



**Pakistan Institute
of Public Finance Accountants**

Model Solutions

**Civil Service Rules, Local
Councils Service Rules
and Autonomous Bodies
Service Rules
(Application)**

LFA

Winter Exam-2024

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Solutions – Civil Service Rules, Local Councils Service Rules and Autonomous Bodies Service Rules (Application)

Q.1. Ref: THE PUNJAB GOVERNMENT SERVANTS BENEVOLENT FUND

a PART-II (DISBURSEMENT) RULES, 1966

Punjab Esta Code

** (c) EDUCATIONAL SCHOLARSHIPS Primary to Matric level	Rs. 1,500/- P.A.
F.A., B.A. and equivalent classes and Diploma classes.	Rs.3,000/- P.A.
M.A. & equivalent classes, BDS, MBBS, B.Sc. (Engg.), DVM, B.Sc. (Hons.), Agri etc., M. Phil and Ph.D.	Rs.6,000/- P.A.

Q.1. Provided that:

b (i) in case of a retired or in service Government Servant;

(a) grant may be admissible to not more than two children of a Government Servant who has or have passed all the subjects of matric or post matric examination from a recognized Board of Examination or University securing at least sixty percent aggregate marks and is or are studying in the next class in a recognized educational institution.

(b) if one or more of the children of a Government Servant are studying in a recognized educational institution meant for special children, then not more than three children shall be eligible for the grant.

(ii) in case of a Government Servant who has died or retired on grounds of invalidation or incapacitation, the grant may be admissible to not more than three children;

(iii) the Provincial Benevolent Fund Board shall each year invite applications on the prescribed form through publication in the newspaper;

(iv) the application shall be verified by the head of department and the head of the educational institution and accompanied by the following documents:

(a) computerized national identity card of a Government Servant and/or of the student (if applicable);

(b) result card, detailed marks sheet, certificates and degree pertaining to the preceding educational classes;

(c) certificates of recognition of previous and current education institution in case of the private educational institution; and

(v) an application received after the cutoff date mentioned in the advertisement and not verified and supported by the documents mentioned above shall not be entertained

Q.2. It is to inform that Mr. AQ has applied for 365 days Ex-pakistan Leave for visiting Canada.

His Leave Admissibility Certificate (LAC) showed 324 leave.

As per Leave Rules, 120 days will be given on full pay and rest of leave will be Extra Ordinary Leave, without pay.

Submitted for approval, please.

- Sd -

Dy. Secretary (Admn)

Secretary.

Q.3. Ref- Rule -33 PLG Accounts rules-2017

Steps :

1. Verify accuracy of pay from the pay slips of officers, and service books of staff
2. Verify the signatures of DDO and Controlling officer.
3. Availability of budget into relevant head of A/c



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Q.4.
a

Date of Birth	15.4.1972
Date of Death	24.9.2024
Date of Appointment	18.11.11
Total Service	12 years 10 months 6 days= 13 years
Last pay	Rs. 155,790 plus one premature increment = Rs. 160,320/-
Age	52 years 6 months 9 days= 53 years

$13 \times 160,320/- \times 7/300$

G. Pension	48630.4
35% Commutation	3,343,739

Monthly Pension 65% of G. Pension plus various increases and Medical Allowance	31, 610
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Note: The widow will get 75% of commutation and monthly pension.

Q.5. Note;

It is to inform that, that a post of Vice Chancellor of XY University has become on completion of three years tenure of Mr. AB former Vice Chancellor on 30.09.2024.

The approval is solicited to call advertisement through three leading news papers for appointment of new Vice Chancellor.

Sd-

GH
Registrar

To
Chancellor,
XY University.

Q.6. Ref: Rule 5-6 of Punjab, Efficiency and Discipline Rules 2006.
Substituted by the Punjab Civil Servants (Amendment) Ordinance, 2001 vide

14. Conduct

The conduct of a civil servant shall be regulated by rules made by Government or a prescribed authority, whether generally or in respect of a specified group or class of civil servants.

Efficiency and discipline

A civil servant shall be liable to such disciplinary action and penalties and in accordance with such procedure as may be prescribed.

Procedure: Steps

1. Issue explanation call
2. Issue charge sheet
3. Appoint Inquiry officer
4. On basis of Inquiry Report, issue Show Cause Notice
5. Personal hearing
6. Announce decision for major penalty of demotion to one grade low/ Termination of service.



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Q.7. Ref:

Rule-4 THE PROTECTION AGAINST HARASSMENT OF WOMEN AT THE
WORKPLACE ACT, 2010

PART 1

Acts, Ordinance, President's Orders and Regulations

Steps:

1. Personal hearing of the complainant and recording of statement
2. Statements of witnesses
3. Personal hearing and recording of statements of accused.
4. Finalization of Inquiry Report along with conclusion and recommendations
