

POF MERIT SCHOLARSHIP SCHEME

Aims and Objectives

The POF Board, as a welfare measure, is operating scholarship schemes for the children of serving/retired POF and Allied Departments employees. The primary criteria for the award of scholarship are merit. It is important that POF and Allied Departments employees understand the eligibility conditions and general criteria fixed for award of these scholarships.

This SOP has been redesigned with the objectives of informing POF and Allied Departments employees regarding the types of scholarships, eligibility conditions and procedure for submitting applications.

This has been issued with the approval of Chairman POF Board.

Administration Department
POF Wah Cantt.

GENERAL INSTRUCTIONS

1. How to apply:

- a. *Khabarnama*, inviting applications for various scholarship schemes, will be issued by Central Welfare Office in the 1st week of October every year.
- b. Eligible candidates will apply for scholarships on the prescribed Forms for Scholarships respectively and deposit the same in Central Welfare Office through concerned welfare/admin offices on or before the last date given in *Khabarnama*.

2. General Instruction for Applicants:

- a. Blank application forms will be obtained from Concerned Welfare Section of factory/ group.
- b. Application forms should be filled in correctly, neatly and should be countersigned by the respective head of educational institution and GM of concerned factory/ group.
- c. Attested copies (attestation by at least Manager with by name Official Stamp) of Form B, CNIC, factory pass, DO part-I (retired/deceased) and result card/marks sheet should be enclosed with the application forms. Result cards must be attested from head of concerned schools/colleges.
- d. In case, no application(s) receive in reserved seats against one category then, the seat(s) will be adjusted in other category.

3. Eligibility conditions for Scholarship Schemes

- a. Only wards of POF/Allied employees and self POF employees will be eligible for all scholarship schemes except scheme for *Nasheman* students.
- b. Those students will be eligible for award of scholarships under these schemes that have passed the annual examination of classes mentioned in the relevant schemes with distinction.
- c. The scholarship will be paid in lump sum for the period mentioned in each scheme.
- d. Students having 60% minimum marks will be eligible for applying against any scholarship. However, the scholarship will be awarded on merit.
- e. Students appearing in Improvement Examination will not be eligible for grant of scholarships.
- f. Students must have got admission in-recognized school/ colleges/ universities.

4. In-eligibility:

- a. Without supporting document as mentioned at para-2(c) or incomplete application will not be entertained.
- b. No scholarship will be awarded over and above the fixed quota as indicated in each scheme separately.
- c. In case of **Dual Benefit** i.e. fee concession, scholarship from any other source of (e.g Zakaat, Qarz-e-Hasna) the student will not be eligible to avail this facility and next candidate as per merit list will be considered in lieu thereof.

5. Approval Authority:

(Chairman POF Board will be approval authority for all types of scholarships.)

6. Evaluation committee:

- | | | | |
|------|--------------------------|---|-----------|
| i. | Dy. Director Field Admin | : | President |
| ii. | GM- (Nominated by MPC) | : | Member |
| iii. | Manager Welfare | : | Secretary |

7. Representation Committee:

- | | | | |
|------|----------------------------|---|-----------|
| i. | Director HRM | : | President |
| ii. | Manager-(Nominated by MPC) | : | Member |
| iii. | Manger Welfare | : | Secretary |

8. Computerized Data Entry in MIS Database: The forms/ data of all scholarships schemes will be scrutinized and entered in MIS Database. Computer generated report will be submitted to evaluation committee for finalization of POF Merit Scholarships.

Note: *After scrutiny of applications, lowest %age of merit of each category of all Scholarship schemes will be published through Khabarnama. In case of any observation/ complaint, the applicants have the right to submit application to Representation Committee with in 7 x days after issuance of Khabarnama. Later on, no application(s) in this regard will be entertained.*

SCHEME NO.1:
SCHOLARSHIPS FOR WARDS OF SERVING POF EMPLOYEES
FOR GENERAL EDUCATION

<u>Classes Passed</u>	<u>Scholarships</u>	<u>Distribution of scholarships</u>	<u>Amount Rs.</u>	<u>Total Amount Rs.</u>
9 TH	100	Science=80 and Arts=20	3,500/-	350,000/-
10 th	100	Science=80 and Arts=20	4,500/-	450,000/-
1 st Year	50	Science=40, Arts=10	5,500/-	275,000/-
2 nd year	50	Science=40, Arts=10	5,500/-	275,000/-
Graduation	05	Science=03, Arts=02	8,000/-	40,000/-
Masters	05	Science=03, Arts=02	10,000/-	50,000/-
BS/BS-Hon	15	Any subject	10,000/-	150,000/-
MS/MS-Hon/ M.Phil	10	Any subject	15,000/-	150,000/-
Ph.D	15	Any subject	25,000/-	375,000/-
Total	350			2,115,000/-

Special Prize for Gold Medalist (at Board level)

<u>Class</u>		<u>Amount Rs.</u>
SSC	:	40,000/-
FA/F.Sc	:	50,000/-
DAE	:	30,000/-

SCHEME NO.2:
SCHOLARSHIPS FOR WARDS OF SERVING POF EMPLOYEES
HAVING 30 YEARS SERVICE

<u>Class Passed</u>	<u>Scholarships</u>	<u>Subject-wise Allocation</u>	<u>Amount Rs.</u>	<u>Total Amount Rs.</u>
9 th	15	Science=10 and Arts=05	3500/-	52,500/-
10 th	15	Science=10 and Arts=05	4500/-	67,500/-
1 st Year	08	Science=06 and Arts=02	5500/-	44,000/-
2 nd Year	08	Science=06 and Arts=02	5500/-	44,000/-
Graduation	03	Science=02 and Arts=01	8000/-	24,000/-
BS/Bs-Hon	04	Any subject	10,000/-	40,000/-
Total=	53			272,000/-

SCHEME NO.3:
SCHOLARSHIPS FOR WARDS OF EMPLOYEES OF ALLIED DEPARTMENT

<u>Class Passed</u>	<u>Scholarships</u>	<u>Categories</u>	<u>Amount Rs.</u>	<u>Total Amount</u>
9 th	10	Science=8, Arts=2	3500/-	35,000/-
10 th	10	Science=8, Arts=2	4500/-	45,000/-
1 st year	10	Science=8, Arts=2	5500/-	55,000/-
2 nd year	10	Science=8, Arts=2	5500/-	55,000/-
Graduation	02	Science=01, Arts=01	8000/-	16,000/-
BS-Hon	02	Any subject	10000/-	20,000/-
Total	44			226,000/-

SCHEME NO.4:
SCHOLARSHIPS FOR WARDS OF RETIRED/DECEASED POF EMPLOYEES
GENERAL EDUCATION

<u>Class Passed</u>	<u>Scholarships</u>	<u>Categories</u>	<u>Amount Rs.</u>	<u>Total Amount</u>
9 th	5	Science=3, Arts=2	3500/-	17,500/-
10 th	5	Science=3, Arts=2	4500/-	25,000/-
1 st year	5	Science=3, Arts=2	5500/-	27,500/-
2 nd year	5	Science=3, Arts=2	5500/-	27,500/-
Graduation	2	Science=01, Arts=01	8000/-	16,000/-
BS/BS-Hon	3	Any subject	10000/-	30,000/-
Total	25			143,500/-

SCHEME NO. 5:
SCHOLARSHIPS FOR WARDS OF SERVING POF EMPLOYEES
FOR PROFESSIONAL EDUCATION ENGINEERING

(A)

<u>Studying</u>	<u>Scholarships</u>	<u>Merit</u>	<u>Amount Rs.</u>	<u>Total Amount</u>
Got admission in any Engg. Technology of HEC recognized	20	Result of FSc (Pre-Engg)	15,000/-	300,000/-

(B)

20x scholarships will be awarded to the wards of POF employees on merit, whom studying in engineering college/ universities. Every year, students will apply after issuance of Khabarnama. However, only those students will be remained eligible who will be promoted to next year (class) and will also secure minimum 75% or 2.75 GPA in annual result in order to promote healthy competition among the students, which in turn persuade the merit culture. The universities awarding GPA based result, merit will be reckoned on GPA basis and universities awarding %age basis result, merit will be reckon

SCHEME NO. 6:
SCHOLARSHIPS FOR WARDS OF SERVING POF EMPLOYEES
FOR PROFESSIONAL EDUCATION MEDICAL MBBS

ed on percentage basis, accordingly.

(A)

<u>Studying</u>	<u>Scholarships</u>	<u>Merit</u>	<u>Amount Rs.</u>	<u>Total Amount</u>
Got admission in MBBS	10	Result of FSc (Pre-Medical)	15,000/-	150,000/-

(B)

10x scholarships will be awarded to the wards of POF employees on merit, whom studying in MBBS. Every year, students will apply after issuance of Khabarnama. However, only those students will be remained eligible who will be promoted to next year (class) and will also secure minimum 75% or 2.75 GPA in annual result in order to promote healthy competition among the students, which in turn persuade the merit culture. The universities awarding GPA based result, merit will be reckoned on GPA basis and universities awarding %age basis result, merit will be reckoned on percentage basis, accordingly.

SCHEME NO. 7:
SCHOLARSHIPS FOR WARDS OF SERVING POF EMPLOYEES
FOR RELIGIOUS EDUCATION

<u>Class Passed</u>	<u>Scholarships</u>	<u>Amount Rs.</u>	<u>Total Amount Rs.</u>
Sanvia Aama (Matric level)	03	4500/-	13,500/-
Sanvia Khasa (F.A level)	03	5500/-	16,500/-
Aalia (BA level)	03	8000/-	24,000/-
Aalmia (MA level)	02	10000/-	20,000/-
Total	11		74,000/-

Note: The son/daughter of POF employees who completed the above mentioned Course/Study from any institute/*Madrassa* (throughout the country) will be eligible for this scheme. However, the *Madrassa*/Institute must be registered with concerned recognized Board.

SCHEME NO. 8:

**SCHOLARSHIPS FOR WARDS OF SERVING POF EMPLOYEES STUDYING
GENERAL EDUCATION IN LOCAL DENI MADARAS**

<u>Class Passed</u>	<u>Scholarships</u>	<u>Amount Rs.</u>	<u>Total Amount Rs.</u>
Matric	03	4500/-	13,500/-
FA	03	5500/-	16,500/-
BA	02	8000/-	16,000/-
Total	08		46,000/-

SCHEME NO. 9:

SCHOLARSHIPS FOR WARDS OF SERVING POF EMPLOYEES (DAE)

(A)

<u>Studying</u>	<u>Scholar ships</u>	<u>Merit</u>	<u>Amount Rs.</u>	<u>Total Amount</u>
Got admission in any DAE	15	Result of Matric	6,000/-	90,000/-

(B)

The scholarships will be awarded to the wards of POF employees on merit, whom studying in DAE. Every year, students will apply after issuance of Khabarnama. However, only those students will be remained eligible who will be promoted to next year (class) and will also secure minimum 75% marks in annual result.

SCHEME NO. 10:

SCHOLARSHIPS FOR SPECIAL STUDENTS OF NASHAMAN SCHOOL

<u>Class Passed</u>	<u>Scholarships</u>	<u>Amount Rs.</u>	<u>Total Amount</u>
Nursery to 5 th (1 st position)	07	2000/-	14,000/-
6 th to 9 th (1 st position)	04	3000/-	12,000/-
10 th (First 8 positions)	08	4500/-	36,000/-
FA/FSc (First 3 positions)	03	5500/-	16,500/-
Tech. Education (First 3 positions)	03	5500/-	16,500/-
Total	25		95,000/-

Note: Students of Nasheman School (including non-POF) are entitled for the above mentioned scholarships. The period of admissibility will be one year.

SCHEME NO.11:
SCHOLARSHIPS FOR WARDS OF SERVING POF EMPLOYEES
FOR HIFZ-UL-QUR'AN

- i. Eligibility : Certificate/ Degree of completion of Hifz-ul-ur'an issued by recognized Madrisa/ institute during current year will be eligible.
- ii. Amount : Rs.5,000/- each out of CWF
- iii. Evaluation Committee :
 - i. Manager-Central Welfare
 - ii. Admin Officer
 - iii. Any Hafiz-e-Qur'an

QARZ-E-HASNA SCHEME

QARZ-E-HASNA SCHEME

This scheme is operative from 1977 Procedure was revised vide D.O. Pt.I No.33, dt.12-01-1983.

Aims and Objects.

The scheme provides financial aid (interest free loan) in the form of Qarz-e-Hasna to sons/daughters of serving/retired POF employees and serving POF employees themselves, who are studying in Medical/Engineering Colleges or Universities and also to those who are studying in Science subjects at Post Graduate level.

Eligibility.

- a) Qarz-e-Hasna may be extended on year to year basis for complete course of study leading to the acquisition of a degree in Engineering/Medicine or other Science subjects (at Post Graduate level) subject to the condition that work and conduct of the student during each year of the course is found to be satisfactory.
- b) In case of un-satisfactory performance, the financial assistance will be withdrawn and the amount paid to POF employee/students upto that time, will be recovered from the guarantor/guardian/father or sureties.
- c) A POF employee will be entitled to obtain Qarz-e-Hasna for himself or for only one son/daughter at a time. Similarly, only one son/daughter of a deceased/retired employee will be entitled of Qarz-e-Hasna.
- d) The application for Qarz-e-Hasna shall not be entertained after the expiry of the due date and or without requisite documents.

How to Apply.

- a) Khabarnama regarding Qarz-e-Hasna will be issued in September.
- b) Form of application will be available, free of cost, from Welfare Department (C-04).
- c) The application form alongwith supporting document duly recommended by the Principal of the College will be submitted in Main Welfare Section (C-04).

Procedure for Grant of Qarz-e-Hasna

- a) Applications will be submitted to the AM Welfare who shall process the case and put up the same to the Scrutiny Committee.
- b) The Scrutiny Committee shall scrutinize the applications and forward these to Chairman, through Director Admin, with its recommendations.

- c) Chairman POF Board will be final authority for granting Qarz-e-Hasna to deserving candidates.
- d) The amount of Qarz-e-Hasna shall be sanctioned depending upon the fund position and circumstances of the applicant.
- e) The amount shall be payable to the parent/guardian of the student concerned and to the employee, if he himself is the student, through Head of the Section in which they are employed. However, sons/daughters of deceased employees shall be paid through the Heads of respective educational institutions.

Procedure of Recovery.

- a) On completion of the prescribed course of study by the student, the amount of Qarz-e-Hasna shall be refunded in 36 equal monthly installments.
- b) In case the student desires to go abroad for any reason whatsoever his father/surety shall refund in lump-sum full amount received by him.
- c) All guarantors shall submit annual report of the progress of their sons/daughters to the Welfare Department (C-04) failing which the payment of the loan may be withheld and financial assistance stopped for future.
- d) A guarantor found guilty of misconduct or involved in any activity subversive to State shall render his/her loan liable to cancellation. The amount already paid to the guarantor or his/her father shall be recovered from his/her father/sureties as the case may be.
- e) Any false particulars furnished in the application form shall render the applicant liable to be proceeded against, for defrauding or attempting to defraud the Government of Pakistan, as the case may be.
- f) The beneficiary will have to execute a Bond for the refund of the amount, specimen of which will be available free of cost from Welfare Deptt. (C-04).
- g) If the beneficiary fails to return the amount of Qarz-e-Hasna in the stipulated period of time, the amount shall be recovered out of salary, final payment, pension, gratuity, benevolent fund, group insurance etc. of his/her father/sureties.
- h) Sons/daughters of deceased/retired POF employees shall furnish surety of two serving POF employees regarding repayment of Qarz-e-Hasna granted to them. Such sureties shall be liable to repay the Qarz-e-Hasna in lump-sum, immediately, in case of the death, discontinuation of study or refusal of the student to the repayment. Qarz-e-Hasna paid to the sons/daughters of deceased/retired employees shall be recoverable out of salary, provident fund, gratuity, pension and or other fund assets of the sureties.

i) If son/daughter of an employee has completed his/her study at the time of retirement, whole amount will be recovered from final payment before issuing of NOC.

Scrutiny Committee.

Scrutiny Committee comprising the following officers, shall consider all such applications for different faculties and recommend the case for grant of Qarz-e-Hasna to Chairman, POF Board for final approval:-

- | | | | |
|------|--------------------|-----|---------------------|
| i) | Dy Dir.Field Admin | ii) | Principal POFIT |
| iii) | Admin Officer | iv) | AM- Central Welfare |

POLICY FOR STUDENTS TRANSPORT

POLICY FOR STUDENTS TRANSPORT POLICY

1. GEN: Central Welfare Section is managing transport facility to the wards of POF/Allied Departments deceased and retd. POF Employees from BPS-1 to 20 for educational institutions of Rawalpindi/Islamabad and Convent School Hassanabdal. As per POF Board letter, 17 x buses were allocated by the transport section (Director Services Group) for this purpose. Presently 11xbuses for Rawalpindi/Islamabad and 02 x buses for Hassanabdal are allocated. However, the allocation of buses for Rawalpindi/Islamabad can be reduced/increased on the strength of students and summer vacations etc.

2. The Scope of study includes to: Suggest ways & means for smooth functioning of transport system, ensure transparency and to review the system for provision of transport facility to students studying in various institutions at Rawalpindi/Islamabad, Hassanabdal, Sanjwal and Havelian.

3. AIM: To streamline the functioning of transport facility being provided to the wards of POF employees.

4. Main Welfare Section: Main Welfare Section of DDFA Group is responsible for administrative control of students transport for Rawalpindi/Islamabad and Convent School Hassanabdal. (POF Havelian and Sanjwal are responsible for managerial control of students transport for Abbottabad/ Wah Cantt & Attock/ Wah Cantt, accordingly.)

5. Routes: Routes of buses are attached at F/A. Change of any route will be incorporated after prior approval of DDFA.

6. Eligibility: The bus passes will be issued to students as per following details:

- a. First preference to be given to the wards of serving POF/Allied/Shaheed (as per SOP of Shuhada Cell issued on 21-8-2013)/wives (Teachers) of POF employees.
- b. Special preference to be given to deceased POF employees.
- c. Third preference will be given to the wards of retired POF employees and others, when seats are available in buses of the relevant routes.

7. Criteria for issuance of bus card: Bus cards for all buses will be issued on receipt of application form duly countersigned by GM/MD of concerned Factories /Groups and head of educational institute. Two photographs (1x1) of students, B'Form, attested copy of factory pass/copy of DO Pt-II in case of Ret/deceased employee and receipt of college fee will be attached with Application Form.

- a. AM Central Welfare will issue the bus pass after approval of DDFA.

- b. Bus pass are issued for complete/remaining period of calendar year. However, as a special case, bus card will be issued for short courses.
- c. It is the responsibility of the individual to apply for the bus pass for next calendar year before one month of expiry of bus pass.
- d. Bus passes will be issued in the month of January of every year.
- e. Pass holders will required to be in possession of their bus pass at all time and to be shown to the conductors or checking staff at the time of demand.
- f. The bus pass will not be issued to those students who will get admission in those universities who have their own buses for pick and drop facility from Wah to Rawalpindi/Islamabad and back.

8. Halt at Stops:

- a. The student bus shall halt at the prescribed stops only, for max 2-3 minutes.
- b. The students not adhering to the timings shall be left and no complaint in this regard shall be entertained.
- c. In case of rush at a particular stop, the bus may be allowed to stop for 1-2 addl min, keeping in view the safety of the students.
- d. Responsibility of mov/security from home to bus stop and bus stop to home rests with parents.
- e. Students will reach at the stop before arrival of the bus.

9. Provision/Maintenance of buses: Services Group will be responsible for provision/maintenance and POL etc of all the students buses. Rest of the responsibilities is as under:-

a) Responsibilities/duties of Driver:

- (1) All drivers are responsible for the daily maintenance of the buses and keeping their vehicle fit for duty at all time.
- (2) All drivers are to ensure correctness/validity of duty/vehicles related documents.
- (3) The driver of the school bus will remain at his seat after reaching the req destination.
- (4) He will ensure that passengers have mounted/dismounted safely from the veh before marching of the veh.
- (5) The dvr of the school bus will always keep cell phone with himself who in welfare & Transport Sections, respectively).
- (6) He will strictly adhere to the speed limits fixed by the authorities.
- (7) He will not deviate from auth route except in emergency / prior approval of AM Welfare/Manager Central Welfare.

b) Duties of conductors:

- (1) The conductor of the bus is req to get out of the vehicle and ensure the safe mounting/dismounting of the students.
- (2) Checking of bus passes of the students.
- (3) Attendance register will be maintain for all the students traveling in the bus/vehicles, on daily basis and the same will be put up to AM-Welfare who will initial it.
- (4) All conductors will be placed under administrative control of Main Welfare.
- (5) All conductors will be attached with Main Welfare (DDFA Group) against the vacancies of Central Store (P&S Group).
- (6) Conductors of buses will also ensure cleanliness of buses.
- (7) The conductors of the school bus will always keep cell phone with himself who in case of any unusual happening will be used to info the req pers (Main Welfare & Transport Sections, respectively).

c) **Weekly inspection:** All these matters are related to transport section.

d) **Daily tech inspection/fitness certificate:**

(1) All school buses will be inspected by transport section daily in the afternoon once school/college buses fall back from Rawalpindi/Islamabad and Convent School Hassanabdal.

(2) Vehicles having any fault shall not be allowed to proceed on duty and shall be replaced with a fit vehicle immediately. The issue will be conveyed to In-charge (Main Welfare) of buses immediately.

(3) On daily basis, only those vehicles will be allowed to proceed on duty which is in possession of fitness certificate duly issued by transport section.

e) **Periodical inspection:** Manager Transport will be responsible for Periodical inspection of vehicles/individual documents proceedings on school/college bus duty.

10. Incident/Accident: In case of any incident/accident, bus staffs are responsible to report to Manager Welfare and Manager Transport immediately through mobile phone.

11. All Ok Report:

- a. The bus drivers are supposed to report daily to Transport Section after completion of their duty both in the morning and evening.
- b. A proper register will be maintained for up keep of daily record of college going buses.

12. Duties of In-charge of student's bus:

- a. The in-charge (detailed by Manager Welfare) of students buses will ensure proper maint of record of students.
- b. He will put up the record/ledger by 10th of each month to Manager Welfare.
- c. He will brief drivers daily about their duties and will register/resolve problems duly raised by the bus staff during their brief.
- d. He will inform Manager Central Welfare immediately for any untoward incident.
- e. He will ensure that bus cards are made/renewed well in time.
- f. He will be responsible for smooth functioning of school buses and discipline/conduct of college going buses staff.
- g. He will entertain complaints, if any, duly received from bus staff/parents/passengers and will try to resolve the matter with consent of AM Welfare and will immediately bring in to the notice of Manager Central Welfare in case of any untoward incident.

13. Entertainment of complaints: Complaints, if any will be made to Manager Welfare on telephone No.0519055-22171 Manager Welfare will inform DDFA/Director Admin if the scope of complaint is out of his domain.

14. Surprise Checking: AM/Manager Central Welfare will detail a representative (staff member) of Welfare Section for fortnightly surprise checking of bus passes issued by the Section. Pass Checker will be responsible to ensure that students have valid bus pass. After accomplishment of task, he will submit a report to Manager Central Welfare through AM for onward perusal of higher ups, if found any divergence.

15. Imp Dos and Don'ts:

- a. All the staff employees on buses will deal with the students every gently.
- b. Possession of school bus card mandatory for user.
- c. Observations, if any will be reported to the in-charge of busses on occurrence.
- d. School bus staff will not misbehave with any student/staff members.

16. Maintenance of Accounts: Main Welfare will be overall responsible to maintain/audit of the students bus accounts. The procedure of depositing of bus charges in the relevant account will be as under:

- a) Applicant (serving POF/Allied employees and Retired/deceased POF employees) will deposit bus charges in relevant cash office of concerned factory.
- b) Application form alongwith original cash receipt and other necessary documents mentioned in para-7 will be submitted to Main Welfare by the applicant
- c) Concerned cash office will deposit the amount into the Government Treasury and TR forwarded to AO concerned Factory for adjustment in misc Govt Account Head 01/862/86 (Tpt and Dir-Services).
- d) Similarly, all balance amounts of bus charges lying in A/C 6510-3 ABL will be TR in order to settle the audit objection.
- e) Applicants (serving POF/Allied employees and Retired/deceased POF employees) of Centrally Departments including Dir-Admin, P & S, DCW, Export, Secy POF Board, R &D, MIS and ML & TD etc will deposit the bus charges in Cash office services.
- f) Main Welfare will deal the cases of bus pass of the wards of Shaheed employees.

g) The rates of bus passes will be charged as per following details:

<u>S.No</u>	<u>BPS</u>	<u>Monthly Fee per Student</u>
1.	1 to 5	Rs.100/- per month
2.	6 to 10	Rs.150/- per month
3.	11 to 16	Rs.200/- per month
4.	17 to 20	Rs.300/- per month
5.	Retd POF employees	Rs.1000/- per month
6.	Teachers (only wives of serving POF employees)	Rs.1500/- per month
7.	Others	Rs.1500/- per month

Note: The bus charges (mentioned at serial 1 to 4) will be applied on the ward of Shaheed/Deceased employees, according to the SOP of Shuhada Cell issued on 21.8.2013.

POLICY FOR
WARD'S MARRIAGE GRANT

EXISTING SOP OF WARD'S MARRIAGE GRANT

POF Board in its 139th Board meeting held on 09-5-2008, approved Ward's Marriage Grant policy in order to streamline the disposal of applications received on this ground. Salient features of the existing policy are as under:

- i. This grant would be named as Ward's Marriage Grant.
- ii. Only serving POF employees (**BPS-1 to 15**) with at least 15 years POF service to their credit would be entitled.
- iii. Grant would be extended **once** during the entire service.
- iv. Amount of grant is **Rs.25,000.00** for serving POF employees & Ex. Employees of Armed Forces having at least 05 years service in POF.
- v. Employees can apply for grant within 3 x months after the Nikah of son/daughter. After 03 x months the application for subject grant will not be entertained.
- vi. Groups/Factories concerned would forward eligible applications after verification of antecedents at their own end.
- vii. POF employees having clean service record with no red entry in last 02 x years and having more than **80%** attendance would be entitled.
- viii. This grant would be paid out of Chairman's Special Fund.
- ix. Employees against whom disciplinary action is in progress or who have filed suits against POF in courts are not eligible for the said grant.
- x. A prescribed application form in Urdu is available in all Welfare Offices of Gps/ Fys for submitting application to get Wards Marriage Grant.

POLICY OF FINANCIAL ASSISTANCE IN
SERVICE DEATH OF POF EMPLOYEES

GRANT OF FINANCIAL ASSISTANCE IN SERVICE DEATH OF POF EMPLOYEES

POF Board has been pleased to enhance financial assistance to the bereaved families, on in-service death of POF employees (BS-I to 15) from Rs.14,500 to Rs.50,000 and extension of this facility to BS-16 employees also.

2. These orders will be effective from **17-4-2006** with following arrangements:

i)	<u>BS-1 to 15</u>
	Factories/groups will continue to pay Rs.5,000 out of Tpt & Misc Grant, and Rs.7,500 plus Rs.2,000 (for sewing machine) from Group Welfare Fund (total Rs.14,500). And the difference of Rs.35,500 (i.e. the enhanced amount of Rs.50,000 minus Rs.14,500) to be paid out of Central Welfare Fund (now Chairman Special Fund), to the family of the deceased.
ii)	<u>BS-16</u>
	The entire amount of Rs.50,000 in case of in service death of a BS-16 employee to be paid out of Central Welfare Fund (now Chairman Special Fund) to the respective heirs.

خبر نامہ

نمبر: 08 مورخہ 18-3-2014

عنوان: متوفی ملازم کا حسد خا کی آبائی علاقے میں لے جانے کے لیے پرائیویٹ ایسبویٹس/میت گاڑی کی اجازت

مطلع کیا جاتا ہے کہ مین ٹرانسپورٹ سیکشن میں متوفی پی او ایف ملازم کا حسد خا کی اُن کے آبائی علاقے میں لے جانے کے لیے ایک ایسبویٹس مہیا کی گئی ہے جو شب و روزیروس سرانجام دے رہی ہے۔ اس سال جنوری اور فروری کے مہینوں میں ایسی صورت حال پیش آئی کہ مذکورہ ایسبویٹس دو دروازے کے علاقے میں میت لے کر روانہ ہوئی اور اسی اثنا میں دیگر پی او ایف ملازم کا انتقال ہو گیا جن کی میت کی ترسیل کے لیے فوری طور پر گاڑی ٹرانسپورٹ سیکشن میں دستیاب نہ ہو سکی اور متعلقہ فیملی کو تاخیر سے یہ سہولت میسر ہوئی۔

جناب چیئرمین پی او ایف بورڈ نے اس مسئلے کا ادراک فرماتے ہوئے یہ فیصلہ کیا ہے کہ ایسی صورت حال درپیش ہو تو بلا تاخیر پرائیویٹ ایسبویٹس کرایہ پر حاصل کی جائے اور فوری طور پر متوفی ملازم کی میت کو اس کے آبائی علاقے کو روانہ کرنے کا بندوبست کیا جائے اور اس ضمن میں متوفی کے لواحقین سے **Amenity Rate** کے برابر کٹوتی کی جائے اور اضافی ادا شدہ رقم ویلفیئر فنڈ سے ادا کی جائے۔

لہذا تمام پی او ایف ملازمین اور جملہ فیکٹریز کے ویلفیئر افسران اور شعبہ جات کی انتظامیہ کو خبر نامہ ہذا کے ذریعے مطلع کیا جاتا ہے کہ آئندہ مین ٹرانسپورٹ سیکشن میں ایسبویٹس گاڑی مہیا نہ ہونے کی تصدیق کے بعد متعلقہ ویلفیئر آفیسر مینیجر مرکزی ویلفیئر کو مطلع کر کے پرائیویٹ ایسبویٹس گاڑی کرایہ پر حاصل کرے گا اور بعد ازاں متعلقہ فیکٹری کی انتظامیہ ڈائریکٹر ایڈمنسٹریشن سے منظوری حاصل کر کے ٹرانسپورٹ سیکشن کے مقررہ **Amenity Charges** منہا کر کے زائد ادا کی گئی رقم متعلقہ شخص (وارث) کو ادا کرے گی۔

(خالد حسین)

مینیجر، مرکزی ویلفیئر، پی او ایف واہ کینٹ

**SOP FOR PROVISION OF WHEEL CHAIR/
TRI-CYCLE**

SOP for Provision of Wheel Chair/Tri-Cycle to POF Employees
Approved on 29-10-2009 by Chairman POF Board
Revised with addition of Clause – x dated 23-12-2015.

- i. Wheel chair/tri-cycles will be provided free of cost.
- ii. Provision of Wheel chair/tri-cycles will not be open to all employees. It would purely for those deserving employees who are not in position to purchase the same out of his/her pocket. (Eligibility up to BS-15 revised vide DO part-I POF No.17 dated 15th March 2014).
- iii. Recommendation of POF Hospital would be mandatory for obtaining wheel chair/tri-cycles.
- iv. Wheel chair/tri-cycles will be provided for the family member (spouse or children).
- v. This scheme would be exclusively for the welfare of regular POF employees.
- vi. Factory/Group will receive the application and will verify the contents of the request. They will forward the application to Central Welfare Section alongwith a certificate reflecting that the applicant is a deserving employee and is not in position to purchase the wheel chair out of his resources.
- vii. On receiving the application from the Factory/Group, case will be submitted for approval of Chairman POF Board.
- viii. Wheel Chair/tri-cycle would be purchased out of CSF.
- ix. Wheel chair/tri-cycles would be purchased by Central Welfare Section on approval of Chairman POF Board.
- x. Wheel Chair will be provided for the mother/ father of Shuhada.

Note: This issue with the approval of Chairman POF Board.

SOP FOR PROVISION OF TRI-MOTOR CYCLE

SOP for Provision of Tri-Motorcycle to POF Employees
@50% amount of Total Price.

- i. Provision of Tri-Motorcycle is purely for serving POF employees and their family member (spouse or children) on case to case basis.
- ii. Tri-Motorcycle is being provided to the applicant on @50% payment by POF and 50% payment by the applicant of total manufacturing price.
- iii. Recommendation of CO-POF Hospital and Ground verification by CO-FIU is mandatory for obtaining Tri-Motorcycle.
- iv. This scheme would be exclusively for the welfare of regular POF employees (BS 1 to 15)
- v. Factory/Group will receive the application and will verify the contents of the request. The application will be routed through recommendations of MD/controlling head of concerned Fy/Group to Director Admin.
- vi. On receiving the application from the Factory/Group, case will be processed and submitted for approval of Chairman POF Board.
- vii. Tri-Motorcycle would be manufactured/purchased out of CWF.

POLICY FOR FINANCIAL AID TO POF
EMPLOYEES SUFFERING FROM
CONGENITAL DISEASES

POLICY FOR FINANCIAL AID TO POF's EMPLOYEES SUFFERING FROM CONGENITAL DISEASES

POF Employees

- a) The Commandant POF Hospital will assess the treatment plan, i.e. medicines, surgery, treatment, psychotherapy, name of the hospital where the referral will be made, total expenditure involved.
- b) The Commandant POF Hospital will obtain the application from the patient and forward it to the Director Admin with his recommendations and a copy to the MD/GMdf concerned for information.
- c) Director Admin will verify the facts of the case through its own Central Welfare Section and through FIU if required, on priority.
- d) Thereafter, Director Admin will process the case for approval of the Chairman POF Board for payment out of Chairman Special Fund.
- e) Payments will be made on receipt of approval of the Chairman POF Board by the concerned cash office immediately.

POF Subsidiaries:

- a) MD/CE shall refer the cases to Commandant Hospital for assessment and on his recommendations, forward the case to Secretary POF Board for Chairman's approval
- b) Payment shall be out of subsidiaries budget.

SOP FOR ISSUANCE OF COFFIN BOXES

SOP FOR ISSUANCE OF COFFIN BOXES

In order to streamline the issuance of coffin boxes to POF Christian employees, a SOP has been framed as highlighted below:

- i. Coffin boxes will be issued free of cost to serving Christian employees and their dependents.
 - ii. Coffin boxes will be issued @ Rs.500.00 to the retired employees (self & spouse only).
 - iii. Coffin boxes will be issued on payment(manufacturing cost) to private persons, only in an unavoidable situation.
2. All the Manager Admin are requested to kindly forward applications with their recommendation. During late hour's requirement, particulars may be furnished on next working hours. No request would be entertained without the recommendations please.

POF SHUHADA ASSISTANCE/WELFARE
PACKAGE

- d. Bus passes: Student transport facility for Rwp/Islamabad and Hassanabdal is provided at par with serving POF employees.
- e. Merit Scholarships: Merit scholarship for wards of Shuhada will be awarded under scheme #04.
- f. Reimbursement of medicine charges: As per policy, expenditure on medicines is reimbursed.
- g. Hire Purchase Schemes (USL, Singer, Dawn Super Store): Balance amount will be waived off.

Note: The procedure for all above mentioned Assistance Packages are published in the booklet for SOP of Shuhada Cell.

**SOP FOR SOCIAL AND RELIGIOUS
PROGRAMMES AT ESTATE AREAS OF POF WAH,
HAVELIAN AND SANJWAL.**

**SOP FOR SOCIAL AND RELIGIOUS PROGRAMMES AT ESTATE AREAS OF POF
WAH, HAVELIAN AND SANJWAL.**

1. **General:** The aim and objective of SOP is to create harmony amongst various departments, to maintain law and order, safeguard public property, and to provide guidance to respective Management to organize social and religious functions (Official & Private) within Estate Areas of POF Wah, Havelian and Sanjwal. In Future, all Factories/Groups, Allied Deptts and subsidiaries organization will abide by the instructions of SOP. The salient features of SOP are as under:-

a. **WAH CANTT.**

(1) **Official Functions:**

(a)	In case of inviting social/ religious speaker, case will be moved through Director Admin for obtaining the approval of Chairman POF Board.
(b)	For other factory(ies) official functions, MDs be solely responsible to assess the suitability however they must inform security HQ minimum a week before the programme.
(c)	After approval, concerned section/department will responsible to issue general instructions for assigning the duties of various departments.
(d)	Security HQ will overall responsible to provide security cover. The Security HQ will also contact police, DSG, FIU and other agency, if required. Lady police for search of woman participants will be ensured.

(2) **Private Functions:**

(a)	The association/organization, who desires to hold a social/religious function, will submit formal request to the Director Admin through Manager Main Welfare at least 15 days prior to date of the programme.
(b)	The venue, date, time, name of participants, brief about guest speaker(s), an undertaking by the host regarding taking all accountability of the character/ reliability of the guests etc should be mentioned evidently in the request.
(c)	The Director Admin will evaluate the request and process for Security Clearance from Security HQ. Director Security will further examine the case and issue NOC from security point of view within 05 days from receipt of case.
(d)	After issuance of NOC, Dir Admin will confer permission for the function in case of local guests/guest speaker(s). However, if speaker(s)/guest(s) invited from outside of estate areas then it will be the prerogative of Chairman POF Board to approve said function.
(e)	Local police & security agencies will be involved either by the management or by the organizer of the function.
(f)	GM Hotel will get clearance from Director Admin/Security HQ before confirming the social/religious functions.

b. **POF HAVELIAN & SANJWAL.**

(1) **Official Functions:**

(a)	In case of inviting social/ religious speaker, case will be moved through Director Admin for obtaining the approval of Chairman POF Board.
(b)	For other factory(ies) official functions, MDs be solely responsible to assess the suitability however they must inform security HQ minimum a week before the programme.
(c)	After approval, concerned section/department will responsible to issue general instructions for assigning the duties of various departments.
(d)	Security HQ will overall responsible provide security cover. The Security HQ will also contact police, DSG, FIU and other agency, if required. Lady police for search of woman participants will be ensured.

Contd.....P/2.

(2) Private Functions:

(a)	All the private functions will be processed through Director Admin by the concerned MDs for the approval of Chairman POF Board at least 15 days prior to date of the programme.
(b)	The venue, date, time, name of participants, brief about guest speaker(s), an undertaking by the host regarding taking all accountability of the character/ reliability of the guests etc should be mentioned evidently in the request.
(c)	The concerned MD will evaluate the request and process for Security Clearance through Director Admin from Security HQ. Director Security will evaluate the case and issue NOC from security point of view within 05 days from receipt of case.
(d)	After issuance of NOC, Dir Admin will confer permission for the function in case of local guests/guest speaker(s). In case, speakers/guests from outside of estate areas, it will be the prerogative of Chairman POF Board to approve said function.
(e)	After approval of the function, concerned MD will hold a coordination conference which will be attended by Security Officer (DSG/FIU), Manager Admin and AM Welfare for assigning of duties/responsibilities.
(f)	Local police & security agencies will be involved either by the management or by the organizer of the function.
(g)	After conclude the function, concerned MD will submit formal report to the Director Admin regarding conduct of function and will certify all the terms and conditions are abide by in true letter and spirit according to the SOP.

c. PRECAUTIONS/SAFETY MEASURES

(1)	The security of Govt buildings/material to be ensured.
(2)	The venue of function must not be near to the danger area/red zones.
(3)	Concerned MDs will be responsible for security of premises.
(4)	Controlling entry and exit points of personnel / vehicles / goods must be ensured under supervision of concerned MD through DSG and FIU.
(5)	There must be a close coordination between administration and security staff to maintain law and order.
(6)	The event should not be politicized.
(7)	Outdoor participants (other than Estate area inhabitants) shall not be allowed.
(8)	Use of loudspeakers shall be prohibited.
(9)	Sectarian gatherings/functions are forbidden.
(10)	Private functions on sectarian bases will not be allowed inside estate areas.
(11)	The date & timing must be adhered.
(12)	MD alongwith the organizer/host of event will also be responsible to ensure security arrangements of the event.

2. This issues with the approval of Chairman POF Board.

(All concerned)

xxxxsdxxx
Director Admin
28-11-2013