

Employees' Old-Age Benefits Regulations 1980 (GENERAL)

S.R.O. 759(1)/80, dated 19th July 1980: In exercise of the powers conferred by Section 45 of the Employees' Old-Age Benefits Act, 1976 (XIV of 1976) the Federal Government is pleased to make the following rules:-

1. Short title and commencement:

- (1) These regulations may be called the Employees' Old-Age Benefits (General) Regulations, 1980.
- (2) They shall come into force at once.

2. Definitions:

- (1) In these regulations unless there is anything repugnant in the subject or context,-
 - (a) "Act" means the Employees' Old-Age Benefits Act, 1976 (XIV of 1976);
 - (b) "Form" means a form annexed to these regulations;
 - (c) "Institution" means the Employees' Old-Age Benefits Institution exercising and performing the powers and functions of the Institution under the Act.
- (2) Words and expressions used in these regulations but not herein defined shall have the same meaning as are assigned to them in the Act.

3. Meetings of the Board

(1) Frequency of Board Meetings:

The Board shall meet as frequently as is necessary for the purpose of transacting its business:

Provided that not more than six months shall intervene between any two meetings of the Board.

(2) Place of meetings:

The meetings of the Board will normally be held at the Head Office of the Institution or at such other places as the President may, from time to time, decide.

4. Calculation of daily wages for determining Contributions:

Daily wages, for the purpose of contributions, shall be calculated on the following basis:-

- (1) If the wages is paid on the monthly basis the daily wages shall be the monthly wages divided by 26;
- (2) If the wages is paid on fortnightly basis the daily wages shall be the fortnightly wages divided by 13;
- (3) If the wages is paid on a weekly basis the daily wages shall be the weekly wages divided by six;
- (4) If the wages is paid for part of the month or the week the daily wages shall be the wages paid divided by the actual number of days worked.

5. Maintenance of records and submission of returns by employers:

- (1) Every employer shall maintain and keep the records hereinafter mentioned for inspection and verification by the Institution or its officials authorized for the purpose:
 - (i) Full particulars of all persons employed by him including the persons in his insurable employment, their occupations, wages, attendance, dates of entry and exit, insured person's registration numbers and such other particulars as may be necessary for the purpose of the proper identification of all persons in his insurable employment;
 - (ii) Pay roll of all persons employed showing therein full details of the disbursement of wages to them;
 - (iii) Duplicate copies of the returns submitted to the Institution.
 - (iv) Such other records which the employer is or may be required to maintain under the Act or the rules or the regulations or which the Institution may require the employer to maintain from time to time.
- (2) Every employer shall preserve the records required to be maintained by him under this regulation of all persons in his insurable employment pertaining to the period for which contributions are payable and have been paid, for a period of two years or until such time as all persons in his insurable employment have been duly issued PI-03 cards, whichever is the later:

Provided that the Institution may direct an employer to preserve such record for a longer period, if so required.

- (3) Every employer shall submit to the Institution a quarterly return in Form PR-02 containing full particulars of every person in his insurable employment accompanied by receipted copies of the Contribution Payment Slips in Form PR-03, prescribed under sub-rule (4) of rule 3 of the Employees' Old-Age Benefits (Contributions) Rules, 1976, in respect of each month of the relevant quarter, within fifteen days of the end of the quarter to which it relates.

Explanation:- Quarter means a period of 3 calendar months commencing from 1st January, 1st April, 1st July and 1st October, each year.

- (4) Notwithstanding anything contained in sub-regulation (2) of this regulation, the Institution shall have powers to condone delay in submission of returns and extend time for this purpose to the employer showing a reasonable cause for non-submission of the return within the due date.

6. Certificate of Authority:

- (1) The certificate by which an official of the Institution may be authorized to perform the duties specified in

Section 12 of the Act shall be in Form PI-01.

- (2) Any certificate issued in such form shall bear a photograph of the authorized official along with his specimen signature and the official rubber stamp, common seal of the Institution.

7. Proof of Age:

An insured person shall submit documentary evidence in proof of his/her declared age in the insured person's registration form. Following documents, in order of preference, will be acceptable to the Institution as proof of age:-

- (i) Certified extract from Municipal Birth Register or other public register, signed and stamped by a duly authorized officer.
- (ii) Matriculation or equivalent certificate or a certificate from the Head of a recognized educational/Institution School/College/University based on the records of that educational institution provided that the date of birth is mentioned therein.
- (iii) Certified extract from Government records such as Service Book, Civil List, etc., or from the Service records of joint stock companies, autonomous bodies, Semi-Government Institution, etc., signed and attested by a duly authorized officer.
- (iv) Baptismal Certificate.
- (v) Original horoscope prepared at the time of birth of the insured person (in case of Hindus only).
- (vi) National Identity Card issued under the National Registration Act, 1973.
- (vii) An affidavit preferably of the parents of the insured person, otherwise of any elder relative of the insured person having personal knowledge of the date of birth duly sworn in on a non-judicial stamp paper of prescribed value. Affidavit will be accepted if it is established to the satisfaction of the Institution that documentary proof is not available. Notwithstanding proof of age filed by the insured person, the Institution reserves the right to call for such other proof of age as it may deem fit.

8. Payment of contributions and liability of Employer:

- (1) Every employer is liable and shall so remain liable to pay the contribution in the manner prescribed in the Rules and Regulations.
- (2) The liability of the employer to pay contributions in such manner shall not be extinguished by or depend upon any demand, written or oral being made by the institution in that behalf.

9. Offices of the Institution:

The Institution shall have its Head Office at Karachi or at such other place as the Federal Government may decide and other offices at such places and in such numbers as the Institution may from time to time decide.

Employees' Old-Age Benefits Institution

(Form PR-02)

<i>Employer's Registration Number</i> 5-13				<i>Branch/Sub-Office Code</i> 14-19			
QUARTER CODE 1-2				YEAR CODE 3-4			
SR. No.	Insured Person's Registration No.	Name of Insured Person	Change in Occupational Status	Amount of wages/Salary Paid	No of days for which Salary is paid	No of days Allow/Benefits	Allow/Benefit Code
	20-30		3	32-35	36-37	38-39	40
1	2	3	4	5	6	7	8