

General Headquarters
 IGT&E Branch
 Federal Govt Educational
 Institutions
 (Cantt/Garrison) Directorate
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 No.04/28/2022-FGEI (FA)

30 Mar 2022

To: All FGEI (C/G) Regional Offices

ID: All Wings

Subj: **In Service Death – Guidelines**

To be read in conjunction with Govt policy in service death and Departmental SOP already in vogue

1. FGEIs system has almost 12,000 employees on its strength who have given blood and sweat to the present reputed standing of FGEIs. They and their families need to be looked after in time of adversity. It has been realized that SOPs on Financial Affairs exist but there is no guideline with respect to attendance of after death events. In order to ensure timely response and presence for FGEIs representative, following guidelines are hereby issued for future implementation: -

a. **Death in Institutions**

- (1) Head of institution and preferably representative of Regional Office to ensure their personal attendance in funeral/ burial.
- (2) In case of death of any Head of institution next senior most of institution staff and regional head to attend the funeral/ burial.
- (3) In case attendance in funeral is not possible, then family be visited for condolence on next available opportunity.

b. **Death in Regional Offices**

- (1) Regional heads to attend the funeral/ burial and represent FGEI Dte.
- (2) Director/ GSO-1 from Regional Office to go for funeral/ burial.
- (3) In case attendance in funeral is not possible, Regional Head will visit the deceased family for condolence on next available opportunity.

c. **Death in Directorate**

- (1) Individuals of concerned Branch in particular and other branches in general to attend the funeral/ burial.
- (2) Director/ GSO-1 from Dte from concerned branch to attend funeral.
- (3) In case attendance in funeral is not possible, Director/ GSO-1 from Dte will have to visit the deceased family for condolence on next available opportunity.

2. **General Guidelines** Following general guidelines are hereby issued for future implementation: -

- a. Respective Head of institutions to immediate report the occurrence to Regional Office and Regional Office to Directorate.

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- b. Provide necessary financial assistance as per already issued SOP on the subject.
 - c. Regional Offices/ Head of Institutions/ representative of Directorate to lay floral wreath on the grave of the deceased after completion of burial formalities on behalf of Director General FGEIs and all Staff of FGEIs. Concerned branches in Institutions/ Regional Office and Coord Branch of Directorate to arrange floral wreath and financial support as laid down in the SOP already issued.
 - d. Necessary available administrative support to the family of deceased if required.
 - e. Encourage all other colleagues of the deceased to attend the funeral and provide necessary administrative and transport support.
 - f. Branch head, Regional Offices and Head of Institutions to take timely decision in case of unclear instructions and later inform Directorate and Regional Office respectively.
 - g. In case of death of Head of Institution, his/her next immediate senior to inform Regional. He, senior most Head of Institution of region and Regional Office to ensure their attendance.
 - h. Visit of family of Head of Institutions and Regional Offices, to pay condolences with the family of deceased, is encouraged.
 - i. Admin Officer of respective branch to inform his immediate Officer and respective Director of the branch, onward to info DG FGEI.
 - j. Coord wing to provide available administrative support and transport support to the family of deceased and staff attending the funeral if required.
 - k. In case of female, family of the concerned Officer to visit the house and pay condolences with female member of deceased's family.
 - l. Female Head of Institutions/ faculty members to visit the house and pay condolences with female member of deceased's family.
 - m. Head of Institutions/ Regional Offices/ Branches to ensure that documents of the deceased are processed on next working day and handed over to concerned cell on second day for financial assistance, gratuity, pension and other rights.
3. A focal person may be nominated at each station by Regional Offices to help the family of deceased in preparation of all documents pertaining to family pension, assistance package and all other monetary benefits to save the family from financial crises.
 4. Forwarded for compliance, please.

Issued on
31/03/22


Maj
For DG
(Arifullah Khan)