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PART I

Acts, Ordinances, President's Orders and Regulations

GOVERNMENT OF GILGIT-BALTISTAN

LAW AND PROSECUTION DEPARTMENT
GILGIT BALTISTAN SECRETARIAT

Gilgit, the 10th April, 2018

THE GILGIT-BALTISTAN
POLICE WELFARE FUND ACT, 2018

(Act No. I of 2018)

WHEREAS it is expedient to regulate by law, the Gilgit-Baltistan Police Welfare Fund and its terms and conditions, for welfare of employees of Gilgit-Baltistan Police.

CHAPTER-I

PRELIMINARY

1. **Short Title and commencement.**—(1) This act may be called the Gilgit-Baltistan Police Welfare Fund Act, No. I of 2018.

(721)

Price: Rs. 20.50

[6161(2018)/Ex. Gaz.]

(2) This act shall be applicable for the whole of Gilgit-Baltistan.

(3) This act shall come into force at once.

2. **Definitions.**—Unless the context otherwise requires,

(a) **“Beneficiary”** means a member of the Welfare Fund who is entitled to receive benefits from the Welfare Fund and is an officer or official who is serving or has served in the Police Department, unless otherwise provided in this act, in BS-18 or his direct dependents, such as parents, wife and children.

(b) **“The Executive Committee”** means the committee constituted by the Inspector General of Police under chapter-III (7).

(c) **“Form”** means a Form as specified in the schedule.

(d) **“Member”** means a member of the Welfare Fund and shall be an officer or official of the Police Department contributing to the Welfare Fund by paying in to the Welfare Fund at a prescribed rate every month.

(e) **“Police Department”** means the Gilgit-Baltistan Police Department.

(f) **“Police Unit”** means a unit of the Police Department and includes Special Branch, Armed Reserve Police, CTD, Crimes Branch, Police Training College (PTC), Key Points, Khunjerab Security Force (KSF), and Karakoram Security Force (KKSF).

(g) **“Schedule”** means the schedule appended to this act.

(h) **“Welfare Fund Board”** means the board constituted by the Inspector General of Police under chapter-II (4).

(i) **“Welfare Fund”** means the Gilgit-Baltistan Police Welfare Fund.

(j) **“Investment”** means profits from deposits in government saving schemes, business contracts, educational institutions, regimental gas stations, regimental projects and other business ventures.

(k) **“Regimental Gas Station”** means petrol, diesel and gas filling stations established by GB Police, out of this Fund.

(l) **“Regimental Project”** means any business establishment opened out of this Fund.

3. **Central Office.**—The Central Office of the Welfare Fund shall be located at the Central Police Office (CPO) Gilgit and shall function under the supervision and control of the Inspector General of Police Gilgit-Baltistan.

CHAPTER-II

THE POLICE WELFARE FUND BOARD

4. **The Police Welfare Fund Board.**—(1) The Inspector General of Police shall establish a Welfare Fund Board which shall be known as the Police Welfare Board, which shall consist of:—

a.	Inspector General of Police Gilgit-Baltistan	<i>Chairman</i>
b.	Deputy Inspector General of Police HQ	<i>Secretary</i>
c.	Deputy Inspector General of Police Crime	<i>Member</i>
d.	Assistant Inspector General of Police Establishment	<i>Member</i>
e.	Assistant Inspector General of Police Logistic	<i>Member</i>
f.	Assistant Inspector General of Police Special Branch	<i>Member</i>
g.	Budget Officer	<i>Member</i>

(2) Board can convene its meeting if the quorum of the board is complete. Quorum requirement would be 04 members at least.

(3) The Welfare Fund Board may nominate professionals as co-opted members for expert opinion for the welfare of the beneficiaries.

5. **Meeting of the Welfare Fund Board.**—(1) The Welfare Board shall meet at least once in every four months.

(2) Meeting of the Welfare Fund Board shall be presided over by the Chairman or in his absence by the DIG Police Headquarter.

(3) One-third members shall constitute the quorum for the meeting of the Welfare Fund.

(4) The Secretary of the Welfare Fund Board shall conduct the business of the Welfare Fund Board including preparation and circulation of the agenda and minutes of the Welfare Fund Board's meetings.

6. **Powers and functions of the Welfare Fund Board.**—The Welfare Fund Board shall have the following powers and functions;—

(a) Oversee and guide the overall operation of the Welfare Fund.

- (b) Approve the annual budget of the Welfare Fund.
- (c) Discuss the Executive Committee's reports and approve, if necessary, and proposals submitted to it in furtherance of the aims and objectives of the Welfare Fund.
- (d) Review and revise from time to time the rates of scholarships, medical charges, dowry charges, widow stipend, burial charges and loans, as the case may be.
- (e) Declare any other financial assistance as incidental or conducive to the attainment of the aims and objectives of the Welfare Fund.
- (f) Declare, under special circumstances, any member receiving pay in BPS-19 or above as beneficiary provided that the Welfare Board shall reduce into writing the special circumstances that warrant such declaration.
- (g) Any other power and function conducive to the aims and objectives of this act.

CHAPTER-III

WELFARE FUND COMMITTEE

7. **The Executive Committee.**—The Inspector General of Police shall constitute the Executive Committee which shall have the following composition:-

a.	Deputy Inspector General of Police HQ	<i>Chairman</i>
b.	Deputy Inspector General of Police Crime	<i>Member</i>
c.	Assistant Inspector General of Police Establishment	<i>Member</i>
d.	Assistant Inspector General of Police Logistic	<i>Member</i>
e.	Assistant Inspector General of Police Special Branch	<i>Member</i>
f.	Budget Officer	<i>Secretary</i>

8. **Function of the Executive Committee.**—The Executive Committee shall manage all the matters relating to the operation and administration of the Welfare Fund in accordance with this act and shall have to:—

- (a) Act in good faith and in the best interest of the members of the Welfare Fund give effect to this act.
- (b) Process all applications for welfare benefits in compliance with this act and under the guidance and direction of the Police Welfare Board.

- (c) Ensure that all applications for claims and all expenditures are only supported by required documents.
- (d) Comply with all the requirements of financial propriety and transparency in relation to accounting and auditing of the Welfare Fund and in relation to reporting on the Welfare Fund's operation.
- (e) Prepare and submit for approval to the Police Welfare Board the annual budget of the Welfare Fund or other financial proposals.
- (f) Approve, disapprove or otherwise dispose of any application for scholarship, medical charges, dowry charges, widow stipend, burial charges, loan, or any other financial assistance declared by the Police Welfare Board as incidental or conducive to the attainment of the aims and objectives of the Welfare Fund.
- (g) Maintain and manage, with the prior approval of the Police Welfare Board, the investment and savings of Welfare Fund Board.
- (h) Maintain and manage the investment of Gilgit-Baltistan Welfare Fund savings with the prior approval of the Welfare Fund Board:

Provided that the Welfare Fund savings shall only be invested in the schemes approved by Government or Federal Government, as the case may be:

Provided further that the savings shall not be invested in any speculative business, *e.g.* stock exchange, housing societies etc.:

Provided further that the savings can be invested in petrol pump installation/ LPG pump installations or in creating markets/ shops and or welfare establishments which can generate income. But the funds received from government resources could not be used for this purpose.

- (i) Submit monthly report to the Chairman of the Welfare Fund Board on the disposal and pendency of application; and
- (j) Perform any other task assigned to it by the Welfare Fund Board.

9. Functions of the Secretary of the Executive Committee.—The Secretary of the Executive Committee shall be responsible, in relation to the operation of the Welfare Fund to:

- (1) (a) Process all applications made by members;

- (b) Check all documents required for the processing of applications;
 - (c) Maintain accounts and other records of the Welfare Fund;
 - (d) Prepare the annual budget of the Welfare Fund;
 - (e) Verify all bills and vouchers;
 - (f) Submit monthly statement of income and expenditure to the Executive Committee on receipts and expenditure;
 - (g) Conduct the business of the meetings of the Executive Committee including the preparation and circulation of agenda and minutes;
 - (h) Conduct all correspondence on behalf of the Chairman of the Executive Committee and;
 - (i) Perform any other task assigned to him by the Chairman of the Executive Committee.
- (2) All applications, grievances, complaints or requests in relation to the Welfare Fund or any operation thereof shall be addressed to the Chairman of the Executive Committee.
- (3) The Executive Committee shall meet at least once in three months.

10. The District and Unit Welfare Committees.—(1) The DIG Police Ranges, the SSP or the Head of a Police Unit, as the case may be shall constitute a District or a unit Welfare Committee, as the case may be, that shall perform such functions and consist of such members of members, as may be determined by the Executive Committee.

(2) The DIG Police Ranges, the SSP or the Head of a Police Unit, as the case may be, shall designate a Welfare Officer who shall act as the Secretary of the District Welfare Committee or the Unit Welfare Committee, as the case may be. The Welfare Office shall;

- (a) Coordinate all matters with the Chairman of The Executive Committee, and
- (b) Forward applications recommended by the District or the Unit Welfare Committee, as the case may be, to the Executive Committee for consideration.

CHAPTER-IV

RECEIPTS OF THE WELFARE FUND

11. **Collection of receipts.**—Receipts in the Welfare Fund shall consist of:

- (a) Contributions deducted at the rate of one percent (1%) of the basic pay drawn by each member receiving pay in any scale from BPS-1 to BPS-18; and
- (b) Contribution deducted at the rate of one percent (1%) of the basic pay drawn by each member receiving pay in BPS-19 or above; provided that such member shall not be a beneficiary except under special circumstances to be so determined by the Welfare Fund Board;
- (c) Profit from investments, business enterprises, donations and miscellaneous sources. [Explanation Para 8(h)]

12. **The manner of collection of receipts from the members.**—(1) Contributions into the Welfare Fund shall be deducted a source from the salary of Police officers and official, including ministerial staff of all ranks by the Accountant General of Gilgit-Baltistan or District Accounts Officer, as the case may be, within whose jurisdiction disbursement of salary is made to that Police officer or official.

(2) The Accountant General of Gilgit-Baltistan shall allocate a separate sub-head for the deduction from the pay bill of all Police Officers and Officials, including the ministerial staff, and pass on the credit to the DIG Police, Headquarter, Gilgit-Baltistan, within a month of such deduction.

(3) The DIG Police Headquarter, Gilgit-Baltistan shall ensure that the amounts of contribution paid by the members or deducted from their pay bills have been received and duly accounted for.

(4) A bank account for Welfare Fund shall be maintained in the National Bank of Pakistan in the name of the Inspector General of Police, Gilgit-Baltistan and shall be operated jointly by the DIG Police HQ, Gilgit-Baltistan and the AIG Logistics, Gilgit-Baltistan.

(5) The DIG Police HQ shall ensure circulation of quarterly income/expenditure report to the Range office /Unit concerned for the purpose of information.

CHAPTER-V

AUDIT AND ACCOUNTS

13. **Audit and Accounts.**—(1) The Chairman of Executive Committee shall place the annual financial statement of the Welfare Fund before the Welfare Fund Board for approval by 21st January each year.

(2) The accounting year shall end on 31st December.

(3) The accounts of the Fund shall be audited by a well reputed private firm and the expenditure involved thereof for the audit will be met from within the Welfare Fund. The funds donated by the government will be subject to the audit by Auditor General of Pakistan.

(4) The Executive Committee shall submit the audit report to the Chairman of the Welfare Fund Board, not later than 30th April every year.

(5) The Executive Committee shall submit a monthly statement of receipts and expenditure to the Chairman of the Welfare Fund Board on 10th day of every month.

(6) All payments from Welfare Fund shall be made through cross cheques.

(7) Internal Audit shall also be conducted by an authorized officer/committee to be deputed by the IG GB.

CHAPTER-VI

PROCEDURE

14. **Utilization.**—The Welfare Fund shall be utilized for the collective good of the Police Department and for the individual Welfare of its beneficiaries.

15. **Applications.**—The Chairman of the Executive Committee may receive applications, as prescribed in the schedule, from members for grant of scholarships, medical charges, dowry charges, widow stipends burial charges, loan or any other financial assistance declared by the incidental or conducive to the attainment of the aims and objectives of Welfare Fund.

16. **Scholarships.**—(1) The Executive Committee may grant scholarships at the prescribed rates to the children of beneficiaries who have passed Matriculation examination in Grade-A or Grade-B and are studying in recognized colleges or universities, whether public or private, or children who are studying in any of the recognized Cadet Colleges.

(2) The amount payable on account of scholarship and admission fees shall be as under:-

S. No.	Area of study	Amount/ year for scholars attaining Grade-A (70% Marks) or equivalent GPA in the preceding exam.	Amount/year for scholars attaining Grade-B (60% Marks) or equivalent GPA in the preceding exam.
1.	FA and BA or equivalent qualification.	Rs. 12,000/- Per Year	Rs. 12,000/- Per Year
2.	F.Sc or any equivalent qualification in vocational/ technical education.	Rs. 15,000/- Per Year	Rs. 12,000/- Per Year
3.	B.Sc, BBA, B-Com, LLB, B-Tech, or any Bachelor Degree in IT or any other professional education.	Rs. 30,000/- Per Year	Rs. 24,000/- Per Year
4.	M.Sc, MBA, Masters in IT, Agriculture, Forestry, Pharmacy etc.	Rs. 36,000/- Per Year	Rs. 30,000/- Per Year
5.	MBBS, Engineering, BDS, etc.	Rs. 60,000/- Per Year	
6.	Cadet College up to Matric.	Rs. 36,000/-	

(3) Before granting scholarship to any child of a beneficiary, the Executive Committee shall satisfy itself that the student has already joined a Cadet College or a recognized educational institution, as the case may be, and that the student is a suitable candidate for the grant of scholarship under this act:

Provided that the scholarship shall be stopped forthwith if the student fails to attain the required grades during his studies as prescribed.

(4) Applications for the grant of scholarship shall reach the Chairman of the Executive Committee not later than the 15th day of October each year.

(5) An application for the grant of scholarship shall be submitted to the Chairman of the Executive Committee in the Form-"I".

17. Medical Charges.—(1) The Executive Committee may defray the charges of admission of beneficiaries in hospitals and reimbursement cannot be covered from Government revenues.

(2) An application for medical charges shall be supported by a certificate from the Executive Committee in Form-"II".

(3) An application for medical charges shall be supported by a certificate from the Executive District Health Officer of the District where the applicant serves to the effect that the prescribed medicine and treatment cannot be provided free of charge by a Government Hospital in that District.

18. Dowry charges.—(1) The Executive Committee may grant dowry charges (marriage grant) to beneficiaries up to BPS-14 as per the following details:

S. No.	Basic Pay Scale of Applicant	Dowry Charges Admissible
1.	BPS-1 to BPS-5	Rs. 40,000/-
2.	BPS-7 to BPS-9	Rs. 35,000/-
3.	BPS-11 to BPS-14	Rs. 30,000/-

Provided that the dowry charges shall not be granted for a marriage that has been solemnized before 1st April 2016:

Provided further that dowry charges may be provided for the marriages of two daughters of a beneficiary at the maximum.

(2) An application for the grant of dowry charges shall be submitted to the Chairman of the Executive Committee in Form-“III”.

19. Widow stipend.—(1) The Executive Committee may grant monthly stipend, not exceeding seven thousand rupees (7,000) per month, to the widow of member having pay scale up to BPS-14 who died in service while having less than ten years service. In deciding the applications for a widow stipend, the Executive Committee shall consider the following:-

- Financial condition of the widow;
- Number and ages of children she has;
- Number of earning persons in the family;
- Size of pension or stipend she gets from any other source; and
- Worth of the property she holds;

Provided that the widow stipend shall be stopped when the recipient ceases to be a widow on account of re-marriage.

(2) An application for the grant of widow stipend shall be submitted to the Chairman of the Executive Committee in Form GB Police Welfare Fund (4) as specified in the schedule.

20. Burial Charges.—The Executive Committee may grant to the legal heirs burial charges of twenty five thousand (25,000) rupees, in each case on the death of a beneficiary during service up to BPS-16.

21. Loans.—(1) The Executive Committee may grant loan to a serving beneficiary who is in the service, an amount not exceeding the amount equal to ten (10) basic pays of the applicant, only for the following purposes:

- Loan to cover the expenses incurred on account of treatment and restoration of health, and

(b) Loan for the education of dependents:

Provided that an application for loan on account of medical expenses shall be supported by a medical certificate issued by a Medical Officer serving in a Government Hospitals.

(2) All loans be refundable and shall be recouped from the beneficiary in twenty four (24) equal and regular installments. The first of which installments shall start from the next month the beneficiary has received the loan, except in case of loan for treatment of illness the recoupment of which shall start three months after the beneficiary has received the loan:

Provided that loan shall be granted to a serving beneficiary only if he has at sufficient service left before superannuation or Leave Preparatory to Retirement for the recoupment of loan, as the case may be:

Provided further that a second loan shall not be granted to a beneficiary till the total amount of the first loan has been fully recouped.

(3) An application for the grant of loan shall be submitted to the Chairman of the Executive Committee in the Form-"V" supported by an agreement in the Form-"VI".

(4) List of beneficiaries shall be circulated to all police ranges/unit heads.
