



PUNJAB POLICE WELFARE FUND

REGULATIONS - 2022



**GOVERNMENT OF THE PUNJAB
POLICE DEPARTMENT**

Dated:15-03-2022

NOTIFICATION

No.4227/AD-Welfare:- There shall be a Punjab Police Welfare Fund as authorized by the government as an exception to the Punjab Government Servant Benevolent Fund Ordinance 1960 issued vide Govt. of West Pakistan, GA&ID Notification No. E&A (S&GAD)-BE-3/61 dated 27.07.1961 to be constituted and managed by the Provincial Police Officer for the welfare of the personnel of Punjab Police. In pursuance of said ordinance r/w article 8(2)(q) and article 27 of the Police order 2002, following regulations are hereby framed for the management of Punjab Police Welfare Fund.

- 1. Short Title and Commencement:-** (1) These regulations may be cited as the Punjab Police Welfare Fund Regulations 2022.
(2) These regulations shall come into force from w.e.f. 1st January, 2022.
- 2. Definitions:-** (1) In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings respectively assigned to them, that is to say;
 - (2) "Member" means a person:
 - (a) Who has served or is serving in Punjab Police as police officer or official (BS-1 to BS-22) and has continuously contributed or is contributing towards Punjab Police Welfare Fund;
 - (b) Who, while retaining a permanent lien of service in the Punjab Police, is or has been on deputation or posting in any other department or agency or government and contributed for deputation period as well.
 - (3) "Fund" means The Punjab Police Welfare Fund;
 - (4) "Welfare Account" means a bank account to be maintained by DIG Welfare and operated jointly by Addl. IGP Finance & Welfare and DIG Welfare;
 - (5) "Provincial Welfare Board" means the board constituted by the Provincial Police Officer for policy making and administration of welfare fund;
 - (6) "Beneficiary" means a member of the welfare fund, or any person on his/her behalf or relation, who is entitled to receive benefits from the welfare fund under these regulations;
 - (7) "Welfare Management Committee" means the committee constituted by the Provincial Police Officer for management of welfare fund;



- (8) "Police Department" means the Punjab Police Department;
- (9) "Investment" means deployment or earmarking of Punjab Police Welfare Fund for deposits in government saving schemes or securities, businesses, contracts, educational Institutions or other welfare projects for the purposes of profits;
- (10) "Welfare Project" means any business endeavor undertaken out of welfare fund for income generation;
- (11) "Premier Private Institutions-PPIs" means top 5 educational institutions either in Pakistan or in Punjab as per Higher Education Commission's latest ranking in field of engineering, medical, information technology and business;
- (12) "Standardized Public Institutions-SPIs" means public sector educational institutions used for calculation of scholarship rates for private educational institutions (other than PPIs) and which include;
- (a) IBA Punjab University Lahore for business related degrees;
 - (b) Agriculture University Faisalabad for agriculture related degrees;
 - (c) UVAS Lahore for Veterinary Sciences related degrees;
 - (d) National College of Arts (NCA) Lahore for arts related degrees;
 - (e) King Edward Medical University Lahore for medical related degrees (MBBS,BDS);
 - (f) University of Engineering and Technology Lahore for engineering related degrees;
 - (g) Punjab University Lahore for all other Msc (Hons), BS (Hons), D. Pharmacy, DPT, Master, LLB, LLM& M.Phil etc related degrees.

3. Provincial Welfare Board:- (1) Provincial Welfare Board shall deal with all the matters related to policy making and administration of the Punjab Police Welfare Fund. The composition of the board shall be as under:

1.	Provincial Police Officer/IGP	Chairman
2.	Addl: IGP Finance & Welfare	Vice Chairman
3.	Addl: IGP Establishment	Member
4.	Addl: IGP Operations	Member
5.	Addl: IGP Special Branch	Member
6.	Addl:IGP Counter Terrorism Department	Member
7.	Addl:IGP/Commandant Punjab Constabulary	Member
8.	Addl: IGP Punjab Highway Patrol	Member
9.	Head of Traffic Police Punjab	Member
10.	DIG Headquarters	Member
11.	DIG Welfare	Secretary
12.	AIG Finance	Member
13.	Senior most SP of provincial police cadre posted at Lahore	Member
14.	Any other officer(s) nominated from time to time, if required.	Member



- (2) The board shall act as policy making body to formulate or review the welfare policy and regulations governing Punjab Police Welfare Fund and make any changes periodically, if required. The Board shall authorize the 'Welfare Management Committee' or sanctioning authority to manage and distribute the funds on behalf of the board strictly in accordance with the policy given and regulations framed thereof;
- (3) The board shall determine the innovative investment portfolios of the Punjab Police Welfare Fund as deemed appropriate from time to time keeping in view profitability prospects and emergent welfare requirements;
- (4) The board shall hold at least two meetings in a calendar year; that is in February and September as far as possible to consider annual report, budget, major investment proposals and other allied matters;
- (5) Nine members shall form a quorum at meeting of the Provincial Welfare Board provided that the chairman shall be one of the nine members in the meeting;
- (6) The chairman of the meeting shall exercise a casting vote in case of a tie.

4. Welfare Management Committee:- In Central Police Office, a committee shall be constituted to be known as Welfare Management Committee as per following composition for the management of Punjab Police Welfare Fund:

1.	Addl: IGP Finance & Welfare	Chairman
2.	DIG Welfare	Secretary
3.	DIG Headquarters	Member
4.	AIG Administration	Member
5.	AIG Discipline	Member
6.	Any other member co-opted, if required.	Member

- 5. Functions of Welfare Management Committee: -**
- (1) The committee shall act on behalf of the Provincial Welfare Board to manage the Punjab Police Welfare Fund strictly in accordance with the policy given by the board and the regulations thereof;
 - (2) It shall examine the cases of financial assistance not covered by medical reimbursement policy/rules of the government and determine the extent of required amount under these regulations and recommend the cases to Provincial Police Officer where the required assistance is beyond the prescribed rates keeping in view genuineness and urgency;
 - (3) The management committee shall consider, determine and recommend to the Provincial Police Officer other emergent welfare proposals, measures and routine investments not covered under these regulations.



6. Functions of Deputy Inspector General of Police Welfare: - The Deputy Inspector General of Police Welfare being the head of welfare branch shall:

- (a) Manage Punjab Police Welfare Fund under Punjab Police Welfare Fund regulations as determined from time to time;
- (b) Manage the welfare revolving fund for smooth operations and emergent requirements;
- (c) Prepare, implement and monitor new welfare projects and schemes at central level as approved and authorized under the regulations/rules for generation of funds;
- (d) Scrutinize the proposed welfare projects and schemes as received from districts/regions/units for competent approval as per policy;
- (e) Supervise the process of scrutiny of all the applications made by the members;
- (f) Maintain accounts and other records of the welfare fund;
- (g) Prepare annual budget of the welfare fund;
- (h) Manage internal audit of welfare projects throughout the province in coordination with the audit branch of Central Police Office;
- (i) Submit monthly statement of income and expenditures to the competent authority;
- (j) Conduct the business of the meetings of the welfare management committee including preparation and circulation of agenda items and recording of minutes;
- (k) Conduct the business of the meetings of Provincial Welfare Board;
- (l) Disburse maintenance allowance, funeral charges, dowry charges, scholarship, medical claims or any other relief as admissible under regulations;
- (m) Perform any other task assigned to him by the chairman of welfare management committee or board from time to time as deemed appropriate.

7. Sanctioning Authority: - All expenditures or sanctions under various disbursement heads with approved and prescribed rates as per regulations *ibid*, except medical financial assistance, pandemic related financial relief or any other emergent welfare or investment proposals, shall be made by the Addl: Inspector General of Police Finance and Welfare on the recommendations of DIG Welfare Punjab.

8. Receipts of Welfare Fund:- Receipts in the welfare fund shall consist of:
(a) Contributions at the rate of 3% of running basic pay as drawn by each member shall be deducted at source by the Accountant General Punjab and District



Accounts Officers as the case may be within whose jurisdiction disbursement of salary is made to that member(s);

- (b) Deductions from the contract employees appointed on lump sum salary / package shall be made, if any, as per terms and conditions under policy;
- (c) The Accountant General shall allocate separate sub-head for deduction of contributions and remit the monthly amount to the Deputy Inspector General of Police Welfare on submission of request/authority;
- (d) 20% share contribution from the income of welfare projects being run under the command of police districts/regions/units;
- (e) Income/profits from investments, business enterprises, bank accounts managed at the central level;
- (f) Donations and contributions made by any other lawful person or institutions;
- (g) Any other such grant as may from time to time be made to the fund by the government;
- (h) At least 20% fund shall be saved annually from 3% contribution annually for investment or income generation purposes.

9. Annual Report:- The Deputy Inspector General of Police Welfare shall prepare an annual report of the Punjab police welfare fund and place the same before the board in its meeting to be held in the month of February each year. Annual report shall show the receipts and utilization of funds for the previous calendar year, problems, issues and proposals for further improvement of Punjab Police Welfare System.

10. Audit & Accounts:- (1) The accounts of the Punjab Police Welfare Fund shall be audited, once in a calendar year, by the internal auditors of Punjab Police;

- (2) The accounts shall be audited externally on the completion of each year through a well reputed chartered accountants firm hired through competitive process;
- (3) Service charges of external audit shall be paid from the Punjab Police Welfare Fund.
- (4) The external audit report shall be placed before the Provincial Welfare Board.

11. Submission of Tax Returns:- Annual tax returns shall be filed by Deputy Inspector General of Police Welfare, with the help of tax consultants and tax exemption certificate shall also be obtained from FBR as per rules from time to time.

12. Utilization of Punjab Police Welfare Fund:- The welfare fund shall be utilized for the following grants/relief to the members and their families:

- (a) Medical financial assistance;
- (b) Scholarships to school, college, university going children;
- (c) Funeral charges on the death of a serving member;
- (d) Farewell salary to the retiring members;



- (e) Dowry charges to the daughters of the members;
- (f) Financial assistance to the serving members in legal/court matters;
- (g) Maintenance allowance to the families of members who died in service or declared invalid;
- (h) Temporary loans for the education expenditures of martyred members children. These loans shall be recouped out of shuhada package sanctioned by the government from time to time;
- (i) Investment/loans for the establishment of regimental stores, petrol pumps, shopping plazas, dispensaries, gymnasiums, police Khidmat markaz, police khidmat centers, mobile buses, canteen and other welfare related projects and income generating endeavors etc.;
- (j) In case of pandemic, financial assistance to members as approved by the Inspector General of Police on the recommendation of Welfare Management Committee;
- (k) Defraying of expenditures incurred in respect of management of funds.

13. Budget:- Deputy Inspector General of Police, Welfare shall prepare details of annual budget of the Punjab Police Welfare Fund and place the same before the Provincial Welfare Board for approval in its meeting to be held in the month of February each year.

14. Maintenance of Accounts:-(1) Accounts for the Punjab Police Welfare Fund shall be maintained by the Deputy Inspector General of Police, Welfare and operated jointly by Addl: Inspector General of Police Finance & Welfare and Deputy Inspector General of Police, Welfare;

- (2) Head wise ledgers shall be maintained by accountant welfare;
- (3) Monthly reconciliation of each head of income and expenditures shall be carried out regularly;
- (4) Accounts related to the income of districts/regions/units welfare projects shall be maintained & operated by the concerned heads.

15. Amendments in Regulations:- The Provincial Police Officer on the recommendations of Provincial Welfare Board may amend the regulations and rates of different disbursement heads from time to time as deemed appropriate keeping in view the emergent requirements and fiscal space.

16. Disbursement Heads:- Welfare fund shall be utilized under different heads prescribed in detail in these regulations.

17. Dowry Charges:- This facility shall be provided as detailed below:

Grade 1 to 16 (Retired/Serving)	<ul style="list-style-type: none">• Rs: 60,000/- each for first two real daughters• Rs: 50,000/- each for remaining real daughters• For only 01 or 02 daughters Rs.80,000/- each
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Grade 17 & above (Retired/Serving)	<ul style="list-style-type: none"> Rs: 70,000/- each for first two real daughters Rs: 60,000/- each for remaining real daughters For only 01/02 daughters Rs.100,000/- each
Grade 1 to 22 (Died in service/shaheed)	<ul style="list-style-type: none"> Rs: 70,000/- each for real daughters For only 01/02 daughters Rs.100,000/- each

(Appendix A)

18. Scholarships:-The district welfare committee while examining an application shall ensure that the individual for whom scholarship has been applied has already joined the college or university and is a suitable candidate for the grant of scholarship. The applications shall then be forwarded to welfare branch CPO Punjab, so as to reach there not later than the 15th October each year until the deadline extended specifically and only once. The applications received after the prescribed date shall not be entertained. The deserving children of the members who qualify for specified degrees subject to obtaining percentages fixed for each degree hereunder, shall be granted a scholarship for public as well as private Institutions mentioned in the table below:

Sr.No	Institutions	Rates
1.	All public/pvt. colleges registered with BISE & only for regular students	<ul style="list-style-type: none"> FA/FSc/I. Com/D. Com/ICS /A Levels or equivalent. For children of all members (serving, retired, invalided, dead) Grade 1-16 Rs. 15,000/- P.A (Fixed) Grade 17 & Above Rs.20,000/-P.A (Fixed)
2.	All public/pvt. colleges registered with public sector universities & HEC recognized private universities	<ul style="list-style-type: none"> BA/BSC/B.com and Equivalent 02 years degree. Grade 1-16 Rs. 20,000/- P.A (Fixed) Grade 17 & Above Rs.25,000/- P.A (Fixed)
3.	All public/pvt universities only for regular students	<ul style="list-style-type: none"> MA/MS/LLM/MSC/M.Com/MBA/MSC (Hons)/BS Hons, D. Pharmacy, BSN, DPT& M. Phil Degrees OR equivalent. General Public Institutions as per actual expenditures (Tuition, Registration and admission fee) / General Private Institutions as per expenditures on the rates of Standardized Public Institutions-SPIs and Rs. 20,000/- for Books P.A
4.	All public/pvt universities only for regular students	<ul style="list-style-type: none"> For Ph.D or equivalent Rs.150,000/-P.A For Ph.D Mathematics Rs.250,000/- P.A Upto 04 years subject to annual satisfaction certificate from university
5.	All public / private Medical Collages except PPIs	<ul style="list-style-type: none"> General Public Institutions as per actual expenditures (Tuition, Registration and admission fee) / General Private Institutions as per expenditures on the rates of Standardized Public Institutions-SPIs and Rs. 20,000/- for Books P.A



Sr.No	Institutions	Rates
6.	All Public/Pvt. Engineering Universities except PPIs	<ul style="list-style-type: none"> • General Public Institutions as per actual expenditures (Tuition, Registration and admission fee) / General Private Institutions as per expenditures on the rates of Standardized Public Institutions-SPIs and • Rs. 20,000/- for Books P.A
7.	All Public Sector Universities of Agriculture /Veterinary Sciences HEC Recognized	<ul style="list-style-type: none"> • General Public Institutions as per actual expenditures (Tuition, Registration and admission fee) / General Private Institutions as per expenditures on the rates of Standardized Public Institutions-SPIs and • Rs. 20,000/- for Books P.A
8.	Premier Private Institutions-PPIs for Medical	<ul style="list-style-type: none"> • Tuition, Registration and admission fee is fully refundable for Top 5 medical universities / Institutions-PPIs either in Pakistan or in Punjab as per latest HEC Ranking (MBBS & BDS only) and • Rs. 20,000/- for Books P.A • In case of all other medical related degrees as per No. 2 or 3 as the case may be.
9.	Premier Private Institutions-PPIs for Engineering	<ul style="list-style-type: none"> • Tuition, Registration and admission fee is fully refundable for Top 5 Engineering universities/Institutions-PPI(Engineering disciplines only), either in Pakistan or in Punjab as per latest HEC Ranking and • Rs.20,000/- for Books P.A
10.	Premier Private Institutions-PPIs for Business	<ul style="list-style-type: none"> • Tuition, Registration and admission fee is fully refundable for Top 5 Business universities/Institutions-PPIs (Business, Accounting, Economics & Finance degrees only), either in Pakistan or in Punjab as per latest HEC Ranking and • Rs.20,000/- for Books P.A
11.	Premier Private Institutions-PPIs for IT	<ul style="list-style-type: none"> • Tuition, Registration and admission fee is fully refundable for Top 5 IT universities/Institutions-PPIs (IT related degrees only), either in Pakistan or in Punjab as per latest HEC Ranking and • Rs.20,000/- for Books P.A
12.	PPIs for other disciplines	<ul style="list-style-type: none"> • Tuition, Registration and admission fee is fully refundable for all other disciplines/degrees in PPIs if concerned PPI is falling in Top 5 universities/Institutions either in Pakistan or in Punjab in general category as per latest HEC ranking. Otherwise expenditures shall be on the rates of SPIs and • Rs.20,000/- for Books P.A
13.	All public/pvt sector Vocational Institutions registered with board of Technical Education	<ul style="list-style-type: none"> • Post matric Vocational Degrees. • Rs. 18,000/-P.A (Fixed)
14.	All public/pvt sector Special Education Institutions	<ul style="list-style-type: none"> • Upto Rs.30,000/-P.M in case of study only & maximum upto Rs.450,000/- P.A (Both for study & physiotherapy from certified practitioner)



Sr.No	Institutions	Rates
15.	Matric or equivalent	<ul style="list-style-type: none"> Rs. 5,000/- for children of members grade 1 to 5 on completion of matric
16.	Hifizul Quran	<ul style="list-style-type: none"> IGP Merit certificate with reward worth Rs. 100,000/- on completion of Hifizul Quran after due verification of Sanad / Certificate
17.	Book Writing	<ul style="list-style-type: none"> IGP Merit certificate with reward worth Rs.100,000/- to Rs. 500,000 on book writing on any subject by any member Management committee along with any other relevant officer/expert nominated by IGP shall determine the eligibility for reward
18.	Degree of Deeni Institutions	All degrees recognized by HEC shall be treated at par with the regular degrees and will be entitled for the same benefit
19.	Entry Test	<ul style="list-style-type: none"> MDCAT, UET ECAT, GRE,GAT, TOEFL, GMAT, IELTS, LAT, Medical Licensing Exams or any other assessment exam. Test fee is fully refundable on obtaining at least 80% marks in above test /exam
20.	Cash Reward	IGP Merit certificate with reward worth Rs.100,000/- for the children of members who get allocated in any CSS, PMS and Judiciary exam or joined Army, Navy, Air Force as commissioned officer.

19. Eligibility Conditions for Scholarship:- (1) The request for scholarship/stipend shall be admissible only for regular/full time students. No part time students shall be entitled for scholarship/stipend. Furthermore, a candidate shall be eligible for grant of scholarship, only if he/she obtains requisite marks/percentage in the previous year result as follows:

Members	FA/FSC	BA (02 Year)	All other degrees
BS-1 to BS-16	60%	60%	65% or equivalent CGPA
BS-17 & above	65%	60%	65% or equivalent CGPA

(2) A PSP officer would be entitled for the grant of scholarship for his children after contributing to the Punjab Police Welfare Fund:

- 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
- For a period of at least 15 years (continuous or with intervals) if he/she is serving outside Punjab.
- The discrepancy if any in above (a) or (b) can be made good through depositing pending liabilities for the purpose voluntarily and with the approval of competent authority.



(3) The students who got admission in PPIs on the basis of HEC ranking will keep on drawing benefits till the completion of their study programme irrespective of subsequent adverse change in ranking of those institutions in subsequent years.

(3) The new rates for the scholarships shall be applicable w.e.f. the educational year 2021 and cases submitted in October, 2022.

20. Special Reward:-Children of members securing positions in boards of intermediate and secondary education in matriculation and intermediate examination shall be granted reward out of Welfare Fund as under:

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

(Appendix B)

21. Medical Financial Assistance:-Financial assistance for medical purposes shall be paid to members and their spouses and children as per following rates:

Disease	Entitlement	
Heart Surgery	a) Major Surgery	Open Heart Surgery • Members: upto Rs.200,000/- • Spouse & children: upto Rs.100,000/-
	b) Minor Surgery	Stenting • Members: upto Rs. 100,000/- • Spouse & children: upto Rs.50,000/-
Cancer	a) Benign	• Members: upto Rs.200,000/- • For spouse & children: upto Rs.100,000/-
	b) Malignant	• Members: upto Rs.500,000/- • For spouse & children: upto Rs.250,000/-
Kidney/Renal transplant	• Members: upto Rs.1,000,000/- • For spouse & children: upto Rs.500,000/-	
Liver transplant	• Members: upto Rs.1,000,000/- • For spouse & children: upto Rs.500,000/-	
Bone Marrow transplant (Aplastic Anaemia)	• Members: upto Rs.1,000,000/- • For spouse & children: upto Rs.500,000/-	
Miscellaneous cases	• Members: upto Rs.100,000/- • For spouse & children: upto Rs.70,000/- • Fire arm, accidental, fractures, bomb blast injury, hepatitis-c and other diseases; • Injuries and bomb blast claims shall be recouped out of shuhada/injured package.	



- 22. Eligibility Conditions for Medical Financial Assistance:-** (1) The District Welfare Committee shall carefully examine the applications submitted by the members regarding medical financial assistance. In case of treatment from public sector hospitals or from private hospitals dully referred by public sector hospital, the concerned head of districts/regions/units shall advise the member to claim his/her bill as per government medical rules and shall process the same accordingly;
- (2) However, in case of treatment from private hospital without referral from public sector hospital due to any emergency medical condition the concerned head of districts/regions/units shall grant funds to the applicant out of District Welfare fund as per District Welfare Rules. If the amount of bill is over and above their competence or financial capacity they shall forward the case to Welfare Branch of CPO with justification. The management committee shall consider the case as per given rates for specific categories stated above;
- (3) In case of treatment from private hospitals without referral of public sector hospitals and the case was not of medical emergency as such, then the management committee shall evaluate the case on merit and may approve, in extremely deserving cases, any amount within given rates;
- (4) In case where the management committee of the view that the treatment is easily available in the public sector hospitals and the applicant has gone to private hospital on his own choice then financial assistance shall be refused or made accordingly;
- (5) In case of some injuries or disease which is life threatening or may cause permanent disability, and not covered as in above categories, the committee may consider and recommend appropriate assistance to PPO/IGP;
- (6) In case of any medical bill beyond the given rates and the committee is of the view that it needs to be approved being deserving one, it shall be forwarded to PPO for approval with full justification;
- (7) In kidney, liver and bone marrow transplant cases, financial assistance cheques shall be issued in favor of respective hospital;
- (8) Only unmarried /dependent daughter(s) up to age of 21 years are entitled for medical assistance. In case they are regular/fulltime students then age limit shall not apply;
- (9) Only unmarried/dependent son(s) up to age of 18 years are entitled for medical assistance. In case they are regular/fulltime students then age limit shall not apply;
- (10) Original discharge report / bills duly countersigned by concerned hospital shall be provided (attested photocopy will not be entertained);



(11) Details of financial assistance already granted out of District Welfare Fund/Punjab Police Welfare Fund shall be provided and will be considered accordingly.

(12) C-section/delivery cases from private hospitals shall not be entertained as the treatment is easily available at government hospitals;

(13) In case of being only son, dependent parents shall be entitled for medical assistance; provided parents have no agriculture land, property, job or any other source of income. Such like cases shall be forwarded by the referring authority after proper verification.

(Appendix C)

23. Maintenance Allowance:- Maintenance Allowance shall be granted to the families of members in case of death in service of a member (other than Shaheed) and to the members declared invalid. Moreover, this allowance shall be paid on quarterly basis (three months) as per following rates:

Grade	Fixed amount/PM (In Rupees)	Per child/PM (In Rupees)
20 & above	32,000	3,500
18 to 19	22,000	2,500
16 to 17	12,000	2,000
11 to 15	10,000	1,700
1 to 9	8,000	1,500
Widows/medically invalid members of all ranks with less than ten (10) years of service	Double amount of the respective rank	Entitled amount of the respective rank

24. Eligibility Conditions for Maintenance Allowance:- (1) The above-mentioned amount is payable according to the following criterion:

Service	Time Period
Up to 10 years	In cases of under ten years service category, the families shall be allowed maintenance allowance for a period of ten (10) years.
Above 10 years	In cases of above ten years service category, families shall be allowed maintenance allowance equal to the period served or till age of superannuation, whichever comes first. No benefits shall continue after superannuation.

(2) The maintenance allowance shall be stopped, for widow/medically invalid along with their children, before time period specified above under following conditions:

- In case of re-marriage of widow;
- In case of employment of son, self or wife in any govt. department or private sector, maintenance allowance shall be stopped. In case of private sector employment of son, self or wife the referring authority



shall justify the continuance of maintenance allowance subject to above eligibility criteria.

- (3) The fixed stipend per child shall be stopped:
 - (a) On attaining 18 years of age in case of son(s);
 - (b) On attaining 21 years of age or on marriage, whichever is earlier, in case of daughter(s);
 - (c) 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.
- (4) In case of more than one widow of members maintenance allowance shall be divided equally amongst all the widows. Moreover, if any widow/widows solemnizes a second marriage or dies, her portion of amount of maintenance allowance shall be shifted to her eligible children through guardian and in case she has no eligible children then her portion shall be shifted to second widow/ eligible children of second widow, and in case if all widows die or solemnize a second marriage, maintenance allowance shall be shifted to eligible children through guardian;
- (5) If the widow is issueless, she shall be entitled for allowance till her death; provided she has no other government or private job or any other source of income or agriculture land or property;
- (6) Only the families of members who died before 22-02-2017 are eligible to get the maintenance allowance;
- (7) Invalid members shall continue to get allowance as per regulations *ibid*;
- (8) Step child shall not be entitled for grant of maintenance allowance;
- (9) Maintenance allowance shall start with effect from date of submission of application with concerned office duly verified as per diary register;
- (10) Arrears shall not be claimed in case of delayed submission of application;
- (11) After superannuation, only exceptional cases of hardship shall be looked into, where the widow has at least two minor children and having no source of income. Such cases shall be considered by the committee on the recommendation of concerned head of the districts/regions/units after due verification. Such special dispensation will be for the period as deemed appropriate by the management committee but shall not be for more than seven years;
- (12) Maintenance allowance shall not be admissible to ex-employees of the police department who superannuated, retired voluntarily or have otherwise left service or dismissed from service.

(Appendix D)

25. Funeral Charges:-In case of death in service of a member, Rs. 50,000/- would be provided to the family of the deceased members of all ranks.



(Appendix E)

26. Farewell Pay:- Last running basic pay of one month shall be given on retirement to members of all ranks.

(Appendix F)

27. Financial Assistance to Members in Legal/Court Matters:- Financial Assistance upto a maximum Rs. 500,000/- shall be granted to individual member or group involved in legal and court matters in consequence of performance of official duty keeping in view the circumstances of each case duly verified by the referring authority and management committee on merit provided no such assistance is available from government allocations.

28. Mode of Disbursement:- All disbursements shall be made through cross cheques in the name of beneficiaries or through direct bank transfers to the relevant accounts .

29. Punjab Police Welfare Management Software:- (1) All the cases relating to utilization of welfare fund shall be processed through Punjab Police Welfare Management software as under:

- (a) Electronic disclaimer of all users of welfare software shall be provided;
- (b) Complete case file shall be uploaded in soft form. Hard copy of the case shall also be submitted at the same time;
- (c) System based acknowledgement/disbursement of cheques to applicants shall be ensured.
- (d) Relevant reports shall be generated for the perusal of the competent authorities for analysis, guidance, and future policy making.

30. Education of Members about the Regulations:- All heads of districts/regions/units shall take appropriate steps to educate the members, especially the constabulary, about the regulations ibid, specific rates and other welfare measures given therein to enhance the benefits of welfare schemes in Punjab Police.

31. Repeal:- All previous rules, regulations and instructions related to Punjab Police Welfare Fund are hereby repealed and will be having no effect after this notification. All new cases shall be submitted under these regulations, however, cases pertaining to previous year (s) shall be processed under relevant rules/regulations.

SARDAR ALI KHAN, PSP
Inspector General of Police/PPO,
Punjab.



APPENDIX 'A'

FORM P.P.W.F (1)

Information required while uploading the case on Welfare Software for the grant of Dowry Charges from Punjab Police Welfare Fund:

Name & Rank of the employee			
CNIC of employee			
Status of employee (Serving, Retired, Died)			
Name of Applicant (in case deceased employee)			
Mobile No. of applicant			
Relation with employee (self, wife, son, daughter etc.)			
Applicant complete address			
District/Unit			
No of claim			
Previous claim history	Sr.No	Name of daughter	Amount
	1.		
	2.		
	3.		
	4.		
	5.		
Current claim amount			
Bride name			
Bride CNIC			
Bridegroom name			
Date of Nikkah			

Check List/Documents Required:

Sr. No	Document Required	Yes	No
1.	Original application along with application form		
2.	Covering letter from the concerned district/unit head		
3.	FRC from NADRA		
4.	Original Nikah Nama		
5.	Computerized pay slip showing deduction under head 3514-PPWF		
6.	CNIC of the bride		
7.	Local police's verification report		
8.	Copy of CNIC of the applicant		
9.	Affidavit from applicant that case is processed first time		

10.	IBAN/ bank account no. of 14 digital of applicant/ officer along with copy of 1 st page of cheque book		
11.	Disclaimer certificate/undertaking downloaded from welfare software		
12.	Online request of case through welfare software		

Signature of the applicant

Recommendation of the committee:

Member-1

Member-2

Member-3

**Signature of Head of District
/Unit**

Countersigned by the RPO/Head of Unit

NOTE: All the documents must be attested/verified by the concerned district/unit with by name stamps of signatories.



APPENDIX 'B'

FORM P.P.W.F (2)

Information required while uploading the case on Welfare Software for the grant of scholarship from Punjab Police Welfare Fund:

Name & rank of the employee			
CNIC of employee			
Status of employee (serving, retired, died)			
Name of Applicant (in case deceased employee)			
Mobile No. of applicant			
Relation with employee (self, wife, son, daughter etc.)			
Applicant complete address			
District/Unit			
Total number & names of children (including the child for whom the scholarship is applied, giving their ages and stating their educational position), if any	Name of children	Age	Class
Name & age of the scholar for whom scholarship is applied			
Regular, self-finance, part time class, year & semester			
Name of degree/diploma			
Name of and profile of the institution	Name	Pvt/Pub	Latest HEC Ranking in case of PPIs
Marks/percentage obtained	Degree	Year/Semester	Percentage /CGPA
Year of claim			
Scholarship claim or special reward			
Detail of special reward claim (Book writing/Hifizulquran/entry test/allocation in competitive exam/position in board in BISE)			
Amount of claim			
Scholarship enjoyed by the scholar in previous year(s)			
Name of institution/center in case of claim regarding special child			



Check List/Documents Required:

Sr. No.	Check list	Yes.	No.
1.	Original application along with application form		
2.	Covering letter from concerned district/unit head		
3.	Copy of computerized pay slip showing deduction under head 3514-PPWF		
4.	Photocopy of Pension Book. (If applicable)		
5.	Original bonafide certificate. Certificate of disability (only for special education)		
6.	Result card of last degree/exam in case of new admission or result card of the last semester in case of continuing degree		
7.	Original bank/institutional receipts with break-up under heads, admission, and tuition and registration fee		
8.	Certificate of social welfare & special education and name of the physiotherapist/ practitioner in case of special student. (if applicable)		
9.	FRC from NADRA		
10.	Certificate from the institution where studying as to whether the scholar is a regular/full time or part time student		
11.	Recommendation of scrutiny committee as mentioned in Punjab Police Welfare Fund, regulations 2022		
12.	IBAN/ bank account no. of 14 digital of applicant/ officer along with copy of 1 st page of cheque book		
13.	Affidavit from applicant that case is processed first time		
14.	Disclaimer certificate/undertaking downloaded from welfare software		
15.	Online request of case through welfare software		

Signature of Applicant

Signature of Recommending Authority

NOTE: All the documents must be attested/verified by the concerned district/unit with by name stamps of signatories.



APPENDIX 'C'

FORM P.P.W.F (3)

Information required while uploading the case on Welfare Software for the grant of Financial Assistance from Punjab Police Welfare Fund:

Name & rank of the employee	
CNIC of employee	
Status of employee (serving, retired, died)	
Name of Applicant (in case deceased employee)	
Mobile No. of applicant	
Relation with employee (self, wife, son, daughter etc.)	
Applicant complete address	
District/Unit	
Name of Patient	
Disease/Problem	
Name of hospital	
Treatment taken from (Govt./Pvt.) Hospital	
Amount requested	
Already granted from PPWF/DWF	
Previous claim history	

Check List/Documents Required:

Sr. No	Document Required	Yes	No
1.	Original application along with application form of the claimant		
2.	Covering letter from concerned district/unit head		
3.	Copy of CNIC of the applicant		
4.	Copy of CNIC of the applicant's spouse (only in case of claim for spouse).		
5.	NADRA B-Form/Family registration certificate (only in case of claim for children)		
6.	Referral certificate of Govt. to Pvt. Hospital		
7.	Computerized pay slip showing the deduction under head 3514-PPWF		
8.	Copy of pension book (for retired personnel)		
9.	Original prescription slips (duly signed by the concerned doctor/physician)		
10.	Original test reports / X-Ray reports		
11.	Original cash memos / hospital bill (duly attested by the concerned doctor / physician with stamp)		
12.	Estimated cost of Kidney / Liver / Bone Marrow transplant, etc.		
13.	Documents of Donor verification by HOTA (Human Organ Transplant Authority) for Kidney / Liver Transplant		



14.	Pre & post operation note		
15.	Original discharge report		
16.	Affidavit		
17.	IBAN/ bank account no. of 14 digital of applicant/ officer along with copy of 1 st page of cheque book		
18.	Disclaimer certificate/undertaking downloaded from welfare software		
19.	Online request of case through welfare software		

Signature of Applicant

Signature of Recommending Authority

NOTE: All the documents must be attested/verified by the concerned district/unit with by name stamps of signatories.



APPENDIX 'D'

FORM P.P.W.F (4)

Information required while uploading the case on Welfare Software for the grant of Maintenance Allowance out of Punjab Police Welfare Fund:

Name & Rank of the employee									
CNIC of employee									
Status of employee(Serving, Retired, Died)									
Name of Applicant (in case deceased employee)									
Mobile No. of applicant									
Relation with employee (Self, Wife, Son, Daughter etc.)									
Applicant complete address									
District/Unit									
Date of birth of the employee									
Date of appointment of the employee									
Date of death/invalidation									
Length of qualifying service									
Date of superannuation									
Date of application as per daily diary register of concerned district /unit									
Is it 1 st claim or not?									
Amount of monthly pension									
Detail of family income/ job status of spouse/son(s)/daughter(s)									
List of family members				Sr.#	Name	Relation	Date of birth	Marital Status	Occupation

Check List/Documents Required:

Sr. No	Document Required	Yes	No
1.	Covering letter from concerned district/unit head		
2.	Original application along with application form duly entered in daily diary		
3.	First claim certificate regarding the non-payment of maintenance allowance previously		
4.	Pay slip of employee showing deduction under head 3514-PPWF		
5.	Copy of pension book/pension data sheet		
6.	Original recommendation roll/calculation sheet on excel format showing the amount in detail in favour of beneficiary along with children applicable under regulations duly signed by the committee of concerned district/unit		

7.	Struck off order / obituary notification		
8.	Copy of death certificate of deceased issued by the NADRA		
9.	Copy of CNIC of claimant		
10.	NADRA B-Form/Family registration certificate		
11.	A comprehensive Police Report regarding moveable/immovable property of widow/medically permanent invalid shown as financial position		
12.	No second marriage certificate for widow		
13.	No marriage certificate in respect of daughter(s) of widow/medically invalid personnel		
14.	No employment certificate in respect of widow/invalid person as well as her/his son/daughter		
15.	Medical certificate confirming special child status, where applicable		
16.	Affidavit on non-judicial paper regarding the non-marriage/unemployment from the widow/invalid person		
17.	Invalidation certificate regarding invalidation duly verified by DHQ / Director General, Health Services		
18.	Retirement order issued by the concerned authority		
19.	Disclaimer certificate/undertaking downloaded from welfare software		
20.	Online request of case through welfare software		

Signature of the applicant

Recommendation of the committee:

Member-1

Member-2

Member-3

Signature of Head of District/Unit

Countersigned by the RPO/Head of Unit

NOTE: All the documents must be attested/verified by the concerned district/unit with by name stamps of signatories.



APPENDIX 'E'

FORM P.P.W.F (5)

Information required while uploading the case on Welfare Software for the grant of Immediate Relief/Funeral charges from Punjab Police Welfare fund:

Name & rank of the employee	
CNIC of employee	
Status of employee (serving, retired, died)	
Name of Applicant (in case deceased employee)	
Mobile No. of applicant	
Relation with employee (self, wife, son, daughter etc.)	
Applicant complete address	
District/Unit	
Date of death	

Check List/Documents Required:

Sr No	Documents Required duly attested	YES	NO
1.	Covering letter from concerned district /region/unit		
2.	Original application along with application form		
3.	Death certificate issued by NADRA		
4.	Official struck off orders from Police Department		
5.	CNIC of employee & Applicant		
6.	Pay slip of employee showing deduction 3514-PPWF		
7.	Affidavit from applicant that case is processed first time		
8.	Disclaimer certificate/undertaking downloaded from welfare software		
9.	Online request of case through welfare software		

Signature of Applicant

Signature of Recommending Authority

NOTE: All the documents must be attested/verified by the concerned district/unit with by name stamps of signatories.



APPENDIX 'F'

FORM P.P.W.F (6)

Information required while uploading the case on Welfare Software for the grant of Last Month Running Basic Pay from Punjab Police Welfare fund:

Name & rank of the employee	
CNIC of employee	
Status of employee (Serving, Retired, Died)	
Name of applicant (in case deceased employee)	
Mobile No. of applicant	
Relation with employee (self, wife, son, daughter etc.)	
Applicant complete address	
District/Unit	
Amount/Last month basic pay	

Check List/Documents Required:

Sr No	Documents Required duly attested	YES	NO
1.	Covering letter from concerned district/region/unit		
2.	Original application and application form duly forwarded by office concerned		
3.	Copy of CNIC of retired official		
4.	Copy of CNIC of the applicant		
5.	Copy of retirement order		
6.	Pay slip of employee		
7.	Last pay certificate (LPC) duly attested by the DDO concerned.		
8.	First Claim certificate		
9.	Attested copy of service roll(1 st page & page wherein the entry of retirement exists)		
10.	Affidavit from applicant that case is processed first time		
11.	IBAN/ bank account no. of 14 digital of applicant/ officer along with copy of 1 st page of cheque book		
12.	Disclaimer certificate/undertaking downloaded from welfare software		
13.	Online request of case through welfare software		

Signature of Applicant

Signature of Recommending Authority

NOTE: All the documents must be attested/verified by the concerned district/unit with by name stamps of signatories.