



Government of Pakistan
Revenue Division
Federal Board of Revenue
Admin/HR Wing

F.No.1(21)SOP Pension(HQ)/2023/1196-R

Islamabad, the 30th December 2022

CIRCULAR

SUBJECT: - SOP REGARDING PROCESSING OF PENSION / FAMILY PENSION/GP FUND / PRE-MATURE RETIREMENT/LEAVE ENCASHMENT/TA ON RETIREMENT/FAREWELL GRANT CASES OF EMPLOYEES OF FBR HQ

The following Standard Operating Procedure (SOP) / steps will be followed by relevant wings/sections of FBR (HQ) to facilitate the retired employees / surviving family members of the employees (BS-01 to BS-22) of the FBR HQ who die in service, in processing their pension / family pension /GP fund / pre-mature retirement /leave encashment/ TA on retirement / farewell grant etc cases: -

Office Responsible for Processing/Coordination

2. Following offices shall be responsible for processing of subject cases: -

S.No	FBR (HQs) Employees	Concerned Office
1.	BS-01 to BS-07	The Chief (Admin & Finance)
2.	BS-08 to BS-16 (Non-Gazetted) and BS-16 to BS-22	The Chief (HRM-IR/PCS)

STEPS FOR PROCESSING PENSION CASES

3. Following shall be done within dead-lines:

S.No	Action	Concerned Office	Dead line
i.	Prepare the lists of employees retiring on quarterly basis.	Pension Cell shall seek the lists from the relevant HRM(PCS/IR) office.	1st January, 1st April, 1st July and 1st October of every year
ii.	Issuance of Retirement Notification/Office Order.	The Chief HRM (PCS/IR)/ The Chief Admin & Finance	At least Six (06) months prior to retirement of the employee.
iii.	To contact the retiring employee telephonically and in writing, providing information about the admissible retirement benefits and list of	The Second Secretary (Pension Cell)	At least Six months (06) before retirement of an employee

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	documents/information to be prepared and provided by the retiring employees (Specimen letter attached as Annex-I).		
iv.	To coordinate telephonically on weekly basis. Written reminders shall be issued on monthly basis.	The Second Secretary (Pension Cell)	1st written reminder to be issued one month after the initial letter. In case of no response, after 3rd reminder, the case may be considered as dormant.
v.	i. To prepare and complete Service book of the retiring employee (BS 01-16). ii. To prepare/obtain Service Statement of the retiring employee (BS 16-22).	i. The Chief HRM (PCS/IR) ii. The Chief HRM (PCS/IR)/Second Secretary (Pension Cell)	i. The Pension Cell will inform the respective Admin/HRM (IR/PCS) office for preparing/completion of Service Statement/Book. ii. The Pension Cell will issue requisite letters to the concerned Accounts Offices within one month of obtaining the list of retiring employee.
vi.	Preparation/Verification of Pension papers of employees after receipt of complete requisite documents.	The Second Secretary (Pension Cell)	The Second Secretary (Pension Cell) after receipt of complete documents shall prepare and forward the case to the concerned Chief HRM (IR/PCS)/ the Chief Admin & Finance within seven (07) days of receipt.
vii.	Submission of pension papers of retiring employee (BS 1 to 22) for signature of Sanctioning Authority.	The Chief HRM (PCS/IR)/ the Chief Admin & Finance	The concerned Chief HRM (IR/PCS)/Chief Admin & Finance shall get the pension papers signed from the sanctioning authority within seven (07) days of receipt.



viii.	To obtain LPC of retiring employee from AGPR/DDO	The Second Secretary (Pension Cell)	The LPC shall be obtained from AGPR/DDO within three (03) days of retirement.
ix.	Submission of pension papers to AGPR, Islamabad subject to completion of the same.	The Second Secretary (Pension Cell)	The pension papers duly completed in all respects shall be submitted to AGPR within three (03) days.
x.	Follow up of pension cases for early processing on fortnightly basis.	The Second Secretary (Pension Cell)	The follow up with AGPR shall be done on fortnightly basis and a monthly report shall be generated in respect of all pension cases (Template as Annex-II) .

STEPS FOR PROCESSING FAMILY PENSION (IN CASE OF IN-SERVICE DEATH OF EMPLOYEE)

4. After coordination with the bereaved family and provision of assistance during burial, notification/ Office Order of death will be issued and the following steps will be taken for processing of pension case along with the processing of family assistance package: -

S.No	Action	Concerned Office	Dead line
i.	To contact the bereaved family telephonically and in writing providing information about the admissible benefits and list of documents/information to be prepared and provided by them. (Specimen letter attached as Annex-II).	The Second Secretary (Pension Cell)	Within ten (10) days of death of the employee.
ii.	To coordinate telephonically on weekly basis. Written reminders shall be issued on monthly basis.	The Second Secretary (Pension Cell)	1st written reminder to be issued one month after the initial letter. In case of no response, after 3rd reminder, the case may be considered as dormant.

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iii.	i. To prepare and complete Service book / LPC of the deceased employees (BS 01-16).	i. The Chief HRM (PCS/IR)/the Chief Admin & Finance	i. The Pension Cell will inform the respective Admin/HRM (IR/PCS) office for preparing/completion of Service Statement/Book.
	ii. To prepare/obtain Service Statement / LPC of the deceased employees (BS 16-22).	ii. The Chief HRM (PCS/IR)/Second Secretary (Pension Cell)	ii. The Pension Cell will issue requisite letters to the concerned Accounts Offices within one month of obtaining the list of deceased employees.
iv.	Preparation/Verification of Pension papers of deceased employees after receipt of complete requisite documents.	The Second Secretary (Pension Cell)	The Second Secretary (Pension Cell) after receipt of complete documents shall prepare and forward the case to the concerned Chief HRM (IR/PCS)/the Chief Admin & Finance within seven (07) days of receipt.
v.	Submission of pension papers of deceased employee (BS 1 to 22) for signature of Sanctioning Authority.	The Chief HRM (PCS/IR)/ the Chief Admin & Finance	The concerned Chief HRM (IR/PCS)/Chief Admin & Finance shall get the pension papers signed from the sanctioning authority within seven (07) days of receipt.
vi.	Submission of pension papers to AGPR, Islamabad subject to completion of the same.	The Second Secretary (Pension Cell)	The pension papers duly completed in all respects shall be submitted to the AGPR within three (03) days.
vii.	Follow up of pension cases for early processing on fortnightly basis.	The Second Secretary (Pension Cell)	The follow up with the AGPR shall be done on fortnightly basis and a monthly report shall be generated in respect of all pension cases (Template as Annex-III) .



STEPS FOR PROCESSING PREMATURE RETIREMENT PENSION

5. The action / steps shall be taken by concerned offices within deadlines as follows:-

S.No	Action	Concerned Office	Dead line
i.	To initiate the case for issuance of Notification for premature retirement after receipt of request from the employee.	The Chief HRM (PCS/IR)/the Chief Admin & Finance	Within three (03) days on receipt of request
ii.	Issuance of retirement notification of the employee.	The Chief HRM (PCS/IR)/ The Chief Admin & Finance	Within two (02) days of approval by competent authority.
iii.	To contact the retiring employee telephonically and in writing, providing information about the admissible retirement benefits and list of documents/information to be prepared and provided by the retiring employees (Specimen letter attached as Annex-I).	The Second Secretary (Pension Cell)	Within seven (07) days of receipt of notification of premature retirement.
iv.	To coordinate telephonically on weekly basis. Written reminders shall be issued on monthly basis.	The Second Secretary (Pension Cell)	1st written reminder to be issued one month after the initial letter. In case of no response, after 3rd reminder, the case may be considered as dormant.
v.	i. To prepare and complete Service book/LPC of the retiring employee (BS 01-16). ii. To prepare/obtain Service Statement /LPC of the retiring employee (BS 16-22).	i. The Chief (Admn & Finance)/ The Chief HRM (PCS/IR) ii. The Chief HRM (PCS/IR)/Second Secretary (Pension Cell)	i. The Pension Cell will inform the respective Admin/HRM (IR/PCS) office for preparing/completion of Service Statement/Book. ii. The Pension Cell will issue requisite letters to the concerned Accounts Offices within one month of obtaining the list of retiring employee.

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vi.	Preparation/Verification of Pension papers of employees after receipt of complete requisite documents.	The Second Secretary (Pension Cell)	The Second Secretary (Pension Cell) after receipt of complete documents shall prepare and forward the case to the concerned Chief HRM (IR/PCS)/the Chief Admin & Finance within seven (07) days of receipt.
vii.	Submission of pension papers of retiring employee (BS 1 to 22) for signature of Sanctioning Authority.	The Chief HRM (PCS/IR)/the Chief Admin & Finance	The concerned Chief HRM (IR/PCS)/Chief Admin & Finance shall get the pension papers signed from the sanctioning authority within seven (07) days of receipt.
viii.	Submission of pension papers to AGPR, Islamabad subject to completion of the same.	The Second Secretary (Pension Cell)	The pension papers duly completed in all respects shall be submitted to AGPR within three (03) days.
ix.	Follow up of pension cases for early processing on fortnightly basis.	The Second Secretary (Pension Cell)	The follow up with AGPR shall be done on fortnightly basis and a monthly report shall be generated in respect of all pension cases (Template as Annex-II).

STEPS FOR PROCESSING LEAVE ENCASHMENT

6. The action / steps shall be taken by concerned offices within deadlines as follows: -

S.No	Action	Concerned Office	Dead line
i.	Provision of Leave Account to the Chief HRM (IR/PCS)/the Chief Admin & Finance	The DDO/The Chief HRM (IR/PCS)/The Chief Admin & Finance	At least fifteen (15) days before retirement
ii.	Processing of Sanction of encashment of LPR of retiring employee	The Chief HRM (PCS/IR)/The Chief Admin & Finance	Within three (03) days of receipt of Leave Account

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iii.	Preparation of bill	The DDO	Immediately after receipt of sanction letter
iv.	Submission of bill at AGPR	The DDO	Within three (03) days of receipt of sanction letter

STEPS FOR PROCESSING FAREWELL GRANT

7. The action / steps shall be taken by concerned offices within deadlines as follows: -

S.No	Action	Concerned Office	Dead line
i.	Submission of duly filled farewell grant proforma by retiring employee / Family pensioner		Immediately after retirement date
ii.	Provision of Pension Slip	The Second Secretary (Pension Cell)	Immediately after processing of pension by AGPR
iii.	Submission of farewell proforma for signature of authority	The Chief HRM (PCS/IR)/The Chief Admin & Finance	Within seven (07) days after receipt of Pension Slip
iv.	Submission of final case to office of BF&GIF	The Chief HRM (PCS/IR)/The Chief Admin & Finance	Within three (03) after signature of the Authority.

STEPS FOR PROCESSING THE CASE OF GPF

8. The action / steps shall be taken by concerned offices within deadlines as follows:-

S.No	Action	Concerned Office	Dead line
i.	Updation of GP Funds to the current level	The Concerned employee	Yearly basis
ii.	Transfer of GP Funds from field Accounts Offices	On receipt of notification/death notification, the Second Secretary (Pension Cell) will write letters to concerned field Accounts Offices for transfer of GP Funds. Reminders will also be issued on monthly basis.	At time of retirement notification
iii.	Submission of final withdrawal of proforma	The Retiring employee	As soon as possible
iv.	Processing of GP Fund case of final payment for signature of the authority and submission of GPF case to AGPR	The Chief HRM (PCS/IR)/The Chief Admin & Finance	within three (03) days of receipt of proforma



STEPS FOR PROCESSING TA ON RETIREMENT

9. The action / steps shall be taken by concerned offices within deadlines as follows: -

S.No	Action	Concerned Office	Dead line
i.	Submission of application alongwith details for TA on retirement	The Retiring employee	At least fifteen (15) days before retirement
ii.	Processing of case of TA on retirement for sanction of expenditure	The Chief HRM (PCS/IR)/ The Chief Admin & Finance	Within seven (07) of receipt of request
iii.	Preparation and submission of bill	The DDO	Within three (03) days of receipt of Sanction letter

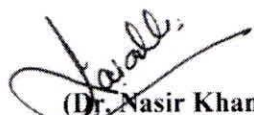
ALLOCATION OF FUNDS FOR MAKING PAYMENTS UNDER THE ASSISTANCE PACKAGE/PENSION BENEFITS ETC.

10. Secretary (Expenditure), will ensure the allocation and availability of sufficient funds under the heads related to retirement and necessary re appropriation shall be made in case of retirement/death of an employee on priority basis under the Assistance Package/Pension Benefits.

11. The Secretary (Expenditure) shall get the case processed and allocate funds within seven (07) days of receipt of request from the concerned office.

12. The Offices of the concerned Chief HRM(PCS/IR)/the Chief Admin & Finance will work in close liaison with Pension Cell for processing of pension/family pension/GP fund/pre-mature retirement/leave encashment/TA on retirement/farewell grant/Prime Minister Assistance Package cases in case of employees of FBR HQ.

13. All efforts shall be made to facilitate the retired employee/bereaved family in processing of their cases.



(Dr. Nasir Khan)
Chief (Admn & Finance)

Distribution:

All officers/officials (BS-1-22) of FBR (HQ), Islamabad.

Copy for Information:

All Members FBR, SA to Chairman, FBR, Chief (HRM-IR/(HRMC), FBR, Web master PRAL for uploading on the FBR's Website.


(Muhammad Kahd Javed)
Second Secretary (Pension Cell)