


NATIONAL HIGHWAY AUTHORITY
(HRD SECTION)

No: 8(R)-Admn(HRD)/NHA/2005/23 27th – Mauve Area, G-9/1,
Islamabad the 15th December, 2005

Subject: **SOP - WELFARE & COMPENSATION TO THE BEREAVED FAMILIES**

Please find enclosed Standing Committee Procedure for welfare of NHA employees & compensation to the bereaved families duly approved by NHA Executive Board in its 133rd meeting held on 17.10.2005. Finance Wing is requested to take suitable action for recovery of contribution from employees and opening of Benevolent Account.

2. This supercedes SOP issued in NHA General Manager Manual (Volume-III) vide letter No 7(C)-Admn(HRD)/NHA/2005/17 dated 07.12.2005.


(IMTIAZ HUSSAIN)
Director General (Admn)

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NATIONAL HIGHWAY AUTHORITY
(HRD Section)

**Standing Operating Procedure in Respect of Benevolent Account
for the Welfare of Bereaved Families of NHA Employees Die During
Service**

1. The Executive Board, NHA has approved the following “SOP” for the welfare of NHA employees and bereaved families of deceased employees who expire during service of NHA in its 133rd meeting held on 17.10.2005.

2. The SOP shall come into force from the date of approval.

3. **DEFINITIONS:**

In this SOP, unless there is any thing repugnant to the subject or context.

3.1 “Bereaved Family” means members of the family of NHA deceased employee, who have been declared wholly dependent and residing with him permanently.

3.2 “Compensation” means monetary benefits(s) granted as an aid to the bereaved families.

3.3 “Welfare” means a logically feasible assistance to be provided by NHA to the dependent family members of an employee.

3.4 “Competent Authority” means the Chairman NHA.

3.5 All other words and expressions shall be treated and applicable as provide in NHA Act, NHA Employees Service Rules and other instructions issued by the Government or Authority from time to time in this regard.

4. All facilities/assistance and benefits (except burial charges) under the SOP shall be allowed subject to the recommendations of the Committee comprising the following:-

(1) BS-20 officer as Chairman

(2) BS-19 officer of Admn as Member

(3) BS-19 officer of Accounts as Member

(4) BS-18 officer of Admn as Member / Secretary.

5. As a result of death of an employee, Rs 35,000/- shall be paid out of imprest account of respective office immediately to the audit dependent family member of the employee for burial etc. The amount shall be reimbursed out of Benevolent Account to the office concerned.

6. The DG (Admn) in case of NHA HQ employees and GM concerned in case of field employees, shall depute an officer of BS-19 / equivalent or above after 30 days of the death of an employee to his native place to hold meeting with the bereaved family members. The officer will discuss and collect the following information from the family and local administration /council authorities:-

- i) General economical condition.
- ii) Whether having own house or otherwise.
- iii) Detail of each dependent family member i.e. age, educational and material status, job / work for income related information.
- iv) Family property status / shares.
- v) Any other detail / information as deemed necessary.

7. Such visit report shall be the part of case being forwarded to the committee for consideration.

8. **BENOVOLENT ACCOUNT**

8.1 A separate Benevolent Account shall be opened and operated through contributors from the employees salaries as per shares given below and suitable share on annual basis from Receipts Accounts of NHA as determined by the Competent Authority in consultation with the Member (Finance), NHA.

8.2 Contribution from the salaries of employees shall be deducted, as under:-

i)	BS-20 & above	Rs	100/- per month
ii)	BS-17 to 19	Rs	75/- per month
iii)	BS-11 to 16	Rs.	50/- per month
iv)	BS-1 to 10	Rs.	25/- per month

8.3 Rate of contribution shall be enhanced suitably after every five years as recommended by the committee provided in the SOP.

8.4 Procedure and policy for opening and operating of this Account shall be same as applicable in NHA.

8.5 50% of own contribution of employees shall be reimbursed without interest to the employees on retirement or to the legal heir (as given in Clause 11) on death.

9. Following expenditures shall be incurred out of this Account:-

- i) Payment of burial charges on death of serving employee.
- ii) Educational expenditures of eligible children.
- iii) Compensation to the bereaved families.
- iv) Any other expenditure specifically mentioned in the SOP.

10. Remaining expenditures to be incurred for the assistance of bereaved families shall be borne through respective heads of allocated budget of NHA.

11. **COMPENSATION HEADS**

11.1 Following shall be the eligibility priorities for grant of compensation:-

(1) **Married Employees**

- (i) Dependent Widow / Husband as the case may be.
- (ii) Unmarried dependent daughter residing with him.
- (iii) Son(s) (below 18 years age).

Note:- Step child, declared dependent by the employee, shall also be covered under the SOP.

(2) **Unmarried Employees**

- (i) Dependent father, if not alive, dependent widow mother.
- (ii) If parents are not alive, dependent minor brothers and unmarried sisters.

Note:-In case, two or more dependent family members becomes eligible for compensation, the amount shall be distributed with equal share.

11.2 Maximum rate of compensation shall be Rs 500,000/- (Rupees five hundred thousand only). The amount shall be reviewed / enhanced periodically on the recommendation of the committee provided in the SOP with the approval of competent authority.

11.3 The committee provided in the SOP shall examine the cases and recommends suitable amount of compensation on the basis of following TOR:-

- i) Monetary, age and health position of eligible person.
- ii) Number of dependent children of employee and their ages / social & economical position / job or income earning status.
- iii) Number of declared dependent family members.
- iv) Monetary position of deceased employee through Annual Assets Return etc.
- v) If any advance/loan outstanding against the deceased employee has been waived off or not.
- vi) Known resources of family for passing livelihood.

- vii) Was contribution towards fund of Benevolent Account deducted from the salary of employee or not.
- viii) Pensionary benefits granted to the family.
- ix) Personal visit report of native place by an officer of BS-19 or above.
- x) Beneficiary family member(s) was declared dependent of the employee.
- xi) Age, service length in NHA and performance record of the employee.
- xii) Any other factor as deemed relevant for consideration of compensation.

11.4 If there is no adult legal heir (i.e. grand father/mother and real brothers/sisters) or minor(s) dependents to be eligible for compensation, the amount of compensation shall be invested in a better profitable scheme (preferably Government based scheme) for a period of 10 years or till eligible person should reach to the age of 18 years, whichever less. On attaining the age of maturity (18 years), the amount / share shall be released alongwith profit earned to the eligible person subject to production of 1st Class Magistrate Certificate regarding correctness of his legal claim as well as release of compensation amount and computerized valid N.I.C.

12. **WELFARE HEADS**

Following facilities shall be permissible for the welfare of bereaved families of NHA:-

- (1) Writing off the balance amount outstanding on account of house building/conveyance/medical treatment advances maximum upto Rs 0.5 million.
- (2) Writing off the balance amount maximum upto Rs 300,000/- outstanding on account of any type of advances to employees prematurely retiring from service on medical grounds.
- (3) Free indoor/outdoor medical treatment from NHA panel hospital/ doctors for five years after the death to dependent children and for 10 years to the widow, however, reimbursement of medical charges shall not be permissible.

- (4) Payment of fees, hostel room rent and cost of books on account of educational charges of dependent children upto intermediate level on quarterly claimed basis maximum to Rs 50,000/- per annum subject to production of cash receipts duly verified/certified by the Head of Educational Institute concerned. In case claims are related to a Private Institute, certificate from competent Educational Authority regarding its valid registration and recognition shall be the part of claim. The amount of charges shall be enhanced suitably on the recommendations of committee from time to time as decided by the competent authority.
- (5) Hiring of official vehicle at 50% rates, if available and justified.
- (6) Retention of hired/self-hired house for one year at the cost of NHA.

13. **PLOT IN HOUSING SCHEMES**

If NHA or NHF is going to establish housing colonies for employees, widow of deceased employee shall be given a plot (one time only), if requested to the organization at 3% discount rate which shall be paid out of Benevolent Account.

14. **INFORMATION OF WELFARE PACKAGE TO THE FAMILY**

On death of an employee, a letter of condolence shall be sent to the bereaved family from NHA HQ under the signature of DG (Admn), NHA with the information about welfare/compensation package alongwith relevant details under the SOP.

15. **FEDERAL GOVERNMENT FACILITIES / BENEFITS**

All other facilities and benefits as announced by the Federal Government for the bereaved families of Federal Government Servants shall also be admissible in addition to the above to NHA employees.

16. **LIMITATION**

- (1) Welfare / compensation package under the SOP shall be subject to availability of funds and recommendations of the committee provided in the SOP. This package shall neither be treated as a right nor as a part of Terms & Conditions of Service.
- (2) Employees serving on deputation or contract shall be eligible for consideration under the SOP till they remain in the service of NHA. Provisions of the SOP shall not be applicable to them after repatriation or expiry / termination of contract.

NATIONAL HIGHWAY AUTHORITY

No. 12(27)-Admn/Wel/NHA/06/23

Islamabad, the 30th Sep, 2006

C I R C U L A R

Subject: ASSISTANCE PACKAGE FOR FAMILIES OF GOVERNMENT EMPLOYEES WHO DIE WHILE IN SERVICE

1. In pursuance of Clause-15 of NHA Standing Operating Procedure for Welfare and Compensation to the Bereaved Families, 2005, duly approved by NHA Executive Board in its 133rd meeting, Assistance Package for Families of Govt. of Pakistan, Cabinet Secretariat, Establishment Division, Islamabad Office Memorandum No 7/40/2005-E.2, dated 13.06.2006, shall be followed for NHA employees who die while in service with effect from 01.07.2006 as under:-

NHA's Current Package	GOP's Assistance Package				Revised / Approved by Chairman NHA
	In Service Deaths		Security Related Death		
LUMP SUM GRANT					
Compensation upto RS 500,000/- to the family to deceased employee who die while still in service.	<u>BS</u>	<u>Rupees</u>	<u>BS</u>	<u>Rupees</u>	Same facilities for NHA employees as admissible in the GOP package except that the minimum compensation for employees in BS-1 to 17 shall be up to Rs 500,000/- as its currently admissible. However compensation of Rs 500,000/- will be admissible subject to recommendations by the Committee on case to case basis.
	1-4	200,000	1-5	200,000	
	5-10	300,000	5-11	300,000	
	11-15	400,000	11-16	400,000	
	16-17	500,000	16-18	500,000	
	18-19	800,000	18-20	800,000	
	20 & above	1,000,000	20 & above	1,000,000	

PENSION			
NIL (as it is not mentioned in SOP, however, in accordance with NHA rules, 50% pension is being paid to the widows).	75% pension to the spouse or eldest son till the youngest child attains the age of 18 years. Normal pension to the spouse after that for life.	Full pension to the spouse or eldest son till the youngest child attains the age of 18 years. Normal pension to the spouse after that for life.	As admissible in the GoP package.
HOUSE BUILDING / CONVEYANCE / MEDICAL ALLOWANCE			
Rs 500.000 for all types of advances for families of deceased employees are to be waived off.	Case of advance against salaries sanctioned by the AGPR or the Provincial AG's Office, the unpaid balance to be waived off.	In case of advance against salaries sanctioned by the AGPR or the Provincial AG's Office, the unpaid balance to be waived off.	In case of advance against salaries sanctioned by the Chairman NHA, the unpaid balance to be waived off.
EMPLOYMENT			
Nil	Employment for posts in BS-1 to BS-15 on two years contract without advertisement.	Employment for posts in BS-1 to BS-15 on two years contract without advertisement.	As admissible in the GOP package.
HEALTH			
For dependent children up to five years without re-imbursment of medical bills. For widow up to 10 years without re-imbursment of medical bills.	Free health facilities to widow for life and for children upto age of 18 years in govt Hospital.	Free health facilities to widow for life and for children upto age of 18 years in Govt Hospital.	Free health facilities to widow for life and for children upto age of 18 years in case of son and up to marriage in case of daughter from NHA Panel Doctors / Hospitals without re-imbursment of medical bills.

ACCOMMODATION			
Retention of hired house for one year	Retention of govt house or payment of rent for hired house for 5 years or till the age of superannuation, which ever is earlier but for a minimum period of 3 years.	Retention of govt house or payment of rent for hired house till superannuation or for 5 years which ever is later.	Retention of hired house for the period admissible in the GoP package.

3. The other provisions of the said S.O.P will remain unchanged. These provisions will be treated as the part of the said S.O.P.

4. This has the approval of the Chairman NHA.



(ALI AKBAR MEMON)
Director (Establishment)

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6. Director (PR) NHA HQ
7. All Dy Director (Accounts) NHA / Regions / Projects

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- ✪ PS to D.G (Admn)

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No 7/40/2005-E.2

Islamabad, the June 13, 2006

OFFICE MEMORANDUM

Subject: **ASSISTANCE PACKAGE FOR FAMILIES OF GOVERNMENT EMPLOYEES WHO DIE IN SERVICE**

The undersigned is directed to refer to the subject noted above and to convey the approval of Prime Minister of Pakistan to the following assistance package for Government employees who die in service:

Item	In Service Deaths	Security related Deaths																						
Lump Sum Grant	➤ Upto Rs 1.0 million according to following scales:- <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">BS</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 - 4</td> <td style="text-align: center;">Rs. 200,000</td> </tr> <tr> <td style="text-align: center;">5 - 10</td> <td style="text-align: center;">Rs. 300,000</td> </tr> <tr> <td style="text-align: center;">11 - 15</td> <td style="text-align: center;">Rs. 400,000</td> </tr> <tr> <td style="text-align: center;">16 - 17</td> <td style="text-align: center;">Rs. 500,000</td> </tr> <tr> <td style="text-align: center;">18 - 19</td> <td style="text-align: center;">Rs. 800,000</td> </tr> <tr> <td style="text-align: center;">20 & above</td> <td style="text-align: center;">Rs. 1,000,000</td> </tr> </tbody> </table>	BS	Amount	1 - 4	Rs. 200,000	5 - 10	Rs. 300,000	11 - 15	Rs. 400,000	16 - 17	Rs. 500,000	18 - 19	Rs. 800,000	20 & above	Rs. 1,000,000	➤ Upto Rs 1.5 million according to following scales:- <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">BS</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 - 15</td> <td style="text-align: center;">Rs. 500,000</td> </tr> <tr> <td style="text-align: center;">16 - 19</td> <td style="text-align: center;">Rs. 1,000,000</td> </tr> <tr> <td style="text-align: center;">20 & above</td> <td style="text-align: center;">Rs. 1,500,000</td> </tr> </tbody> </table>	BS	Amount	1 - 15	Rs. 500,000	16 - 19	Rs. 1,000,000	20 & above	Rs. 1,500,000
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Pension	➤ 75% pension to the spouse or eldest son till the youngest child attains the age of 18 years. ➤ Normal pension to the spouse after that for life.	➤ Full pension to the spouse or eldest son till the youngest child attains the age of 18 years. ➤ Normal pension to the spouse after that for life.																						
Accommodation	➤ Retention of Government house or payment of rent for hired house for 05 years or till the age of superannuation, which ever is <u>earlier</u> but for a minimum period of 03 years.	➤ Retention or Government house or payment of rent for hired house till superannuation or for 05 years which is <u>later</u> .																						
Employment	➤ Employment for posts in BS-01 to BS-15 on two years contract without advertisement.	➤ Employment for posts in BS-01 to BS-15 on two years contract without advertisement.																						
Education	➤ Free education to one child up to the age of 18 years.	➤ Free education to all the children upto the age of 18 years.																						
Health	➤ Free health facilities to widow for life and for children upto age of 18 years in Government hospitals.	➤ Free health facilities to widow for life and for children upto age of 18 years in Government hospitals.																						

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

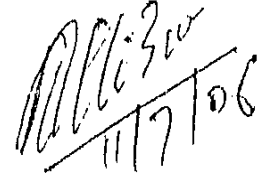
No 7/40/2005-E2

Islamabad, the July 11, 2006

OFFICE MEMORANDUM

Subject: **ASSISTANCE PACKAGE FOR FAMILIES OF GOVERNMENT EMPLOYEES WHO DIE IN SERVICE**

In continuation of this Division's O.M of even number dated 13-06-2006 on the above subject, the undersigned is directed to say that the assistance package for families of Government employees, who die in service, circulated vide above quoted O.M. will be applicable w.e.f. 01-07-2005. However, assistance cases already decided will not be re-opened.



(CH. R. A. ZIA)
Section Officer
Tele: 9224541

All Ministries / Divisions