



**GOVERNMENT OF SINDH**  
**SCHOOL EDUCATION AND LITERACY DEPARTMENT**  
**Karachi, dated 28<sup>th</sup> March, 2022**

**NOTIFICATION**

**No.SO (G-III)SE&LD/Rules/SEF/3-1290/2021**: Consequent upon the approval of Agenda Item No.6 by the Provincial Cabinet, Sindh, in its meeting held on December 02, 2021; the Government of Sindh is pleased to make the "Sindh Education Foundation (Employees Gratuity Rules) 2021".

**1. Title:**

These Rules may be called the "Sindh Education Foundation (Employees Gratuity Rules) 2021".

**2. Object:**

The object of these Rules is to give entitlement of gratuity to the **Employees** of the Foundation in the manners prescribed in these rules.

**3. Application:**

These Rules shall apply to the employees of Sindh Education Foundation.

**4. Definition:**

- (a) "Board" means Sindh Education Foundation's Board of Governors.
- (b) "Competent Authority" means the Managing Director-SEF.
- (c) "Completed Year" means completed 12 months or a part thereof exceeding six months for the purpose of Gratuity.
- (d) "Employee" means employee as defined in the SEF (Employees Service) Rules 2021.
- (e) "Foundation" means Sindh Education Foundation established under Sindh Act No.VII of 1992.
- (f) "Fund" means Sindh Education Foundation Employees Gratuity Fund managed by the Board.
- (g) The term "Family", *for the purpose of payment of gratuity*, shall include the following relatives / legal heir(s) of the employee(s) concerned:
- (i) Wife or wives in the case of a male employee **or** Husband in the case of female employee.
- (ii) Children of the employee as per legal heirship certificate.





- (iii) In case, if employee is unmarried, employee's parents, brothers, sisters or other legal heirs.

**Note:**

- a. A child means a legitimate child or an adopted child if under the Personal Law of the employees concerned in legally recognized on conferring the status of a natural child.
- b. If it is proved that the wife has been judicially separated from the employees concerned or has ceased under the customary law of the community to which she belongs, to be deemed to be a member of the family, unless the employee concerned has himself intimated in writing to the competent authority that she will continue to be so regarded.
- c. In the case of female employee, if the wife intimates in writing to the competent authority that her husband should not be included a member of her family unless subsequently she cancels in writing her intimation excluding him.
- (h)** "GA&MC" means a Gratuity Assessment and Management Committee constituted for management and assessment of gratuity related matters.
- (i)** "Managing Director" means the Managing Director of the Foundation and includes any person discharging the duties of the Managing Director for the time being.
- (j)** "Misconduct" means misconduct as defined under Sindh Civil Servants (Efficiency and Discipline) Rules 1973.
- (k)** "Pay" means the last pay drawn by the employee excluding allowances namely special, technical, qualification, project or as prescribed by the Board from time to time.
- (l)** "Qualifying Service" means successful completion of minimum period of service prescribed for payment of gratuity, excluding the service rendered during probationary period, lien period and the period of service without pay.
- (m)** "Retirement" means retirement of an employee from the service either on reaching superannuation or voluntary retirement as per Government policies in vogue.
- (n)** "SEF" means Sindh Education Foundation.





## 5. Conditions of eligibility & rate of Gratuity:

a) Save as otherwise provided, if an employee is temporary, probationer or do not hold a permanent post; he/she is not eligible for gratuity under these rules. Thus, an employee of the Foundation working on the sanctioned/regular post(s), under these rules, shall be entitled to the Gratuity in the manner as under:

- (i) The minimum qualifying service for the entitlement of gratuity shall be one (01) Completed Year.
- (ii) An employee who has rendered service for more than six months in a specific year, he/she will be entitled to gratuity of one year. Entitlement of Gratuity shall not exceed beyond twenty (20) years.

(b) An employee may claim gratuity in case;

- (i) He resigns from his service.
- (ii) The Foundation terminates his services due to reasons other than misconduct.
- (iii) He expires during the period of service.
- (iv) He attains the age of superannuation.

(c) When the services of an employee are terminated on account of Misconduct, he shall not be entitled to any claim of gratuity.

(d) Gratuity, according to the year of service served in the Foundation, shall be calculated as under:

Duration of Service	Gratuity
one (1) to six (6) Years	2 weeks Gross Salary for each year of service
Seven (7) to ten (10) Years	3 weeks Gross Salary for each year of service
Above ten (10) Years	1 Month Gross Salary for each year of service





## **6. Gratuity Assessment and Management Committee (GA&MC):**

A committee shall be constituted by the Managing Director, SEF, for the management and assessment of gratuity applications and related matters.

## **7. Application for Gratuity:**

An application for Gratuity shall be made to the competent authority. After due diligence and approval of the competent authority, the sanction of gratuity shall be issued.

## **8. Deduction from Gratuity:**

The Committee (GA&MC) shall ensure that the dues of the Foundation are fully recovered from the amount of gratuity payable to the employee. Such deducted amount shall be credited in the appropriate head of account.

## **9. Nomination:**

Every employee eligible for gratuity under these rules shall be required to fill-in a nomination Form to be devised by the Foundation for payment of Gratuity in case of death. One copy each of the nomination shall be kept in the personal file of the official, in the record of Finance, Audit & Accounts Department, and in the Master File.

## **10. Cancellation of Nomination:**

An employee shall be entitled to withdraw his nomination in writing at any time to the competent authority and resubmit fresh nomination with reasonable grounds. Such nomination shall take effect from the date on which it is received.

## **11. Anomaly:**

In case of any hardship or anomaly, the Board of Governors of the Foundation may relax any of the provisions of these Rules for special reasons to be recorded in writing.

## **12. Right of Appeal:**

An employee shall have the right to appeal as prescribed in Schedule-I of the SEF (Employees Services) Rules 2021, against any order issued by the competent authority regarding sanction of gratuity, within 30 days from the date of the communication of the order.





13. The "Sindh Education Foundation (Employees Gratuity Rules) 2021" shall come into force with immediate effect.

**(GHULAM AKBAR LAGHARI)**  
**SECRETARY TO GOVERNMENT OF SINDH**

**No.SO (G-III)SE&LD/Rules/SEF/3-1290/2021** Karachi, dated 28<sup>th</sup> March 2022

***A copy is forwarded for information to:***

1. The Chief Secretary Sindh, Karachi.
2. The Principal Secretary to the Chief Minister Sindh, CM Secretariat, Karachi.
3. The Secretary, Finance Department, Government of Sindh, Karachi.
4. The Secretary (Services-I), SGA&CD, Government of Sindh, Karachi
5. The Managing Director, Sindh Education Foundation, Government of Sindh, Karachi.
6. The Deputy Managing Director, Sindh Education Foundation, Government of Sindh, Karachi.
7. The Accountant General Sindh, Karachi.
8. The PS to Minister for Education & Literacy Sindh.
9. The PS to Secretary, School Education & Literacy Department, Govt. of Sindh, Karachi.
10. The Director (HR), Sindh Education Foundation, Government of Sindh, Karachi.
11. Members to SEF's Board of Governors.
12. Master File.



*L. d.*  
28/03/22  
**(SARMAD HUSSAIN) PMS**  
**SECTION OFFICER (G-III)**