



PUNJAB WORKERS WELFARE BOARD
F-A/1 Khyber Block, Allama Iqbal Town,
Lahore.

23rd February, 2018

NOTIFICATION

No. PWB(ICT)1-1/2016/Policy: Standard Operating Procedures (SOPs) approved by the Governing Body of Workers Welfare Fund in its 139th meeting held on 27.12.2017 for disbursement of scholarship & welfare grants as annexed herewith (comprising 16 pages) are hereby notified for implementation with immediate effect strictly in line with provisions contained therein.

Dated Lahore, the
21st February, 2018.

CHAIRMAN, PUNJAB WORKERS WELFARE BOARD /
Secretary, Labour & Human Resource
Department,
Punjab, Lahore.

No. & Date Even:-

A copy is forwarded for information:-

1. The Secretary, Workers Welfare Fund, Islamabad.
2. The Secretary, Punjab Workers Welfare Board, Lahore.
3. The Director (Finance), Punjab Workers Welfare Board, Lahore.
4. The Director (Works), Punjab Workers Welfare Board, Lahore.
5. The Director (Education), Punjab Workers Welfare Board, Lahore.
6. The Director General Labour Welfare, Punjab, Lahore.
7. The Chief Inspector of Mines, Punjab, Lahore.
8. The PSO to Chairman, Punjab Workers Welfare Board, Lahore.
9. All the Directors, Deputy Directors and Assistant Directors Labour
_____ Punjab.
10. All the Assistant Mines Labour Welfare Commissioners, in Punjab.
11. All the Assistant Secretaries, Punjab Workers Welfare Board, Lahore.
12. Office order file.


DEPUTY DIRECTOR (ADMN)




GOVERNMENT OF PAKISTAN
MINISTRY OF OVERSEAS PAKISTANIS AND
HUMAN RESOURCE DEVELOPMENT
WORKERS WELFARE FUND
PLOT NO.2, ST # 35, MAUVE AREA, G-10/4, ISLAMABAD.



Islamabad, the 29th January, 2018

No.WWF(Edu)/ 1(5)/2013

Subject:- SOPS FOR DISBURSEMENT OF WELFARE MEASURES

Reference is made to the subject noted above.

02. The Governing Body, Fund in its 139th meeting held on 27-12-17 has approved the SOPs ^(copy enclosed) for disbursement of scholarship & welfare measures. The provincial WWBs are requested to implement the decision of the Governing Body in its true letter and spirit.

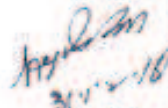

(Sajida Ayub)
Deputy Director (Education)

472
31/1/18
The Secretary,
Punjab Workers Welfare Board,
Lahore.

ii. The Secretary,
Sindh Workers Welfare Board,
Karachi

iii. The Secretary,
KPK Workers Welfare Board,
Peshawar

iv. The Secretary,
Balochistan Workers Welfare Board,
Quetta


31/1/18
ACP

Copy for Information:-

- o SPS to secretary, Fund
- o PA to DG (OW/Edu),WWF

STANDARD OPERATING PROCEDURE FOR EMPLOYEES OF GOVERNMENT
& OTHER WELFARE MEASURES

- ✓ 1. The worker must be covered under definition of workman prescribed in Industrial Relations Act (IRA) 2017.
- ✓ 2. Minimum three years' cumulative service is required to avail the education facility at post intermediate level, However, in case of education till intermediate level, no service limit is required.
- ✓ 3. The worker must be registered with Employees old Age Benefits Institution (EOBI) or Employees Social Security Institution (ESSI). In case of non-registered workers, an affidavit duly attested by notary public and focal person of the concerned labour department (i.e. Director, Labour or his nominee), may be submitted by worker regarding correctness of particulars given in the application, along with two guarantors, namely employer and CRA President/General Secretary.
- ✓ 4. Worker / employee of WWF / WWBs and his/ her family members (spouse & children) are eligible to avail education / scholarship facility.
- 0 ✓ 5. Industrial/ Mine/ Establishment must be registered under relevant Act / Law or Being organizations paying 2% under Workers Welfare Fund Ordinance, 1971 or 5% left out contribution under Companies Profit (Workers' Participation) Act, 1988.
- ✓ 6. There is no age limit for education/scholarship facility.
- ✓ 7. The children of deceased workers / employees of WWF / WWBs are eligible for education/scholarship facility if they have already been granted death grant on behalf of the worker / employees.
- ✓ 8. Workers, employees of WWF / WWBs who become disabled during the service may avail scholarship for their children, subject to the condition that the disability is proved through a legal medical board constituted for the purpose.
- ✓ 9. The employees of Workers Welfare Fund, Regional Offices and Provincial Workers Welfare Boards, who are paid from WWF / WWBs regular budget can avail the scholarship facility for their children subject to three years of service.

[Handwritten Signature]

10. Post Matric Scholarship

Cat.	Description	Stipend Rate (Rs./pm)
Cat-I	a) Cadet Colleges/ Public Schools being run by the Federal or a Provincial Government.	1,600/-
	b) Intermediate or equivalent course from Federal or a Provincial Board of Education or any other institution re-cognized by the Federal/ Provincial Governments.	
	c) Technical Training Institutes registered with Provincial Board of Technical & Vocational Education/ Provincial TEVTAS/ NTB / NEVTEC.	
Cat-II	Graduation Degree (of two / four year's duration) from a Public or Private University or College / Institution affiliated with them, duly recognized by HEC.	2,500/-
Cat-III	a) Post-Graduation Degree from a Public or Private University or a College / Institution affiliated with them, duly recognized by HEC.	3,500/-
	b) Degree from an Engineering University / Medical College registered with HEC as well as by the Pakistan Engineering Council or PMDC, as the case may be.	

- ✓11. Student must meet the minimum passing criteria of the School / College and HEC Chartered Universities by Federal/ Provincial Governments where admission is taken. In case, if the students will not be promoted, his/ her educational facilities will be discontinued.
- ✓12. Student will take / study all subjects in a semester offered by Public / Private College / University etc. as the case may be, and, complete its course within the approved minimum time-frame by the HEC, for the said course. In case, a student fails to complete his course within the approved time-frame of the HEC, his case can be reviewed on the basis of solid reasons submitted by the student duly verified by the Public / Private College / University etc. as the case may be, and supported with the documentary evidence.
- ✓13. The student once registered in a course will not be allowed to change the selected discipline. However, the Secretary (WWF)/ Chairman (WWB) can permit such change as a special case, subject to the condition that there is no financial loss to the Fund due to change of selected discipline.

14. If student fails to complete his/ her degree/ course, in which he/ she was registered, he/ she will not be allowed to get new admission, at any other university. If any worker tries to get such a benefit, he / she will be debarred from any benefit from WWF in future and liable for legal action.
15. The Workers Welfare Fund will finance the entire higher education but not two degrees of the same level.
16. The education/scholarship facility and welfare grants will be extended to the children of retired, disabled or deceased workers / employees and also such workers who are laid off due to closing/ nonfunctional/ inoperative industry/ mining units.
17. Semester wise fee will be re-imbursed to the students or directly paid to the institutes/ colleges by Fund Secretariat/WWBs.
18. Stipend would be given to the student for the required period of completion of the degree as prescribed by the university. The student would not be given stipend when the period of his/ her studies exceeds the prescribed period, however university charges of the left-over courses would be allowed. No fee shall be paid for repeated courses or for failure(s).
19. The worker or his child once enrolled in any university/ college cannot transfer or change the institution, till the completion of respective degree or course. However, the Secretary (WWF)/Chairman (WWB) can permit such change as a special case, subject to the condition that all complete credits/courses will be accepted by the university/ institution/ college where the student is seeking admission and there is no financial loss to the WWF due to the transfer. In case any courses are not accepted, the student shall pay the amount from his own resources.
20. All expenses of these students, viz-a-viz admission fee, tuition fee, transport charges, hostel / messing charges, registration fee, examination fee, library fee, Lab fee, computer fee etc. in respect of entitled students, who get admission on merit will be paid out of Fund.
21. The educational expenses at M.Phil / MS & Ph.D level will be paid in respect of those entitled students who get admission on merit.

[Handwritten Signature]

Upto Matric Level Scholarship

22. For school education, workers will be encouraged to take admission in WWB Schools. If the school is not available in the area or they fail to get admission, then they may take admission in public/private schools or as defined by the Fund/ WWBs.
23. All expenses, except charity funds, fines, subscriptions and securities (refundable or non-refundable) in respect of students admitted in the public/private schools would be directly paid to their respective schools or reimbursed to the workers. Further, the other facilities like books/stationery, uniform and transport would also be provided in the same manner as is being provided to entitled students studying in WWB Schools.

Marriage Grant

24. The worker may provide a copy of Form-B to verify his daughters in case if Nikah Nama is not available. All daughters of a worker may be eligible to avail Marriage Grant after attaining the age of 18 years.

25. Copies of Documents Required with Application Form

- a) CNIC of worker.
- b) CNIC of the Child or Family registration certificate or Form "B" issued by NADRA.
- c) EOBI Card and/ or Social Security Card/ affidavit.
- d) Appointment letter of worker.
- e) Admission letter from institution in the name of student/ Fee Chalan Form (in case of scholarship).
- f) Nikkah Nama (in case of marriage grant).
- g) Form-B to verify worker's daughters in case if Nikah Nama is not available.
- h) Death Certificate (in case of death grant).
- i) CNIC of widow (in case of death grant) ×
- j) An affidavit on stamp paper duly attested by the Notary Public or Oath Commissioner.
- k) That the particulars given by the applicant are correct and if found wrong, the WWF reserve right for legal action.

