



**BOARD OF GOVERNORS  
CHILDREN LIBRARY COMPLEX**  
Dated: Lahore 10<sup>th</sup> February, 2023

**NOTIFICATION**

**No. CLC/AO 35-1/2019/1184.-** In exercise of the powers conferred under section 18 of the Punjab Government Educational and Training Institutions Ordinance, 1960 (XI of 1960), the Board, with the approval of the Government, is pleased to make the following regulations:

**1. Short title and commencement.-**(1) These regulations may be cited as the Children Library Complex, Lahore Employees (Benevolent Fund) Regulations, 2022.

(2) They shall come into force at once.

**2. Definitions.-** (1) In the regulations, unless the context or subject requires otherwise:

- (a) "Board" means the Board of Governors of the Children Library Complex, Lahore constituted under section 4 of the Ordinance;
- (b) "Class-A employee" means an employee holding a post of BS-17 and above;
- (c) "Class-B employee" means an employee holding a post of BS-1 to BS-16;
- (d) "competent authority" means the Managing Director of the Complex;
- (e) "Complex" means the Children Library Complex, Lahore including its branches;
- (f) "employee" means an employee of the Complex other than:
  - (i) a work charge employee;
  - (ii) a part time employee;
  - (iii) a contract employee;
  - (iv) an employee engaged on assignment basis;
  - (v) an employee paid out of any fund or contingencies;
  - (vi) an employee who has attained the age of sixty years; and
  - (vii) any other employee or class of employees specially excluded from the purview of the regulations by the Board;
- (g) "family" in relation to an employee means:
  - (i) husband, wife or wives of the employee;
  - (ii) legitimate and step children of the employee who are less than twelve years old;

- (iii) legitimate and step children of the employee who are not less than twelve years old but residing with and wholly dependent upon the employee; and
- (iv) parents, sisters and minor brothers of the employee, if residing with and wholly dependent upon the employee;
- (h) "Form" means the Form appended to the regulations;
- (i) "Fund" means the Children Library Complex, Lahore Employees Benevolent Fund established under the regulations;
- (j) "Schedule" means the Schedule appended to the regulations;
- (k) "Ordinance" means the Punjab Government Educational and Training Institutions Ordinance, 1960 (XI of 1960); and
- (l) "regulations" means the Children Library Complex, Lahore Employees (Benevolent Fund) Regulations, 2022.

(2) A word or expression used but not defined in the regulations shall have the same meaning as assigned to it in the Ordinance and the rules framed thereunder.

**3. Establishment of Fund.-** (1) There shall be established a Fund to be known as the Children Library Complex, Lahore Employees Benevolent Fund.

(2) The Fund shall consist of the following parts:

- (a) Part-I for Class-A employees; and
- (b) Part-II for Class-B employees.

(3) The credit of the Fund shall consist of:

- (a) all sums paid by the employees as subscription to the Fund;
- (b) all benevolent grants, donations, gifts, endowments, etc., made by the Government, the Complex, autonomous bodies, organizations and institutions or others for the purpose; and
- (c) income from investments made out of the Fund.

(4) The moneys credited into the Fund shall be kept in such scheduled bank as may be determined by the Board.

(5) The accounts of the Fund shall be maintained by the Accounts Officer in such form and manner as may be determined by the Board.

**4. Utilization of the Fund.-** The Board shall utilize the Fund for the relief and benefit of the employees as per proportion of Schedule-I and Schedule-II and their families by:



- (a) giving financial assistance to the family of a deceased employee;
- (b) giving financial assistance to an employee invalidated during service;
- (c) granting educational scholarships to children of deceased or invalidated employee; and
- (d) making special grant to an employee in an exceptional case.

**5. Subscription to be paid by the employees.-** (1) Every employee shall pay to the Fund a monthly subscription equal to three percent of his pay or as prescribed or revised by the Board and the amount of such subscription shall be deducted at source from his pay and credited to the Fund:

Provided that an amount equal to the contribution of the employees shall be contributed by the Complex in the Board Fund every month:

Provided further that any default in the payment of the subscription shall not affect right of an employee or the right of his family to receive the benevolent grant under the regulations but the amount of unpaid subscription shall be deducted from the benevolent grant.

**6. Payment of benevolent grant.-** (1) The benevolent grant shall become admissible immediately after the employee has made his first contribution to the Fund.

(2) Every employee having minimum of ten years' continuous regular service, if:

- (a) declared by the prescribed medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and is for that reason retired from service, he shall be entitled to receive the grant from the Fund as may be prescribed; or
- (b) dies during the continuance of his employment, or during retirement before attaining the age as indicated in Schedule-I and Schedule-II, his spouse shall be entitled to receive the grant from the Fund as provided in Schedule-I or Schedule-II.

(3) In case, an employee hold both Class-A and Class-B posts at different periods of his service, he shall be entitled to the benefit of the benevolent grant under the regulations for the post held by him at the time of his retirement or at the time of his death or invalidation during service.

**7. Entitlement to refund.-** An employee shall not be entitled to refund of the contributions made by him towards the Fund:

- (a) during the period of his service; and

- (b) if he has been relieved from the Complex service due to resignation or disciplinary action.

**8. Rates of the Government.-** The Government deduction rates and benefits or amount shall be applicable to the employees and revision made by the Government shall automatically apply to the Fund.

**9. Powers of the Board.-** The Board may:

- (a) settle claims for benevolent grants under the regulations and all matters connected with such claims;
- (b) sanction grants from the Fund to the employees or their families in accordance with the provisions of the regulations;
- (c) do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties in the Fund;
- (d) sanction expenditure connected with the administration and management of the Fund;
- (e) invest moneys in the Government securities or in other financial or physical assets expected to be profitable and construction of buildings; and
- (f) do or cause to be done all things ancillary or incidental to any of the aforesaid powers for the purposes of the Fund.

**10. Meeting of the Board.-** (1) The meeting of the Board shall be called by the Chairman whenever he considers it necessary.

(2) The quorum for the meeting shall be one third of the total Members.

(3) The decision of the Board shall be taken by majority of the Members present and voting and in case of equality of votes, the Chairman shall have the right to cast a vote. The decision of the Board shall be final.

**11. Annual Statement of Accounts.-** The Annual Statement of Accounts of the Fund, proposed by the Accounts Officer and audited by Auditor of the Complex shall be submitted to the Board within three months after the close of each financial year.

  
**(AON ABBAS BUKHARI)**  
**SECRETARY, BOARD OF GOVERNORS**  
**CHILDREN LIBRARY COMPLEX, LAHORE**



**NO. & DATE EVEN**

A copy is forwarded for Information and necessary action to:

1. The Chief Secretary, Punjab.
2. The Additional Chief Secretary, Punjab.
3. The Principal Secretary to Governor, Punjab.
4. The Principal Secretary to Chief Minister, Punjab.
5. The Accountant General, Punjab.
6. The Secretary Provincial Assembly, Punjab.
7. The Secretary, School Education Department, Lahore.
8. The Secretary, Law & Parliamentary Affairs Department, Lahore.
9. The Secretary, Finance Department, Lahore.
10. The Secretary (Regulations) / Secretary (Archives), S&GAD.
11. All Heads of Attached Departments / Autonomous Bodies / Special Institutions of School Education Department.
12. The Director General Public Relations, Punjab.
13. The Superintendent, Government Printing Press, Punjab.
14. The Office file.

10/10/2012  
**(FARHAN IZHAR)**  
**ADMINISTRATIVE OFFICER**  
**CHILDREN LIBRARY COMPLEX, LAHORE**

**SCHEDULE-I**  
(Class-A Employee)

**I. MARRIAGE GRANT**

The employee shall submit the application as set out in **Form-A** for the grant out of the Fund within one year of the marriage

(For the marriage of each daughter)

|       |   |             |
|-------|---|-------------|
| (i)   | To an employee while in service and for fifteen years after his retirement.   | Rs.80,000/- |
| (ii)  | To the family of a retired employee in case his death occurs within fifteen years of retirement for the unexpired period of fifteen years from the date of retirement.  | Rs.80,000/- |
| (iii) | To the family of an employee who dies while in service with no time limit.  | Rs.80,000/- |
| (iv)  | An invalidated retired employee for fifteen years from the date of retirement. In case of his death within fifteen years of retirement to his family for the unexpired period of fifteen years from the date of retirement. | Rs.80,000/- |

**II. FUNERAL GRANT**

Application shall be submitted as set out in **Form-B** for the grant out of the Fund within one year of the death.

|      |  |             |
|------|--|-------------|
| (i)  | On the death of an employee.                                     | Rs.35,000/- |
| (ii) | On the death of a dependent member of the family of an employee. | Rs.35,000/- |

**III. EDUCATIONAL SCHOLARSHIP**

The employee shall submit the application as set out in **Form-C** for the grant out of the Fund.

|       |  |             |
|-------|--|-------------|
| (i)   | Primary to Secondary level   | Rs.10,000/- |
| (ii)  | Higher Secondary, Bachelor, equivalent classes and diploma classes.  | Rs.28,000/- |
| (iii) | B.Sc. (Hons) Agri, B-Pharmacy or Master's degree or equivalent classes BDS, MBBS, B.Sc. (Eng.), DVM or M.Phil. and Ph.D.   | Rs.32,000/- |
| (iv)  | Every such child who secures at least 90% marks in any final Secondary to upward examination shall be granted a special scholarship for the next academic year only. | Rs.50,000/- |

Provided that:

- (a) an employee who dies during service or invalidated retired employee whose children are in receipt of monthly grant from the Fund and special children who study in the Government or recognized registered special educational institutions, scholarship shall be admissible from primary level till completion of education up to three children without the condition of marks; and
- (b) scholarship up to two children of in service and retired employees shall be admissible for post matric classes: provided the student obtained 50% marks in previous class.

#### IV. MONTHLY GRANT

The employee shall submit the application as set out in **Form-D** for the grant out of the Fund.

|       |                 |                |
|-------|-----------------|----------------|
| (i)   | BS-17           | Rs. 6,500/-PM  |
| (ii)  | BS-18 and 19    | Rs. 11,500/-PM |
| (iii) | BS-20 and above | Rs. 15,500/-PM |

Provided that:

- (i) in case an employee dies during service or the death occurs within fifteen years after retirement his or her widow or widower, as the case may be, she shall be entitled to a monthly grant till life provided she does not remarry, and, in case of widower, for a period of fifteen years the grant shall be admissible for the unexpired period of fifteen years from his retirement, provided he does not remarry and have not other wife at the time of death of his spouse; and
- (ii) where a grant under the regulations has been sanctioned in favour of a widow or widower, such grant shall be subject to the condition that the widow or widower does not remarry. Such widow or widower shall each month furnish to the Treasurer a certificate on prescribed form. On remarriage during the period of such grant, the grant shall cease forthwith.

#### V. FAREWELL GRANT

The employee shall submit the application as set out in **Form-E** for the grant out of the Fund.

Amount equal to last basic pay drawn:

- (i) once to an employee at the time of superannuation or retirement on qualifying service or invalidated retirement; and
- (ii) to the family of employee who dies during service which qualifies him for pension.



**SCHEDULE-II**  
(Class-B Employee)

**I. MARRIAGE GRANT**

The employee shall submit the application as set out in **Form-A** for the grant out of the Fund within one year of the marriage

(For the marriage of each daughter)

|       |  |             |
|-------|--|-------------|
| (i)   | To an employee while in service and for fifteen years after his retirement.  | Rs.55,000/- |
| (ii)  | To the family of a retired employee in case his death occurs within fifteen years of retirement for the unexpired period of fifteen years from the date of retirement.   | Rs.55,000/- |
| (iii) | To the family of retired employee who dies while in service with no time limit.  | Rs.55,000/- |
| (iv)  | To an invalidated retired employee for fifteen years from the date of retirement. In case of his death within fifteen years of retirement to his family for the unexpired period of fifteen years from the date of retirement. | Rs.55,000/- |

**II. FUNERAL GRANT**

Application shall be submitted as set out in **Form-B** for the grant out of the Fund within one year of the death.

|       |   |             |
|-------|---|-------------|
| (i)   | On the death of an employee.                                      | Rs.35,000/- |
| (ii)  | On the death of a dependent member of the family of the employee. | Rs.35,000/- |
| (iii) | On the death of employee after retirement.                        | Rs.35,000/- |

**III. EDUCATIONAL SCHOLARSHIP**

The employee shall submit the application as set out in **Form-C** for the grant out of the Fund.

|       |  |             |
|-------|--|-------------|
| (i)   | Primary to Secondary level.  | Rs.1,500/-  |
| (ii)  | Higher Secondary, Bachelor, equivalent classes and diploma classes.  | Rs.6,000/-  |
| (iii) | B.Sc. (Hons) Agri, B-Pharmacy or Master's degree or equivalent classes BDS, MBBS, B.Sc. (Eng.), DVM or M.Phil. and Ph.D.   | Rs.8,000/-  |
| (iv)  | Every such child who secures at least 90% marks in any final Secondary to upward examination shall be granted a special scholarship for the next academic year only. | Rs.50,000/- |

Provided that:

- (i) In case of a retired or in service employee, scholarship shall be admissible for two children from Secondary to upward classes with 60% marks from the recognized Board or University and study in the next class in the recognized institute and for three children in case a child is studying in recognized special education institution; and
- (ii) In case of death or invalidation during service scholarship admissible up to three children.



#### IV. MONTHLY GRANT

The employee shall submit the application as set out in **Form-D** for the grant out of the Fund.

|      |          |             |
|------|----------|-------------|
| (i)  | BS 01-10 | Rs.3,000/ - |
| (ii) | BS 11-16 | Rs.3,500/-  |

Provided that:

- (i) in case an employee dies during service or the death occurs within fifteen years after retirement his or her widow or widower, as the case may be, she shall be entitled to a monthly grant till life provided she does not remarry, and, in case of widower, for a period of fifteen years the grant shall be admissible for the unexpired period of fifteen years from his retirement, provided he does not remarry and have no other wife at the time of death of his spouse; and
- (ii) where a grant under the regulations has been sanctioned in favour of a widow or widower, such grant shall be subject to the condition that the widow or widower does not remarry. Such widow or widower shall each month furnish to the Treasurer a certificate on prescribed form. On remarriage during the period of such grant, the grant shall cease forthwith.

#### V. FAREWELL GRANT

The employee shall submit the application as set out in **Form-E** for the grant out of the Fund.

Amount equal to last basic pay drawn:

- (i) once to an employee at the time of superannuation or retirement on qualifying service or invalidated retirement; and
- (ii) to the family of an employee who dies during service which qualifies her or him for pension.

**Form-A**  
**COMPLEX EMPLOYEES BENEVOLENT FUND**  
**MARRIAGE GRANT APPLICATION FORM**

1. Applicant Name
2. Relation with Complex Employee
3. Complex Employee Name
4. Complex Employee CNIC
5. Complex Employee Designation/Pay Scale
6. Complex Employee Designation Status: **Class-A/ Class-B**
7. Current Address
8. Is Complex Employee Alive, Disabled or Deceased
9. Is Complex Employee a Permanent Employee
10. Date of Death
11. Complex Employee BF Deduction Status
12. Complex Employee BF Deduction Proof
13. Retirement Date (If available)
14. Marrying Daughter's Name
15. Relationship with Applicant
16. Date of Application (Relevant Department)
17. Ledger Number (if getting monthly grant)

**Declaration**

I do hereby solemnly declare that all information provided above is correct to my knowledge and there is no other application already in process with same credentials, furthermore, if any information found incorrect, I shall be liable for punishment.

Applicant's Name \_\_\_\_\_

Signature \_\_\_\_\_

NIC Number \_\_\_\_\_

Complete Address \_\_\_\_\_

**ATTESTATION CERTIFICATE (HEAD OF DEPARTMENT)**

It is declared that Mr./Mrs./Ms. is a permanent employee of the Complex and is/was being serving in the department as \_\_\_\_\_. His designation is/was **Class-A/ Class-B**. The employee has been paying in the benevolent fund during the deputation as well. His application was received on \_\_\_\_\_.

Name (Head of Controlling Department) \_\_\_\_\_.

Designation \_\_\_\_\_, Signature \_\_\_\_\_.

Date \_\_\_\_\_, Stamp \_\_\_\_\_.



**Form-B**  
**COMPLEX EMPLOYEES BENEVOLENT FUND**  
**FUNERAL GRANT APPLICATION FORM**

1. Applicant Name
2. NIC
3. Complex Employee Name
4. Complex Employee CNIC
5. Complex Employee Working Address
6. Deceased Name
7. Deceased Relationship with Employee D/O, S/O
8. Husband Name (in case of married women)
9. Complex Employee Designation/Pay Scale/Salary
10. Complex Employee Designation Status:  
**Class-A/ Class-B**
11. Is Complex Employee Permanent Employee
12. Complex Employee BF Deduction Status
13. Complex Employee BF Deduction Proof
14. Retirement Date (if available)
15. Date of Death /Died in Service (Yes/No)
16. Applicant Name
17. Date of Application (Corresponding Department)

**CERTIFICATE OF DEPENDENT**

It is declared that Mr./Miss/Mrs./Ms. was residing with me. All information provided above is correct to my knowledge and there is no other application already in process with same credentials, furthermore, if any information found incorrect, I shall be liable for punishment.

Employee/Applicant's Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**ATTESTATION CERTIFICATE (HEAD OF DEPARTMENT)**

It is declared that Mr./Mrs./Ms. is a permanent employee of the Complex and is/was being serving in the department as \_\_\_\_\_. His designation is/was **Class-A/ Class-B**. The employee has been paying in the benevolent fund during the deputation as well. His application was received on \_\_\_\_\_ after days of his retirement/death.

Name (Head of Controlling Department) \_\_\_\_\_

Designation \_\_\_\_\_, Signature \_\_\_\_\_

Date \_\_\_\_\_, Stamp \_\_\_\_\_

**Form-C**  
**COMPLEX EMPLOYEES BENEVOLENT FUND**  
**SCHOLARSHIP APPLICATION FORM**

1. Student Name
2. Relationship with Employee
3. Complex Employees CNIC
4. Complex Employee Name
5. Complex Employee Designation/Pay Scale
6. Complex Employee Designation Status:  
**Class-A/ Class-B**
7. Is Complex Employee Alive, Disabled or Deceased
8. Retirement Date (If available) 9. Is
9. Is Complex Employee a Permanent Employee
10. Complex Employee BF Deduction Status
11. Complex Employee BF Deduction Proof
12. Student Educational Institute
13. Institute Status, Government/Private/Affiliated
14. Class for Scholarship & Session
15. Admission Year
16. Course Duration
17. Previous Qualification
18. Attach attested copy of previous qualification Total Marks / Marks  
Obtained / Percentage (%)
19. Name of other children who applied for scholarship this year Name /  
Class / Institute
20. Ledger Number (If getting monthly grant)
21. Scholarship amount transfer details (Student/Applicant/Guardian)  
Account No. Bank Name - City Branch Address - Code

**Declaration**

I/we do hereby solemnly declare that all information provided above is correct to my knowledge and there is no other application already in process with same credentials, furthermore, if any information found incorrect, I shall be liable for punishment:

Student's Name \_\_\_\_\_, Signature \_\_\_\_\_

Mother/Father Name \_\_\_\_\_, Signature \_\_\_\_\_

Complete Address \_\_\_\_\_.

In case Government Employee Retired/Deceased due to disability

1. Father/Mother/Guardian Name \_\_\_\_\_
  2. Retirement Day \_\_\_\_\_
  3. Date of Death \_\_\_\_\_
  4. Ledger Number (in case of Monthly Grant) \_\_\_\_\_
  5. P.P.O. No. (In case of Pension) \_\_\_\_\_
- Signature (Father/Mother/Guardian) \_\_\_\_\_



**ATTESTATION CERTIFICATE  
(HEAD OF EDUCATIONAL INSTITUTE)**

It is declared that Mr. /Mrs./Ms. S/O, D/O \_\_\_\_\_ is a student of class \_\_\_\_\_ year \_\_\_\_\_ Institute \_\_\_\_\_. This student obtained \_\_\_\_\_ marks out of total \_\_\_\_\_ marks from Board/Complex \_\_\_\_\_. Furthermore, he/she is a student on the Institute since \_\_\_\_\_, total duration of the course is \_\_\_\_\_ Starting from \_\_\_\_\_ till \_\_\_\_\_. And the student is applying for scholarship for education year \_\_\_\_\_. Institute registration number is (In case of private institute) \_\_\_\_\_ Head of the Institute \_\_\_\_\_.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
Stamp \_\_\_\_\_

**ATTESTATION CERTIFICATE  
(HEAD OF DEPARTMENT)**

It is declared that Mr./Miss/Mrs./Ms. \_\_\_\_\_ is a permanent employee of the Complex and is/was being serving in the department as \_\_\_\_\_.

His designation is/was **Class-A/ Class-B**.

The employee has been paying in the benevolent fund during the deputation as well.

Name (Head of Controlling Department) \_\_\_\_\_ Designation \_\_\_\_\_  
\_\_\_\_\_, Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_, Stamp \_\_\_\_\_.

Note:

1. Form should be complete in all manners.
2. Attested copies of all concerned documents should be attached, self Attestation is not acceptable.

**Form-D**  
**COMPLEX EMPLOYEES BENEVOLENT FUND**  
**MONTHLY GRANT APPLICATION FORM**

1. Applicant Name
2. Applicant's NIC
3. Relationship with Complex Employee
4. Complex Employee CNIC
5. Complex Employee Name
6. Complex Employee Working Address
7. Complex Employee Designation/Pay
8. Complex Employee Designation Status

**Class-A/ Class-B**

9. Retirement Date (if available)
10. Date of Death
11. Died in service (Yes/No)
12. Date of Disability
13. Is Complex Employee Punjab Government's Permanent Employee
14. Complex Employee BF Deduction Status
15. Complex Employee BF Deduction Proof
16. Does the Employee has more than one spouse

**Declaration**

I/we do hereby solemnly declare that all information provided above is correct to my knowledge and there is no other application already in process with same credentials, furthermore, if any information found incorrect, I shall be liable for punishment:

Applicant's Name \_\_\_\_\_

Signature \_\_\_\_\_

Complete Address \_\_\_\_\_

**ATTESTATION CERTIFICATE (HEAD OF DEPARTMENT)**

It is declared that Mr./Mrs./Ms. is a permanent employee of the Complex and is/was being serving in the department as \_\_\_\_\_ and was drawing salary. His designation is/was **Class-A/ Class-B**. The employee has been paying in the benevolent fund during the deputation as well. His application was received on Date \_\_\_\_\_.

Name (Head of Controlling Department)

\_\_\_\_\_ Designation \_\_\_\_\_,

Signature \_\_\_\_\_.

Date \_\_\_\_\_, Stamp \_\_\_\_\_.



**Form-E**  
**COMPLEX EMPLOYEES BENEVOLENT FUND**  
**FAREWELL GRANT APPLICATION FORM**

1. Complex Employee Name
2. Complex Employee CNIC
3. Complex Employee Designation/Pay
4. Last Basic Salary
5. Joining Date
6. Retirement Date (if available)
7. Date of Death
8. Applicant's Name
9. Applicant's Address
10. Relationship with Employee
11. Applicant's NIC
12. Complex Employee Designation Status:  
**Class-A/ Class-B**
13. Is Complex Employee Alive, Disabled or Deceased
14. Is Complex Employee Permanent Employee
15. Complex Employee BF Deduction Status
16. Complex Employee BF Deduction Proof
17. List of Dependents (Attested)

**ATTESTATION CERTIFICATE**  
**(HEAD OF DEPARTMENT)**

It is declared that Mr./Mrs./Ms. is a permanent employee of the Complex and is/was being serving in the department as \_\_\_\_\_ and he/she retires vide Order Number \_\_\_\_\_

Dated \_\_\_\_\_.

His/her total duration of employment is \_\_\_\_\_ years, \_\_\_\_\_ months and \_\_\_\_\_ days.

On the date of retirement/death his basic salary was in pay scale \_\_\_\_\_.

The employee has been paying in the benevolent fund during the deputation as well.

Name (Head of Department) \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Stamp \_\_\_\_\_

Letter Number \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Stamp \_\_\_\_\_

Date \_\_\_\_\_