

No. FD/899-929/72

**AZAD GOVERNMENT OF THE STATE OF JAMMU AND
KASHMIR, FINANCE DEPARTMENT**

'MUZAFFARABAD'

Dated the April 6, 1972

To:-

The Accountant General,
Azad Government of the State of Jammu and Kashmir,
Muzaffarabad.

Subject: Azad Jammu and Kashmir Employees Benevolent Fund and Insurance Fund -
Procedure for collection and accounting of subscription of premia.

Sir,

I am directed to convey the approval of the Azad Government of the State of Jammu and Kashmir to the following basic procedure being observed for the collection and accounting of subscriptions to and premia for the Azad Jammu and Kashmir Employees Benevolent Fund and Insurance Fund:-

- (i) In the case of Gazetted Officers the deductions towards Benevolent Fund and Insurance Fund shall be made by the officers themselves from their pay bills. A schedule in Annexure 'A' showing the deductions made shall be prepared in triplicate. Two copies of the schedule shall be attached to the pay bill and the third copy shall be retained by the administrative Department for office copy of the pay bill.
- (ii) In the case of Non-Gazetted Establishment the D.D.O. shall make deduction from the Establishment pay bills in respect of Benevolent Fund only. A schedule as prescribed in Annexure II shall be prepared in triplicate, two copies of the schedule shall be submitted with the Establishment pay bill and the third copy shall be retained for the office copy of the bill.
- (iii) No deduction on account of premia of Employees Insurance fund shall be made from the salaries of the non-gazatted Establishment because it has been decided that insurance premia on behalf of all Non-Gazetted empolyees shall be

paid by the Government itself to the Board of Trustees of the Insurance Fund. However, the amount which is to be subscribed by the Government on that account shall be worked out according to the prescribed rates and shown in the relevant columns of the schedule specified in annexure II.

- (iv) Treasury Officer and other officers who are required to submit monthly accounts to the Accountant General, Azad Kashmir will pass on the second copy of the certified schedules to the Accountant General.
- (v) After receipt of the monthly accounts from the Treasuries together with the certified copies of the schedules the Accountant General shall credit the deductions on account of Benevolent Fund and Insurance Fund in respect of Gazetted employees and on account of Benevolent Fund in respect of Non-Gazetted employees in the deposit heads indicated below:-

Benevolent Fund.

Credit Minor head-Employees Benevolent Fund, Major Head p-Deposit and Advances Part-II Deposits not bearing interests-Other Deposit Accounts.

Insurance Fund.

Credit Minor head Employees Insurance Fund, Major Head p-Deposit and Advances Part-II Deposits not bearing interests-Other Deposit Account.

The Accountant General shall also furnish a consolidated statement of receipt in respect of each fund to the Board of Trustees.

- (vi) The Accountant General will authorise National Bank of Pakistan every month to pay to the Bankers of the Board, the amounts recovered and accounted for by them by debiting the same to the respective Deposit Heads mentioned in sub-para above in the Government Account. This means that the above mentioned Deposit Account will be cleared at regular monthly intervals so that the balance in these Deposits Accounts at the close of the Financial, year are Nil.
- (vii) For claiming payment of the Azad Kashmir Government's contribution to the Insurance Fund in respect of Non-

Gazetted employees, the Board of Trustees of the fund will prepare from the information received by them from the Accountant General, a bill for the amount due and submit it to him for getting payment. The bills on payment shall be debited to the Detailed Head 'Contribution to the Employees Insurance Fund' in respect of Non-Gazetted employees under the Head 57-Miscellaneous-Miscellaneous and unforeseen charges. The above grant henceforth will be controlled by the Services and General Administration Department.

Your obedient servant,

Sd/-

(Abdul Karim)

Section Officer (Finance).

FORM

(For Gazetted Employees)

**SCHEDULE OF EMPLOYEES BENEVOLENT FUND AND
INSURANCE FUND DEDUCTION/SUBSCRIPTION**

Office of the.....

Schedule of deductions for the months of.....

Name & designation of employee	P ay R s.	Employees Benevolent Fund		Employees Insurance Fund		Reasons for variation
		A mount released R s.	Vari ation from previous month, if any (-) or (+)	A mount released R s.	Varia tion from previous month, if any (-) or (+)	
1	2	3	4	5	6	7

Signature.....

Date.....

Designation.....

FOR USE IN TREASURY/ACCOUNTS OFFICE

Certified that the deductions shown in the above schedule in respect of Benevolent Fund and Insurance Fund tally with the amounts so included in the Pay Bill of the employee.

Treasury Officer/Disbursing Officer

Date.....

Accountant General.

FORM

(For Non-Gazetted Employees)

**SCHEDULE OF EMPLOYEES BENEVOLENT FUND AND
INSURANCE FUND DEDUCTION/SUBSCRIPTION**

Office of the.....

Schedule of deductions/subscription for the month of.....19.....

Name & designation of employee	Pay	Employees Benevolent Fund		Employees Insurance Fund		Reasons for variation
		Amount released	Variation from previous month, if any (-) or (+)	Amount released	Variation from previous month, if any (-) or (+)	
1	2	3	4	5	6	7

Signature.....

Date.....

Designation.....

 FOR USE IN TREASURY/ACCOUNTS OFFICE

Certified that the deductions shown in the above schedule in respect of Benevolent Fund and Insurance Fund tally with the amounts so included in the Pay Bill of the employee.

Treasury Officer/Disbursing Officer

**AZAD GOVERNMENT OF THE STATE OF JAMMU &
KASHMIR, SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT**

NOTIFICATION

No. S&GAD/6444-6514/CS/72 Dated 13.4.1972

In exercise of the powers conferred by Section 30 of the Azad Government of the State of Jammu and Kashmir Act, 1970 the President Azad Government of the State of Jammu and Kashmir is pleased to make the following rules, namely:-

**THE AZAD KASHMIR GOVERNMENT SERVANTS
(CONDUCT) RULES 1972**

1. **Short title and commencement:-** (1) These rules may be called the Azad Government of the State of Jammu and Kashmir Government Servants (Conduct) Rules, 1972.
(2) They shall come into force at once.
2. **Extent of application:-** These rules apply to all persons, whether on duty or on leave, within or without Azad Kashmir serving in connection with the affairs of Azad Kashmir, including the employees of the Azad Government deputed to serve under the Central Government or with a Statutory Corporation or with a non-Government employer, but excluding:
 - (a) members of an All-Pakistan Service or a provincial Service of any province of Pakistan Serving in connection with the affairs of Azad Jammu and Kashmir;
 - (b) employees of the Central or a provincial Government of Pakistan or other authority deputed temporarily to serve under the Azad Government of the State of Jammu and Kashmir;
 - (c) holders of such posts in connection with the affairs of Azad Kashmir, as the Azad Kashmir Government may, by a notification in the official Gazette, specify in this behalf.
3. **Definition:-** (1) In these rules, unless there is anything repugnant in the subject