superannuation, family pension shall be allowed as per sr. no. 2(ii) of rule ibid.
16.	As to whether the appointment of widow / son under 17-A shall be made after the superannuation / 60 years or immediately after the death of TEVTA employee?	On child or widow in PS-1 to PS-11 including the post of Junior Clerk) will immediately be appointed after the death of TEVTA employee under TEVTA Service Regulations.
17.	As to whether leave encashment shall be admissible to the family of deceased TEVTA employee.	The family of deceased TEVTA employee shall be entitled for leave encashment up to 365 days in the light of TEVTA's notification no. TEVTA / Bud / F. Assistance / 2018-19 dated 2 nd May, 2018.
18.	As to whether leave balance of deceased TEVTA employee shall be continued or closed after leave encashment of 365 days.	Leave account shall be closed after death of a TEVTA employee and after leave encashment of 365 days (if leave balance available).
19.	Will deduction of GP Fund shall be made from family salary or not?	No deduction shall be made from family salary.
20.	Will family of deceased TEVTA employee shall be entitled for Health Insurance and Group Life Insurance?	The family of a deceased TEVTA employee shall be entitled for Health Insurance as per provision given in TEVTA Service Regulations till the age of superannuation of deceased TEVTA employee and deduction

		<p>in this regard shall also be made from family salary as per rates notified by Authority.</p> <p>Further, the family of a deceased TEVTA employee shall be entitled for Group Life Insurance, so deduction shall be made from family salary of deceased TEVTA employee as per policy.</p>
21.	When will the four month's salary (pay last drawn plus allowances) be paid to family of deceased TEVTA employee?	At the time of death of TEVTA employee.

4. The Budget section will release budget after receiving written request along with above mentioned documents from concerned office in pursuance of issuance of the family salary sanction order for each individual by the Finance wing from the approval of competent authority.

M. A. Saeed

(MUHAMMAD AHMAD SAEED)
GENERAL MANAGER (FINANCE)
TEVTA

A copy is forwarded for information and necessary action to:

1. All General Managers TEVTA Secretariat, Lahore.
2. All Deputy General Managers TEVTA Secretariat, Lahore.
3. All Managers TEVTA Secretariat, Lahore.
4. The Manager (SCs) TEVTA.
5. SA to Chairperson TEVTA.
6. PS to COO TEVTA.