

**Government of Pakistan
Revenue Division
Federal Board of Revenue**

C.No.1 (8)S(W)/FBR/07

Islamabad, the 31st December, 2014

Subject: **SOPs IN RESPECT OF IN-SERVICE DEATH OF FBR EMPLOYEES.**

The Board had circulated SOPs on 24th July, 2014 on the subject matter for strict implementation, which is available on the website of FBR. In order to include the items added in the Assistance Package for Families of Government Employees, who die in service, circulated vide Establishment Division's OM No.8/10/2013-E.2 dated 20th & 22nd October, 2014, and facilitate members of the bereaved family accordingly, the following revised SOPs have been approved by the Competent Authority:-

- i. FBR (HQ) shall be immediately informed of the sad demise of the employee (BS-16 & above) **on the same day** for issuance of the condolence notification on behalf of the Federal Government. The Management Wing shall immediately notify condolence message on the standard format. The condolence notification relating to BS-1 to 15 employees shall be issued by the Field offices.
- ii. The Welfare Section, FBR (HQ) shall be responsible to finalize/provide the facilities under the Package, to the families of deceased employees (BS-1 & above) working in FBR (HQ) who die in service, including lump sum grant, pension, education grant (if applicable), cash payment in lieu of plot of land, employment, marriage grant (if applicable), special lump sum grant from Benevolent Fund and Monthly Benevolent Grant (in case of security related deaths), GP Fund along with admissible bonus, etc., **within one month of the death of the employee.**
- iii. Each head of Field Office shall nominate (BS-17 or BS-18) officer in their respective offices as Counsel for the Package, under intimation to the Board, who shall be responsible to finalize/provide payments/ facilities under the Package to the families of deceased employees (BS-1 and above) working in the Field Office **within one month of the death of the employee:-**
- iv. The following dues/benefits in respect of all deceased employees (BS-1 & above) shall be paid to the aggrieved families with the approval of the concerned Heads of Field Offices:-
 - a) Encashment of Leave Salary
 - b) Lump Sum Grant
 - c) Waiving of balance amount.of HBA, Motor Car, Motor Cycle and Bicycle Advances sanctioned by the AGPR or the Provincial AG Office.
 - d) Education Grant (if applicable)
 - e) Cash Payment in lieu of Plot of Land
 - f) Employment of widow/widower, one son or daughter to the posts in BS-1 to BS-15, on regular basis without advertisement against the applicable vacant post subject to completion of criteria

- g) Marriage Grant on wedding of one daughter of the deceased employee(if applicable)
 - h) Monthly Benevolent Grant, in case of in-service death (normal)
 - i) Special Lump sum Grant from Benevolent Fund and monthly Benevolent Fund Grant (in case of security related in-service deaths)
 - j) G.P. Fund (payable amount plus 50% bonus in case of BS-1 to 3 & 30% bonus in case of BS-4 to 22)
 - k) Retention of government house or payment of rent for hired house for five years or till the age of superannuation (of the deceased employee), whichever is later.
 - l) Family Pension to the family of deceased employees (BS-1 to 15) in accordance with Package after getting the pension papers signed by the concerned Heads of Field Offices and having the PPO issued from the respective AGPR/DAO.
 - m) Family Pension to the family of deceased employees (BS-16 & above) in accordance with Package after getting the pension papers signed from the Board and having the PPO issued from the respective AGPR/DAO.
- v. Increase in the family pension of all deceased employees (BS-1 to 21) with increments and full benefits on account of revised rates of all pay and allowances, special/adhoc relief etc, as allowed by the Government from time to time shall also be ensured by the concerned Heads of Department forthwith in accordance with the Package, without waiting for any formal request from the family, and a certificate to this effect is furnished to the Welfare Section of the Board in January and July each year.
- vi. The family pension papers of deceased employees (BS-16 & above) shall immediately be forwarded to the Board along with all requisite documents for countersignature by the Appointing Authority/ Sanctioning Authority.
- vii. The Field Offices of FBR shall immediately intimate the Secretary (Expenditure), FBR (HQ) and keep subsequent proactive liaison with him/her in case sufficient funds are not available in the relevant heads of account. The concerned Heads of Department may however, allocate adequate funds under the relevant heads of account at the time of sending proposals for budget allocations each year so as to ensure promptly payment to the aggrieved families.
- viii. FBR (HQ) or the concerned Field Office, as the case may be, shall inform the bereaved family about the Assistance Package and all other dues admissible to the family within seven days of the death of employee. Copy of the Assistance Package shall also be furnished to the bereaved family, both in English and Urdu. Any information/ documents required for making payments under the Package shall be mentioned specifically in the letter and attached as annexures.
- ix. The concerned Head of Field Office shall take personal interest in facilitation of the bereaved family and payments of the admissible dues/other provisions of the Assistance Package. In case of any lapse on the part of department, the responsibility will be fixed by the concerned Head of Field Office, under intimation to the Board.
- x. The Direct Credit Scheme (online payment of pension) must be made compulsory for all new pensioners/family pensioners w.e.f. 01.01.2015.

xi. The historical pensioners must be brought into the stream of Direct Credit Scheme, phase-wise.

2. As a pro-active approach, each Head of Field Office must observe the following practices regarding their employees:-

- i. Uptodate list of family members of each employee for pension purpose be maintained beforehand.
- ii. Nomination from all employees must be obtained for disbursement of GP Fund and BF Grant.
- iii. All employees may be advised to provide particulars of bank accounts of the spouses to the concerned Field Office.
- iv. Fixation of pay of each employee on timely and regular basis.
- v. Service verification on regular basis.
- vi. Uptodate Service Book/Statement.
- vii. Maintaining leave account on regular basis.
- viii. Updating employees record through change in SAP of AGPR

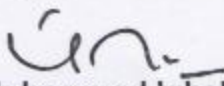
3. In addition to the above, the competent authority has been pleased to desire that;

- i. In case of death of a serving employee, the concerned Field Office shall immediately issue a circular providing therein time and venue of *Jinaza* and the contact details of the bereaved family.
- ii. The concerned Head of Department or his representative, who must be a senior officer, shall attend *Jinaza* of the deceased employee.
- iii. Flower wreath shall be laid on the grave of deceased employee immediately after the funeral on behalf of the Chairman, Members and all employees of FBR.
- iv. The Head of Field Office shall extend complete cooperation to the bereaved family and ensure maximum facilitation in the *Jinaza* and afterwards.
- v. *Ijtimai Dua* shall be held in the concerned office.

4. All Heads of Field Offices are requested to kindly ensure strict implementation of the above SOPs in letter & spirit. The negligence of the dealing officers/staff in implementation of the Package, if any, shall be seriously viewed and liable to be proceeded under Government Servants (E&D) Rules, 1973.

5. The delegation of powers to the concerned Heads of Field Offices vide para 1(iv) above shall be restricted in the cases of in service deaths (effective from 15.06.2013) to be processed under the Family Assistance Package. All other cases of superannuating retirements or deaths after retirements shall continue to be processed as before.

6. This issues with the approval of Chairman, FBR/Secretary, Revenue Division.


(Mohammad Iqbal)
Chief (Admn)

All Heads of Field Offices (By Name)

CC: All Members, FBR.
SA to Chairman, FBR.