



USAID
FROM THE AMERICAN PEOPLE

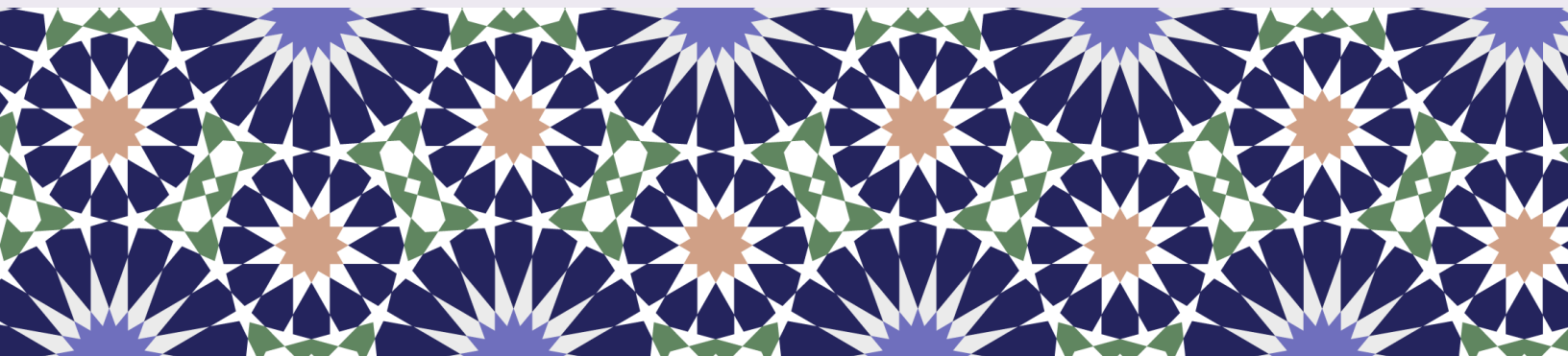


JSI Research & Training Institute, Inc.

USAID's MCH Program Component 5: Health Systems Strengthening

Jacobabad Institute of Medical Sciences
Manual of Regulations

2014



USAID's MCH Program Component 5: Health Systems Strengthening

Jacobabad Institute of Medical Sciences
Manual of Regulations

2014

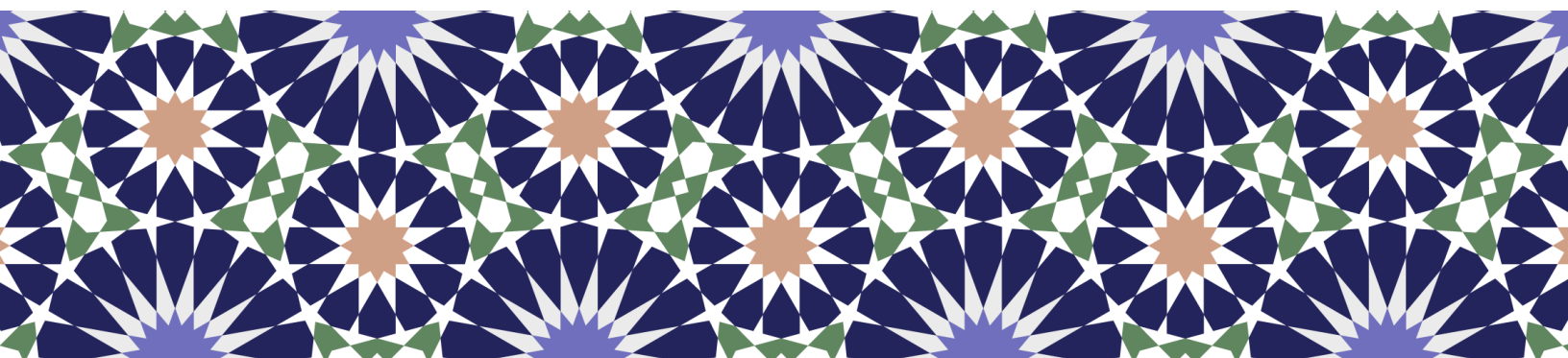


Table of Contents

PART-I INTRODUCTION

PART-II ACRONYMS

PART-III ESTABLISHMENT OF THE INSTITUTE

PART-IV PROPERTY AND PERSONS

PART V FUNCTIONS OF THE INSTITUTE

PART VI APPOINTMENTS AND TERMS AND CONDITIONS OF
OFFICERS AND STAFF OF THE INSTITUTE

PART VII MAINTENANCE OF ACCOUNTS AND AUDIT OF
ACCOUNTS

PART VIII POWER TO MAKE REGULATIONS

JACOBABAD INSTITUTE OF MEDICAL SCIENCES

In exercise of the powers conferred by section 25 of the Jacobabad Institute of Medical Sciences Act 2013 (Sindh Act No. XIX of 2013), the Board of Governors of the Jacobabad Institute of Medical Sciences (JIMS) is pleased to make the following regulations:

PART I INTRODUCTION

- 1) These Rules and Regulations may be called the Jacobabad Institute of Medical Sciences Rules and Regulations, 2014.
- 2) These Rules and Regulations shall extend to the whole of the Institute and all its subsidiary organizations, sections and units.
- 3) These Rules and Regulations shall come into force at once.

PART II ACRONYMS

4. In these Regulations the words “Institute” and “JIMS”, as the context may require, are being used interchangeably. Similarly the words “BOG” and “Board”, as the context may require, are also being used interchangeably

“Act” means the Jacobabad Institute of Medical Sciences Act 2013.

“BOG” means the Board of Governors of Jacobabad Institute of Medical Sciences.

“DHO” means District Health Officer.

“DHQHJ” means District Headquarter Hospital Jacobabad.

“Employees of the JIMS” means the employees which have not been transferred from DHQHJ.

“HR Manual” means a Human Resource Manual

“Institute” means the Jacobabad Institute of Medical Sciences.

“ISO” means International Standards Organization.

“JIMS” means the Jacobabad Institute of Medical Sciences.

“MR Number” means the unique medical record number issued to every patient or individual visiting the Institute for consultation, investigation or treatment or a network health facility attached to the institute.

“Medical Record” includes documents including, but not limited to, comprehensive medical history, examination(s), investigation(s) and treatment of the patient/client along with the progress notes.

“PACS” means Picture Archiving and Communication System.

“Regulations” mean the Jacobabad Institute of Medical Sciences Regulations, 2014.

“SOP’s” means standard operating procedures.

“SPPRA” means Sindh Public Procurement Regulatory Authority.

“Sub-Committee of JIMS” means any Sub-Committee formed by the BOG for specific purposes and with such powers as may be deemed appropriate by it, from time to time, for the purposes of the Act.

“WAN” means a wide area network. This is used to describe a computer network which is connected with each other over a large geographical area instead of within a particular site.

“WHO” means the World Health Organization which has its headquarters in Geneva, Switzerland.

PART III

ESTABLISHMENT of the INSTITUTE

5) The Institute through its Board is authorized by the Act to reconstitute and reorganize the DHQHJ as it deems necessary and appropriate to achieve the objectives of the Act.

6) For efficient working of the Institute, the Director, can shift any department from the DHQHJ building to the new USAID funded building and vice versa

- 7) Any part of the DHQHJ building or of the new hospital building of the Institute can be designated according to the need like redesignating certain areas for clinical, teaching, residential or support service purposes.
- 8) Any of the residences in the DHQHJ building can be vacated and used as a postgraduate, nursing, paramedic or training center or as a hostel for doctors, nurses or paramedics or other purposes as per requirement of the Institute.
- 9) Except for the consultants / specialists, any other staff previously working at the DHQHJ who have opted to work at the Institute may be assigned responsibilities other than what they were doing previously, or they may be transferred to other departments, hence a person issuing treatment tickets may be assigned the work of a key punch operator, and wherever required, the concerned staff member may be given the due course of time not exceeding three months to undertake a computer course after duty hours inside the Institute, if available or from the outside, and the expenses on the training shall be borne by the Institute.
- 10) As the Act provides for the reconstitution and reorganization of parts of the Institute including the existing DHQHJ, an underutilized department or section may be closed and a new one started in its place or improved as per need with the prior approval of Board.
- 11) Before starting a new clinical service, a proper business plan will be developed / and presented to the Board for its approval.
- 12) The Institute will work as a corporate body.
- 13) The Institute shall have an official seal and a logo which shall be approved by the Board, the logo shall be displayed on the Institute's stationery, documents, boards, badges, websites, vehicles, properties and any other tangible thing, except for disposable items.
- 14) Medicines, disposables, stationary or any other items which are purchased in line with SPPRA rules, shall also bear the common seal of the Institute.
- 15) The Institute shall acquire, hold and dispose of any property.
- 16) The committee constituted by the Board shall after due diligence will be authorized to acquire, hold and dispose off moveable and immoveable assets, tangible or in

tangible whether acquired by purchasing, leasing or through gifts and donations from public and private sources.

17) The Institute may engage or hire a lawyer or a law firm, as it deems fit, to seek a legal opinion for the Board and the Director and also to represent the Institute in the courts of law and other forums with regard to legal proceedings initiated by or against the Institute, or to attend to any other matter which the Board may assign to him or it as the case may be.

17.i) The lawyer or law firm so hired shall have the professional standing of not less than five years and the required legal expertise of dealing with matters particularly related to tortious, medico-legal, employment and corporate laws

17.ii) If a legal claim or suit is brought in the court of law against the Institute with regard to the performance of duties by any of its employees, such cases shall also be referred to the Institute's lawyer or the law firm as the case may be. The Director, on his/her own initiative or at the application of the aggrieved person, may also conduct or cause to conduct an internal inquiry against the employee or employees impleaded in the suit for committing any illegality or impropriety including negligence in the performance of duty.

17.iii) The Director, through the Institute's lawyer or law firm, as the case may be, may also file a law suit or lodge a complaint with police or court against any person who willfully causes harassment or injury to the employees in performance of their functions or causes losses or damages to the name, repute and property of the Institute or damages the moveable or immoveable property of the employees within the premises of the Institute.

17.iv) The Board may also evaluate the lawyer or the law firm as the case may be, hired by the Institute, and may accordingly extend or terminate the contract of service of such lawyer or law firm.

PART IV

PROPERTY AND PERSONS

18) All properties, rights and interests of whatever kind used, enjoyed possessed, owned or vested in, or held in trust by District Head Quarter Hospital Jacobabad and all liabilities legally subsisting against it shall stand transferred to the Institute.

PART V

FUNCTIONS OF THE INSTITUTE

19) Treatment and provision of latest medical facilities will be ensured.

19.i) The Institute shall perform the functions as provided in section 5 of the JIMS Act 2013, with the view to provide for the physical, medical, teaching, investigation and other necessary facilities and services.

20) All purchases by the Institute, where ever applicable, shall be in accordance with the provisions of the SPPRA Rules.

21) A Biomedical engineering lab may be established by the Institute subject to availability of funds and feasibility.

22) The Board shall authorize the director to obtain the certification from ISO in order to ensure standardized procedures of treatment and management in the Institute.

22.i) There shall be a Quality Assurance Department (QAD) to monitor and enforce the standards / protocols with regards to all matters related to the Institute. The QAD shall develop reference manuals, conduct clinical audit, undertake facilitative monitoring, and guide the staff where ever there are any deviations. Flow diagrams shall also be made for treatment of various major ailments or health conditions to ensure standardization.

22.ii) ISO certification should immediately be undertaken after the first Board meeting and recertifications done accordingly.

23) The house job positions in various specialities may be created subject to the approval of Pakistan Medical and Dental Council, Islamabad.

24) The consultants, who have done their post graduation as per PMDC rules and they are eligible for postgraduate supervisor position shall be sponsored by the Institute to undergo supervisor workshops from the College of Physicians and Surgeons, Pakistan, in their respective specializations, subject to a written bond furnished by such consultants to the effect that after completion of their training they will serve in the Institute for a minimum period of two years, failing which they will be liable to repay twice the amount spent on their training by the Institute.

25) Postgraduate or skill enhancement, teaching and training courses for nurses, paramedics and medics may be provided by the Institute or by the other Institutes or universities at the expense of the Institute.

26) All hospital staff may be required to undertake first-aid training.

27) Subject to the approval of the Board, the Director shall formulate a detailed program for imparting training and refresher courses to enhance the capacity of the various employees of the Institute within first year of the initiation of the Institute.

28) Post graduate diploma, Master of Philosophy (MPhil), Master of Surgery (MS) and Doctor of Medicine (MD) and such other programs may be started within two years of the initiation of the Institute, subject to the availability of funds and other requirements.

28.i) The Institute may charge the fees on par with market for the postgraduate diploma and Masters programs to meet the cost and over heads of such programs.

29) The Board shall notify an Institutional Review Board/Committee which may include members from general public and renowned institutions and universities. The function of the Board will be to approve the protocols for research, surveys, experiments and demonstrations for the Institute or if required, at the district, province or at the national level.

30) The Institute shall have powers to arrange grants for research and projects from its own financial resources or from outside resources including an agency, donor, a charity, endowment, government or institution whether locally or foreign funded.

31) The Institute may publish a research journal of International standard, to highlight the research, surveys, experiments and so on conducted by the employees of the Institute or by others.

32) The Director may publish a monthly newsletter of the Institute, subject to the approval of the board and availability of required funds.

33) The Board shall make necessary financial, logistic and administrative arrangements enabling the Director to regularly organize seminars, symposia, workshops and conferences at the Institute.

34) The Board may authorize the Director or any other member of the Board to sign agreements with any national and international agencies, organizations, institutions and universities with regard to the activities falling within the purview of the Institute.

35) The Board may authorize the Director or any other member of the Board to undertake all such activities or do such other acts and things as may be necessary to further the objectives of the Institute.

PART VI

APPOINTMENTS AND TERMS AND CONDITIONS OF OFFICERS AND STAFF OF THE INSTITUTE

36) The Institute may for efficient performance of its functions appoint such officers and staff possessing such professional, technical or ministerial qualifications and experience in such manner and on such terms and conditions as may be prescribed in an HR manual in addition to the regulations mentioned here.

37) All persons serving in the DHQHJ referred to as in sub-section (1) of the Act, immediately before the commencement of this Act shall, notwithstanding any law or terms and conditions of their service, stand transferred for service to the Institute on the terms and conditions as prescribed below:

37.i) Such terms and conditions shall not be less favorable than those applicable to them immediately before their transfer to the Institute.

37.ii) All persons serving in DHQHJ have to give an option in writing if they want to join the Institute or not.

37.iii) The salary, seniority and other terms and conditions of service of the employees who opt to join the Institute shall be protected under the rules applicable to them before joining the Institute

37.iv) The employees mentioned in section 37 above shall be entitled to receive an additional allowance at the rate of 20% of initial basic salary.

37.v) The rules and regulations of the Institute shall be applicable to the employees mentioned in section 37 above; however, the terms and conditions so offered shall not be less favorable than those applicable to them immediately before their transfer to the Institute.

37.vi) The rules with regard to the deceased quota, i.e., Rule 10-A and 11-A of Sindh civil servants (appointment, promotion and transfer) rules, 1974, and amendments made thereunder, shall be applicable to the employees mentioned at 37.

37.vii) The Board shall have the power to surrender an employee mentioned at 37 above to the Health, Department Government of Sindh after providing him or her an opportunity of hearing through the Director or a committee constituted for this purpose.

37.viii) The employees mentioned at 37 may forgoe his or her previous service to join the Institute as the employees of JIMS and they shall be given preference, subject to their eligibility and fitness for the job, over the other eligible applicants, and they shall receive salary and other benefits on par with the employees of the JIMS who are working in the same rank or performing similar functions.

37.ix) The employees mentioned at 37 will be subject to the pension, provident fund rules as applicable to the employees of Health Department, Government of Sindh.

37.x) The employees mentioned at 37, shall be entitled to receive all the financial benefits that may be allowed to the employee of JIMS in respect of the share or earnings of the institute from the private practice of its employees.

38) The Employees of the JIMS (those not transferred from DHQHJ), shall be appointed by the Institute through a Selection Board constituted within the terms of Section 15 of the Act, and the Board shall ensure the appointment of a permanent Director of the Institute within forty five days of the first board meeting.

38.i) The employees of the Institute shall be entitled to receive an amount equal to double the basic salary, or higher of the grade they are appointed to, however, they will not be entitled to receive pension from the institute.

38.ii) In case of the employees mentioned at 38, the Institute shall contribute to the provident fund as per the deduction made in the case of government employees working in the corresponding ranks and grades.

38.iii) If an employee mentioned at 38 resigns from service, he or she will be entitled to receive provident fund, including employer's contribution and interest thereon, only after completing two years of service.

38.iv) In case of the employees mentioned at 38, Employees of the Institute shall be entitled to gratuity, and one additional gross salary per year which shall be deposited in their gratuity accounts by the Institute starting from the first year of their service with the Institute, and payment to the employee will be subject to the condition that the employee shall have served for five years in the Institute as a regular employee.

38.v) The contribution in respect of the employees mentioned at 38, who is qualifying as “insured persons’ under the provisions of Employees’ Old-Aged Benefits Act, 1976, shall be deposited by the Institute with the Employees Old Age Benefit Institution (EOBI) and such employees/‘insured persons’/ shall be entitled to pension from the EOBI, subject to the provisions of the EOB Act, 1976 and the rules thereunder.

38.vi) The employees mentioned at 38 shall also be entitled to a bonus or benefits including any earning from the private healthcare services provided by the Institute.

PART VII

MAINTENANCE OF ACCOUNTS AND AUDIT OF ACCOUNTS

39) The Board shall cause the accounts of the Institute to be maintained in light of the following.

39.i) The Director shall keep the accounts under various heads as may be determined from time to time.

39.ii) The Director shall be the principal accounting officer and head of finance shall be the co signatory, the financial rules applicable for autonomous institutions under government of Sindh shall apply.

39.iii) Accounting system of the Institute shall be computerized to ensure efficient utilization of resources and quality.

40) The Director shall prepare and maintain annual statement of accounts of the Institute showing details of the various accounts, and the statements shall be submitted to the Board for information and approval from time to time or at least twice a year.

41) An internal auditor shall be appointed by the Institute.

42) All bills for payment to be made out of the funds of the Institution shall be checked by the “Internal Auditor” of the Institute who shall verify that:

42.i) Sanction exists for the payment, the claim is in respect of services rendered or stores supplied and supported by a certificate of the competent authority which in this case shall be the Director.

42.ii) Budget provision exists to meet the expenditure and that:

42.i.a) In case of claims for payment of provident fund, verifications have been made with reference to the personal account of the subscriber.

42.ii.b) No expenditure shall be made from the funds of the Institution, unless it is in conformity with the above procedure and has audited the bill internally for its payment.

PART VIII

POWER TO MAKE REGULATIONS

The Board may further recommend or enforce, as it deems fit, the following regulations, or any part thereof, for the smooth, efficient, cost-effective, result oriented and achieving the objectives of this Act:

43) It shall be the responsibility of the head of finance to make a costing of all hospital services within six months of the first meeting of the Board. Some of the areas, which may increase as well, requiring the costing are enumerated as under:

43.i) Various services provided in the accident and emergency department including such varied services / treatments like applying plaster casts, stitches, nebulization, oxygen therapy, gastric lavage etc.

43.ii) Dental procedures

43.iii) Various Surgeries

43.iv) Cost of an indoor patient for various services and treatment provided by the Institute.

43.v) Cost of an outdoor patient for various services and treatment provided by the Institute.

- 43.vi) Cost of Lab tests
- 43.vii) Cost of Diagnostic Procedures
- 43.viii) Cost of different kinds of surgeries
- 43.ix) Cost of day case procedures
- 43.x) Cost of ambulance services

Explanation: Costing may preferably be done separately for general and private patients.

44) The Director may submit to the Board a yearly Performance Evaluation Report of the employees as submitted by their supervisors or incharges. The Director, may evaluate the performance of the supervisors or incharges and submit their yearly report to the Board.

45) There shall be a quota reserved for employment of disabled persons as per government rules.

46) The Institute shall cater to the healthcare needs of the local patients as well as those coming from other areas.

47) No patient will be discriminated on the basis of age, gender, race, religion or ethnicity for receiving services or treatment at the Institute.

48) Those patients who cannot afford services and treatment at their own expense at the Institute may be catered for through a fund if any allocated for such patients or through a social welfare department if and when established by the Board.

49) The Institute may have one or more than one pharmacy, run by or under its administration or leased out to any outside persons subject to quality control by the Director in respect of the goods and medicines sold at these pharmacies.

50) The Board may authorize the Director to initiate and complete computerization of all departments of the Institute and in due course of time also introduce Picture Archiving and Communication System (PACS).

51) The Board may constitute a committee headed by the Director and two members of the Board or co-opted from outside the Board possessing the requisite expertise and experience in the related field to prepare a preventive health program, whenever required, and develop a health network comprising taluka hospitals, rural health centers, basic health units, dispensaries and maternal and child health centers.

51.i) The committee mentioned at 51 shall focus on various public health issues, general or specific, in the local or other areas, independently or in coordination

with other local, national or international institutions, agencies, sponsors and so on.

51.ii) The Board may authorize the Director to establish the Outreach Program in coordination with the DHO office Jacobabad or any other authority or institution, and develop patient referral networks connecting the Institute with the taluka hospitals, rural health centers, basic health units, dispensaries and maternal and child health centers, preferably using Wide Area Network and advanced mobile technology to ensure maximum benefit to the targeted area, communities or patients.

52) Maintenance of patient medical records and issuance of MR number to patients.

52.i) The institute should properly maintain the medical records of patients and may preserve it for a reasonable time but not less than three years.

52.ii) Each patient of the Institute shall receive a unique MR number which shall be used as reference to his or her medical record.

53) The Board shall make the required efforts, within one year of its first meeting to get affiliation of the Institute with one or more than one medical or general universities, local, national or international.

54) The Board shall continuously set policies and time frames and also provide the required support to enable the management to implement and achieve the policy targets within the given time.

55) The Board may introduce special pay packages to attract the required specialized human resources in the interest of the Institute.

56) The Board and the Director shall be responsible for ensuring the security and efficient working and delivery of the Institute.

57) The Board shall ensure that a system is in place to address the complaints of the patients and for which a regular committee under the Director or any other person appointed by the Board may also be established.

57.i) The Board shall lay down the list of the rights and responsibilities of the patients who are visiting to, or undergoing the treatment, at the Institute and the list shall be displayed at the visible places including the entrance, reception and waiting lounges.

57.ii) The Board shall form an "Accommodation Committee" to formulate a fair policy, and allot official residences to the employees of the Institute strictly in accordance with the policy so formulated and approved by the Board.

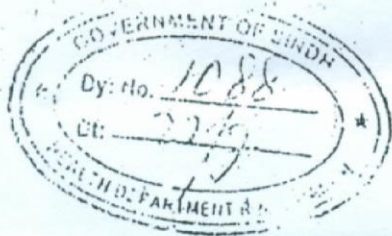
58) The Director will facilitate the installation of utility meters at all residences at the premises of the Institute, and the allottees shall be responsible to pay utility bills and other payable charges, failing which the Institute shall deduct the amount unpaid, including penalties if any directly from the salaries.

59) The Director may introduce Biometric system of attendance by the employees as soon as feasible.

60) The employees of the Institute shall not take up any employment outside the Institute, and private practice outside the Institute shall be subject to approval of the Board.

60.i) The Board shall explore the possibility of establishing institutional practice within the Institute.

60.ii) A proper mechanism of sharing of the revenue generated will be developed and approved by the Board.



GOVERNMENT OF SINDH
SERVICES GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT
(REGULATION WING)

Karachi dated the 17th July, 2009.

NOTIFICATION

N^o SORI(SGA&CD)2-3/02: In exercise of the powers conferred by Section 26 of the Sindh Civil Servants Act, 1973, the Government of Sindh are pleased to make the following amendments in the Sindh Civil Servants (Appointment, Promotion & Transfer) Rules, 1974:-

AMENDMENT

For rule 11-A, the following shall be substituted:-

11-A. Where a civil servant dies while in service or is declared invalidated or incapacitated for further service, one of his children shall be provided job who applies within a period of two years of death, or declaration of invalidity or incapacity of civil servant, on any of the basic scales 1 to 15, in the Department where such civil servant was working; provided that such appointment shall be made after fulfilment of formalities as required in the recruitment rules and holding interview, for the post applied for."

Further provided that the cut-off date for appointment under deceased quota to the posts in BS-1 to BS-15 will be 17th July, 2007."

FAZAL-UR-REHMAN
Chief Secretary Sindh

Karachi dated the 17th July, 2009

NO.SORI(SGA&CD)2-3/02

A copy is forwarded to the Superintendent, Sindh Government Printing Press, Karachi with a request to publish the same in the next issue of the Sindh Government Gazette and supply 300 copies thereof to this Department.

SECTION OFFICER (REG-I)

Karachi dated the 17th July, 2009

NO.SORI(SGA&CD)2-3/02

A copy is forwarded for information & necessary action to:-

1. The Additional Chief Secretary (Development), Planning & Development Department.
2. The Senior Member, Board of Revenue, Sindh, (including all Members, BOR Sindh).
3. The Principal Secretary to Governor Sindh.
4. The Secretary to Chief Minister Sindh.
5. The Administrative Secretaries (All) Government of Sindh.
6. The Secretary to Provincial Ombudsman Sindh, Karachi.
7. The District Coordination Officers (All) in Sindh.
8. The Secretary, Provincial Assembly Secretariat, Karachi.
9. The Deputy Secretary (Staff) to Chief Secretary.
10. All Officers in SGA&CD/Private Secretary to Chief Secretary Sindh.

Heath

SECTION OFFICER (REG-I)

23/7/09
25/7/09



GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION
AND COORDINATION DEPARTMENT
(REGULATION WING)

Karachi dated the 30th July, 2011

NOTIFICATION

NO.SORI(S&GAD)2-3/02(P-III):-In exercise of the powers conferred by Section 26 of the Sindh Civil Servants Act, 1973, and in supersession of this Department's all Notifications issued in this behalf, the Government of Sindh are pleased to make the following amendments in the Sindh Civil Servants (Appointment, Promotion & Transfer) Rules, 1974:-

AMENDMENTS

1. For Rule 10-A, the following shall be substituted:-

"10-A: Notwithstanding anything contained in these rules, where a civil servant dies while in service or is declared invalidated or incapacitated for further service, one of his unemployed children or, as the case may be, widow (when all the children of the deceased employee are minor) may be employed against a post meant for initial appointment in BPS-16 and 17 for which he/she possess the minimum qualifications prescribed to that post:

Provided that such child or widow may be given ten additional marks in the aggregate by the Sindh Public Service Commission or the appropriate Selection Board or Committee, if he or she otherwise qualifies the test, examination or interview:

Provided further that a person who may have applied under this rule and qualifies purely on merit shall not be awarded any additional marks and his selection shall be made on merit and not under this rule:

Provided further that the cut of date shall be within two years of the death of the officer or official."

2. For Rule 11-A, the following shall be substituted:-

"11-A: "Where a civil servant dies while in service or is declared invalidated or incapacitated for further service, one of his/her children or, as the case may be, widow (when all the children of the deceased employee are minor) shall be provided job who applies within a period of two years of death or declaration of invalidity or incapacity of civil servant, on any of the basic pay scale 1 to 15 in the Department where such civil servant was working; provided that such appointment shall be made after fulfillment of formalities as required in the recruitment rules and holding interview, for the post applied for.

Provided further that the cut of date shall be within two years of the death of the officer or official."

RAJA MUHAMMAD ABEAS
CHIEF SECRETARY SINDH

Karachi dated the 30th July, 2011

NO.SORI(S&GAD)2-3/02

A copy is forwarded to the Superintendent, Sindh Government Printing Press, Karachi, with a request to publish the same in the next issue of the Sindh Government Gazette and supply 300 copies thereof to this Department.

(MUSADDIQUE MEMON)
SECTION OFFICER (REGULATION-I)

(Contd....P/2)



No:A (Admn))/CMS/SUM-No.2239 /2010
CHIEF MINISTER'S SECRETARIAT, SINDH
KARACHI
Karachi, Dated 14.01.2012

To,

The Chief Secretary,
Sindh Karachi.

Subject: REQUEST FOR APPOINTMENT AGAINST DECEASED QUOTA.

I am directed to refer to the subject noted above and to return herewith following summaries as per details given below:

Sum No.1986-2025-2498-2693-2694-2698-20-22-117-118-122-180-373-375-941-988-1140-1141-1405-1490-1491-1493-1787-1990-1789-1792-2169-2223-2768-2893-2559-2892-2699-2698-2707- 3076-3074-3073-3071- 3070- 1319- 3069-3072-3140-3139-3143-55-2239-523-244-245-336-1993-3216- 2630- 1325- 1326-1327-1328-1329-2502-20-1946-2043-144-963-1453-1357-1850-1851-1852-2750-2748-2749-2628- 2883- 1102-1437-2764-666-377-1746-1821-1822-1823-2855-2809-1753-2357-2653-2654-13-301-813-1388-1602-2462-221-982-1323-1529-2019-96-2467- 2605-50-3123-2478-853-892-3029-204-2463-2124-2382-2671-2711- 2709-1487- 1489-2036-2037-2039-2156-2157-2158-2267-2333-2336-2033-2337-2338-2339-2340-2341-2435-2204-2494-2820-2824-2875-2876-2856-2155-1976-3043-304- 3040- 3039- 2857- 3220- 106- 104-3175-3189-3190-76-3191 - 2821-1832-180-179-177. (Total Summaries.163).

2. The Honorable Chief Minister, Sindh has been pleased to desire that the above summaries may be resubmitted after getting them verified by respective Deputy Commissioners.

3. You are requested to do the needful as desired.

(ABDUL HAFEEZ UMRANI)
ADDITIONAL SECRETARY (Admn)

24/1

26/1/12
B to C

Secy Hqs

AS/G

YR

45(PM-II) 28/1

NO.SORI(S&GAD)2-3/02(P-III)

Karachi dated the 30th July, 2011

A copy is forwarded for information to:-

1. The Additional Chief Secretary (Dev.), P&D/Home Departments. Karachi.
2. The Senior Member, Board of Revenue, Sindh, Hyderabad.
3. The Principal Secretary to Governor of Sindh,
4. The Secretary to Chief Minister of Sindh,
- ✓ 5. The Administrative Secretaries (All) Government of Sindh.
6. The Accountant General Sindh, Karachi.
7. The Secretary to Provincial Ombudsman, Sindh, Karachi.
8. The Divisional Commissioners (All) in Sindh
9. The Chairman, Chief Minister's Inspection Team, Karachi.
10. The Chairman, Enquiries & Anti-Corruption Establishment, SGA&CD, Karachi.
11. The Secretary, Provincial Assembly Secretariat, Karachi.
12. The Secretary, Sindh Public Service Commission, Hyderabad.
13. The Deputy Secretary (Staff) to Chief Secretary.
14. All Officers in SGA&CD/ Director (PR) to Chief Secretary Sindh/
Private Secretary to Chief Secretary Sindh.

Health Department

hywdf
30.7.11(MUSADDIQUE MEMON)
SECTION OFFICER (REGULATION-I)MUSADDIQUE MEMON
Section Officer (Reg-I)
Services, Gen. Admn. & Coord. Department

PAKISTAN MEDICAL & DENTAL COUNCIL



REGULATIONS FOR THE APPOINTMENT OF FACULTY PROFESSORIAL STAFF/EXAMINERS/ PRINCIPALS /DEANS/ADMINISTRATIVE STAFF IN UNDERGRADUATE & POSTGRADUATE MEDICAL & DENTAL INSTITUTIONS OF PAKISTAN 2011

Certified that these Regulations have been framed by the Pakistan Medical & Dental Council in exercise of powers conferred under the Section 33 (2) of the Pakistan Medical & Dental Council Ordinance, 1962 and supercede all previous regulations on the subject. These regulations shall come into force at once and shall be applicable on fresh appointments and next promotions in all medical and dental institutions recognised in Pakistan under the PM&DC Ordinance 1962. All appointments already made shall not be disturbed and titles already accrued shall hold, however all future appointments shall be given according to these regulations.

President
Pakistan Medical & Dental Council
G-10/4, Mauve Area,
Islamabad.

Dated 22 December 2011

Section-I

INTRODUCTION

- 1- **Short title and commencement.**-(1) These regulations have been framed by the Council in exercise of powers contained in Section 33(2) (d) of the PM&DC Ordinance 1962 and may be called the Pakistan regulations for the appointment of Faculty/teachers/examiners/ principals /deans/administrative staff in undergraduate & postgraduate medical & dental institutions 2009 and lay down the binding criteria for appointments and promotions and grant of teaching experience for all medical and dental institutions recognised under the PM&DC Ordinance 1962.

(2)These regulations are not for registration of qualifications but for appointments and promotions of Faculty/teachers/examiners/principals/deans/administrative staff in undergraduate & postgraduate medical & dental institutions

(3) These shall come into force at once.

2- Definitions.

- a. “Disciplinary Committee” means a committee constituted by the Council to deal with matters relating to infamous conduct in any professional respect and negligence of a practitioner;
 - b. “Teaching staff” means senior registrars, assistant Professors, Associate Professors and Professors appointed as per these regulations.
 - c. “Faculty” a professorial staff duly registered as faculty with the Council whose experience qualification and publications have been certified.
 - d. “Standing Recognition Committee” (SRC) of the Council having the powers to approve qualifications and experience
 - e. “Dental Education Committee” (DEC) a committee identical to Standing Recognition Committee of the Council having the powers to approve qualifications and experience in Dentistry.
- (1) The words and expressions used but not defined herein shall have the same meaning as are assigned to them under the Ordinance or in other regulations made by the Council

Section-II

MINIMUM QUALIFICATIONS LEVEL REQUIRED FOR APPOINTMENT OF TEACHERS IN MEDICAL AND DENTAL INSTITUTIONS

Learning Levels	Duration	Clinical Medical / Dental Qualification	Basic Sciences Qualifications
Level – I	5-6 years	MBBS/BDS	
Level – II a	1 year after Level-I	Diploma	M.Sc Basic Sciences
Level – II b	02 years after Level-I	MCPS/M.Sc/MPH/MSPH/or other 2 years duration diploma.	M.Phil and qualifications with other nomenclatures.
Level – III	4 years after Level-I	MD/MS/MDS/FCPS/ and qualifications with other nomenclatures	FCPS/PhD/ and qualifications other nomenclatures.
Level-IV	2 years after Level-III	Sub-Specialty Fellowship, second fellowship	D.Sc,or any post PhD nomenclature

1. Other nomenclatures qualifications to be decided by SRC or DEC as the case may be
2. Local MPH of one year will cease to be awarded after 2015 and holders of degrees of one year obtained after 2015 shall not be eligible for teaching position. MPH from foreign countries can be placed in Level-II b as decided by the SRC/DEC
3. Local MDS of 03 years will cease to be awarded after 2015.
4. MSc in Basic Dental Sciences from foreign countries can be placed in Level-II b till a period as decided by the DEC.
5. Ph.D in clinical sciences shall not be accepted as a qualification for teaching.
6. Appointment as teacher of holders of Level II-b qualifications in Clinical or basic Medical / Dental Qualifications in clinical subjects / basic sciences subjects shall be governed by requirements of appointment mentioned in each specialty in pages ahead.

SECTION –III

CRITERIA FOR APPOINTMENT AND PROMOTION OF PROFESSORIAL STAFF IN UNDERGRADUATE AND POSTGRADUATE MEDICAL INSTITUTIONS

Basic Medical

Sciences Subject: Anatomy, Physiology, Biochemistry, Pharmacology, Pathology.

Post/Designation	Required Basic Qualifications	Required Postgraduate (Additional) Qualification	Required Experience	Required Research Publications	
(1)	(2)	(3)	(4)	(5)	(6)
Lecturer/ Demonstrator /instructor	MBBS or equivalent medical qualifications fully recognised/registered by the PM&DC	Not required, PM&DC recognized level II b and Level III Qualification in respective basic subjects or Equivalent PM&DC Level II b and Level III qualifications in the respective speciality approved for teaching by SRC and recognized / registered by PM&DC	Nil experience required	No publication is required	
Senior Lecturer / Senior Instructor/Senior Demonstrator	-do-				
Assistant Professor	-do-	-do-	2 years teaching experience as Lecturer/ Demonstrator /instructor before or after Level-II b. No experience is required for Level-III post graduation who can be appointed directly as assistant professor.	No publication is required, but may receive preference in selection	
Associate Professor	-do-	PM&DC recognized level II b and Level III Qualifications in respective basic subjects or Equivalent PM&DC level II b and Level III Qualifications in the respective speciality approved for teaching by SRC and recognised/registered by PM&DC	Five years teaching experience as an Assistant Professor in the relevant subjects.	A total of at least three research publications are required. Only an original article published in a medical journal approved by the PM&DC shall be acceptable. Dissertation / Thesis shall not be counted.	

Professor

-do-

-do-

Three years teaching experience as an Associate Professor in the respective subjects.
OR
Nine years teaching experience as an Assistant Professor in the respective subject.

A total of at least five research publications are required. Only an original article published in a medical journal approved by the PM&DC shall be acceptable. Dissertation / Thesis shall not be counted.

Community Medicine, Forensic Medicine.

Post/Designation	Required Basic Qualifications	Required Postgraduate (Additional) Qualification	Required Experience	Required Research Publications	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Lecturer/ Demonstrator/ instructor	MBBS or equivalent medical qualifications fully recognised/registered by the PM&DC	Not required,	Nil		
Senior Lecturer / Demonstrator / instructor	-do-	PM&DC recognized level II b and Level III Qualification in respective basic subjects or Equivalent PM&DC Level II a, b and Level III qualifications in the respective speciality approved for teaching by SRC and recognized / registered by PM&DC		No publication is required	Holders of one year MPH and DMJ of one year full time course obtained till 2015 are eligible. persons to be appointed after 2015 are required to have a two years degree. Persons having less than two years degree shall not be promoted to professor after 2015.
Assistant Professor	-do-	-do-	three years teaching experience as senior lecturer experience before or after Level-II b. No experience is required for Level-III post graduation who can be appointed directly as assistant professor.	No publication is required	-do-
Associate Professor	-do-	-do-	Five years teaching experience as an Assistant Professor in the relevant subjects.	A total of at least three research publications are required. Only an original article published in a medical journal approved by the PM&DC shall be acceptable. Dissertation / Thesis shall not be counted.	-do-

Professor	-do-	-do-	Three years teaching experience as an Associate Professor in the respective subjects. OR Nine years teaching experience as an Assistant Professor in the respective subject.	A total of at least five research publications are required. Only an original article published in a medical journal approved by the PM&DC shall be acceptable. Dissertation / Thesis shall not be counted.	-do-
-----------	------	------	--	---	------

Medical Education

Post/Designation	Required Basic Qualifications	Required Postgraduate Qualification	(Additional)	Required Experience	Required Publication	Research	Remarks
(1)	(2)	(3)		(4)	(5)		(6)
Senior Registrar/ Senior Lecturer / Instructor	MBBS or equivalent medical qualifications recognised / registered by the PM&DC	Level II a & b and Level III Postgraduate degree or diploma in education related field recognized by HEC or PM&DC		None	No publication is required		-
Assistant Professor / Assistant Director	-do-	-do-		Three years practical or teaching experience as Senior Registrar/Senior Lecturer before or after postgraduate qualification is required	No publication is required		Holders of one year M.MED full time course
Associate Professor / Associate Director	-do-	-do-		Five years teaching experience as an Assistant Professor in the relevant subject.	A total of at least three research publications are required. Only an original article published in a medical journal approved by the PM&DC shall be acceptable. Dissertation/Thesis shall not be counted.		-do-

Professor / Director	-do-	-do-	Three years teaching experience as an Associate Professor in the respective subjects provided that the total experience as Assistant Professor and Associate Professor shall not be less than eight years. OR Nine years teaching experience as an Assistant Professor in the respective subject.	A total of at least five research publications are required. Only an original article published in a medical journal approved by the PM&DC shall be acceptable. Dissertation/Thesis shall not be counted.	-
----------------------	------	------	---	---	---

Clinical Subjects: **Medicine, Surgery, Obstetrics & Gynaecology, Paediatrics, ENT, Eye**

Post/Designation	Required Basic Qualifications	Required Postgraduate Qualification	(Additional)	Required Experience	Required Publication	Research	Remarks
(1)	(2)	(3)		(4)	(5)		(6)
Registrar	MBBS or equivalent medical qualifications recognised/registered by the PM&DC.	Nil		Nil	Nil		
Senior Registrar	MBBS or equivalent medical qualifications recognised/registered by the PM&DC.	PM&DC level III Qualification in respective subject like F.C.P.S/M.S/M.D OR Other equivalent Level III qualifications in the speciality approved by SRC and recognised/registered by the PM&DC.		Nil	No publication is required		No level II (a or b) holder be eligible for appointment/promotion. The doctors possessing the qualifications of FCPS/M.D/M.S. etc. etc. be appointed as Senior Registrar/ Consultants in the attached teaching hospitals. The holders of additional qualification like MCPS appointed under earlier rules shall not be promoted to the next title i.e. Assistant Professor, Associate Professor & Professors.
Assistant Professor	-do-	-do-		Nil	No publication is required		-
Associate Professor	-do-	-do-		Five years teaching experience as an Assistant Professor in the relevant subject.	A total of at least three research publications are required. Only an original article published in a medical journal approved by the PM&DC shall be acceptable. Dissertation/Thesis shall not be counted.		-do-

Professor	-do-	-do-	<p>Three years teaching experience as an Associate Professor in the respective subject is essential provided that total experience as Assistant Professor and Associate Professor is not less than 8 years.</p> <p>OR</p> <p>Nine years teaching experience as an Assistant Professor in the respective subject is essential.</p>	<p>A total of at least five research publications are required. Only an original article published in a medical journal approved by the PM&DC shall be acceptable. Dissertation / Thesis shall not be counted.</p>	-do-
-----------	------	------	---	--	------

Other Clinical Subjects: Cardiology, Neurology, Urology, Psychiatry, Dermatology, T.B. & Chest Diseases, Orthopaedics, Thoracic Surgery, Neurosurgery, Radiology,(Radio-Diagnostic & Radio-Therapeutics) and Anaesthesiology & all other specialities as mentioned in the MBBS Regulations.

Post/Designation	Required Basic Qualifications	Required Postgraduate (Additional) Qualification	Required Experience	Required Research Publication	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Registrar / / Senior Registrar	MBBS or equivalent medical Qualifications recognised/registered by the PM&DC.	PM&DC level III Qualification in respective subject or general FCPS /M.S/M.D OR Other equivalent Level III qualifications in the speciality approved by SRC and recognised/registered by the PM&DC	Nil	No publication is required-	No level II (a or b) qualification holders shall be eligible for appointment/promotion. The doctors possessing the qualifications of FCPS/M.D/M.S. etc. be appointed as Senior Registrar in the attached teaching hospitals.50% posts of Senior Registrar shall be reserved for appointment from amongst the Registrars who attains postgraduate medical qualification like FCPS, M.D., M.S. or equivalent.
Assistant Professor	-do-	-do-	Three years teaching experience in the respective subject as a senior registrar in a recognised institution If qualification is general. No experience is required in case of sub-speciality qualification holders.	No publication is required-	The holders of additional qualification like M.C.P.S. appointed under earlier rules shall not be promoted to the next title i.e Senior Registrar, Assistant Professor, Associate Professor and Professors.
Associate Professor	-do-	-do-	Five years teaching experience as an Assistant Professor in the relevant subject.	A total of at least three research publications are required. Only an original article published in a medical journal approved by the PM&DC shall be acceptable. Dissertation / Thesis shall not be counted.	-

Professor	-do-	-do-	<p>Three years teaching experience as an Associate Professor in the respective subject is essential provided that total experience as Assistant Professor and Associate Professor is not less than 8 years.</p> <p>OR</p> <p>Nine years teaching experience as an Assistant Professor in the respective subject is essential.</p>	<p>A total of at least five research publications are required. Only an original article published in a medical journal approved by the PM&DC shall be acceptable. Dissertation / Thesis shall not be counted.</p>	-
-----------	------	------	---	--	---

SECTION –IV

APPOINTMENT OF TEACHERS IN UNDERGRADUATE AND POSTGRADUATE DENTAL INSTITUTIONS

Sciences of Dental Materials, Oral Biology, Oral Pathology, Community and Public Health Dentistry

Post	Basic Qualifications	Additional Postgraduate Qualification	Experience required	Research papers publications	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Lecturers/ Demonstrator	BDS or equivalent qualification in Dentistry approved and registered by the PM&DC	-Nil-	Nil	Nil	
Senior Lecturers/ Senior Demonstrator	-do-	Level IIa, IIb & III Post graduation like Ph.D/ FCPS/ M.D.S, M.Phil or equivalent postgraduate qualification recognised by the council in respective basic subject			Level IIa will be eligible for the teaching post till 2015
Assistant Professor	-do-	Level III Post graduation like Ph.D/ FCPS/ M.D.S, M.Phil or equivalent postgraduate qualification recognised by the council in respective basic subject	2 years teaching experience as Lecturer/ Demonstrator before or after Level-II b. No experience is required for Level-III post graduation who can be appointed directly as Assistant professor.	-Nil-	Candidates with Postgraduate qualification Level II b in respective subject shall be appointed/promoted as Assistant Professor only when person with Level III postgraduate qualification like Ph.D., FCPS, MDS, M.Phil etc. are not available.

Associate Professor	-do-	-do-	Five years teaching experience as an Assistant Professor in the respective subject.	At least 3 research papers in 5 years be published in standard Dental / Medical journal as approved by the PM&DC.	For the appointment of Associate Professor in the respective subject the holders of Level IIb postgraduate qualifications should be considered with 07 years experience and publications after 03 public advertisement only when person with Level III are not available.
Professor	-do-	-do-	Three years teaching experience as an Associate Professor in the respective subject provided that total experience as an Assistant and Associate Professor is not less than eight years. OR Nine years teaching experience as an Assistant Professor in the respective subject.	At least 5 research papers published in standard dental/medical journal as approved by the PM&DC.	No person with Level II (a or b) postgraduate qualification will be eligible for appointment as Professor. Only Level III qualification holder is eligible to become professor. Holders of level II B qualification in the subject of community dentistry can be promoted as professor until 2015.

Clinical Subjects: Oral and Maxillofacial Surgery, Operative/Restorative/Conservative Dentistry, Prosthodontics and Orthodontics

Post	Basic Qualifications	Additional Postgraduate Qualification	Experience	Research	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Lecturer / Demonstrator Registrar	B.D.S. or equivalent qualifications recognised/registered by the PM&DC.	-	-	-	-
Senior Registrar / Senior Lecturer	-do-	Level III FCPS/M.D.S(Pak)	Nil	Nil	-
Assistant Professor	-do-	-do-	2 years teaching experience as Lecturer/ Demonstrator /instructor before or after Level-II b. No experience is required for Level-III post graduation who can be appointed directly as assistant professor.	Nil	

Associate Professor	-do-	-do-	Five years teaching experience as an Assistant Professor in the respective subject.	At least three research papers in five years be published in standard dental /medical journal as approved by PM&DC.	For the appointment of Associate Professor in the respective subject the holders of Level II b postgraduate qualifications should be considered only when person which Level III postgraduate qualifications like D.Sc., Ph.D., FCPS, MDS(Pak), M.Phil with required experience indicated in these Regulations are not available.
Professor	-do-	-do-	Three years teaching experience as an Associate Professor in the respective subject provided that total experience as an Assistant Professor & Associate Professor is not less than eight years. OR Nine years teaching experience as an Assistant Professor in the respective subject.	At least five research papers in three years be published in standard dental /medical journal as approved by PM&DC before promotion as Professor.	No person with Level II (a or b) postgraduate qualification will be eligible for appointment as Professor. Only Level III qualification holder is eligible to become professor.

Clinical Subjects: Oral Medicine, Paedodontics, Periodontics and Endodontics

Post	Basic Qualifications	Additional Postgraduate Qualification	Experience	Research	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Lecturer / Demonstrator / Registrar	B.D.S. or equivalent qualifications recognised/registered by the PM&DC.	-	-	-	-
Senior Registrar / Senior Lecturer	-do-	Level II b postgraduate Qualification OR Other equivalent qualifications in the speciality approved by DEC (SRC for Dental) and recognised/registered by the PM&DC.	Nil	Nil	-

Assistant Professor	-do-	-do-	2 years teaching experience as Lecturer/ Demonstrator /instructor before or after Level-II b. No experience is required for Level-III post graduation who can be appointed directly as assistant professor.	Nil
Associate Professor	-do-	-do-	Five years teaching experience as an Assistant Professor in the respective subject.	At least three research papers in five years be published in standard dental /medical journal as approved by PM&DC.
Professor	-do-	-do-	Three years teaching experience as an Associate Professor in the respective subject provided that total experience as an Assistant Professor & Associate Professor is not less than eight years. OR Nine years teaching experience as an Assistant Professor in the respective subject.	At least five research papers in three years be published in standard dental /medical journal as approved by PM&DC before promotion as Professor.

REGULATIONS FOR APPOINTMENT OF PRINCIPALS/TEACHERS/EXAMINERS/INSPECTORS/ADMINISTRATION STAFF IN THE UNDERGRADUATE & POSTGRADUATE EXAMINATIONS AND INSTITUTIONS

1. These regulations shall come into force at once and shall be applicable on fresh appointments and subsequent promotions. Titles already accrued shall hold and no demotions shall be done however subsequent appointment/promotion shall be given according to these regulations. Appointment already made according to the previous Regulations shall not be adversely affected by these Regulations in any way. All titles granted by the Government before commencement of these regulations shall continue to hold and shall be given weight.
2. Teaching staff appointed before effect of these regulations which does not fulfil eligibility criteria laid down in these regulations shall not be promoted further.
3. Only once certified by PM&DC and registered as Faculty under the Pakistan Regulations for Registration of medical and dental practitioners 2008, shall a person be accepted as faculty. Only fulltime faculty shall be accepted as faculty. No part-time / adhoc or honorary or casual faculty is acceptable or recognisable. All faculty shall abide by the faculty registration rules of the Council.
4. Qualifications prescribed for the appointment of professors in the various subjects shall also be applicable to the examiners appointed by the Universities in those subjects. In the subjects where there is no Professor, the Associate or Assistant Professor who is Head of Department and has a minimum of five years of teaching experience certified by PM&DC shall be eligible to become examiner.
5. Faculty of the Sub-specialities of Medicine and Surgery cannot be appointed as examiners in General Medicine and General Surgery.
6. Experience of teaching can be certified by the Council if the individual has been teaching as registered faculty in an affiliated hospital /training site of/or the institution included in the First, Fifth or Third schedules of the Ordinance under section 11, 18 , or 16. Teaching interns shall have no credit.
7. Teaching Experience Certificate shall be issued by the Registrar or an officer designated by the President only upon certification of teaching experience by the Principal for cases in Pakistan or an authority competent to do so for overseas cases. Experience certificate shall be issued by PM&DC on the experience certificate certified by the Principal/dean. An experience certificate by the Medical Superintendent or incharge of an attached teaching hospital shall not be accepted unless countersigned by the Principal. On the request of the Principal or Dean, the Registrar may amend the experience certificate already issued.
8. An experience certificate shall only be issued to a registered faculty and strictly in accordance with these regulations and on fulfilment of mandatory requirements of qualification, experience and publications as laid down in these regulations.

9. The Experience certificate shall be issued as per these regulations and shall also contain the following terms .

- i. Errors and omissions shall be accepted and corrected if so warranted to comply with these regulations.
- ii. This certificate has been prepared by PM&DC in good faith on the basis of documents submitted by applicant/Principal or Dean of the institution and so all liabilities lie with the Principal/Dean of the institution.
- iii. This certificate has been prepared under these regulations of the Council and this certificate is liable for change if so demanded by the institution.
- iv. The Experience certificate shall be issued by the Registrar or an officer designated by the President as the case may be and the issuing authority shall have the power to recalled , modify , or rendered ineffective or cancel the experience certificate issued by them but on solid reasons.
- v. If there is any grievance about the experience certificate, the aggrieved may prefer an appeal to the Registrar PM&DC or the issuing officer for redressal and if refused , the appeal against this refusal can be preferred before the Standing Recognition Committee of the Council under regulation 34 of the gazette S.R.O.07(KE)/2009 Pakistan registration of medical and dental practitioners regulations, 2008. All disputes regarding teaching experience/practical experience thus referred to the Standing Recognition Committee of the Council shall be considered by it and the decision of the Committee shall be final.
- vi. Experience certificate shall include the accepted publications for a particular designation and shall not be issued for a particular designation if the accepted publication number is deficient.

10. Terminologies and rules regarding publication of research articles and their credit are as follows

- a. Only an original article has a credit and only if the article is published in a Journal indexed and enlisted in the List of Journals approved by the Pakistan Medical & Dental Council. There is no credit for a published Review Article/writing a Chapter of a Text Book, Letter to Editor, Dissertation/Thesis etc. Letter of acceptance for publication of a research paper will no longer

qualify the applicant for award of credit of a research publication/paper and credit shall only be granted on publication of an original article.

- b. Equal Credit shall be given equal to first three Authors, which will be nominated by the principle author and will be notified to the Editor before publication. No credit shall be given to any author after the third author.
- c. For grant of credit, the applicant has to provide original copy of Journal in which his article has been published. Photo copies can be accepted in pressing cases if they bear verification of the editor of the Journal in case of a local Journal or verification by a Principal of a Medical/Dental College in case of a foreign Journal..
- d. Credits granted before coming in force of these regulations shall hold.

11. Teaching Experience shall means teaching experience acquired if the individual has been teaching as registered faculty in an affiliated hospital or the institution included in the First, Fifth or Third schedules of the Ordinance under section 11, 18 , or 16. And this teaching experience shall be required for the purpose of appointment to the teaching posts in Pakistan. Teaching experience in a foreign country shall only be considered upon provision of a teaching experience certificate provided by the regulatory body concerned or by the dean of the Undergraduate or Postgraduate medical or Dental institution in which the applicant was teaching students.
12. Period of deputation or study leave for acquisition of Postgraduate Medical qualification shall qualify as a prerequisite for appointment as senior registrar. If the person is already a post graduate Level III and is holding the post of Senior Registrar, Assistant Professor, Associate Professor etc, before proceeding on deputation for study leave he shall get full teaching experience during the period of study. No Credit shall be given before attainment of a level III degree.
13. From the date of issue of this notification, the qualifications like M.C.Path; F.C.P.S. etc; conferred or acquired on honorary basis or foundation basis without examination by a medical or dental graduate shall not be considered for the purpose of appointment as faculty or examiner in the medical or the dental institutions of Pakistan. All appointments given on the basis of a degree without examination shall become null and void.
14. A candidate shall be employed as faculty, only once a candidate is possessed with the requisite postgraduate degree which is duly recognized by the PM&DC and which has been registered by PM&DC as additional qualification and once the applicant has been registered with PM&DC as faculty. Only a level III postgraduate degree holder and not a postgraduate training certificate holder can be appointed in teaching Medical/Dental Institutions.
15. Experience gained in a teaching institution in foreign countries shall be recognized by the Pakistan Medical & Dental Council if the institution is recognized by the regulatory body concerned and if the experience is certified by the Principal of the medical school/college that there is teaching activity by the applicant. The teaching experience shall be given as under: -

- (i) Professor as equal to Professor in Pakistan.
 - (ii) Associate Professor as equal to Associate Professor in Pakistan provided they are substantive full time and not part time.
 - (iii) Assistant Professor as equal to Assistant Professor in Pakistan provided they are substantive full time and not part-time.
 - (v) Senior Registrar in a teaching institution is equal to Senior Registrar in Pakistan.
 - (vi) The Lecturer in a teaching institution with postgraduate qualification abroad is equal to Senior Registrar in clinical subjects in Pakistan.
 - (vii) Lecturer with requisite Postgraduate qualification in basic subjects shall be equivalent to Senior Lecturer with Postgraduate qualification in Pakistan.
 - (viii) Consultants appointed in a hospital where no student teaching was involved shall not be granted any teaching experience by the PM&DC. Consultants appointed in an affiliated hospitals of a medical school/college and where they were teaching medical students without holding teaching designations/titles shall be granted teaching experience by the PM&DC at ratio of 2:1 on the certification of teaching by the Principal of the medical/dental colleges concerned. Example is two years experience as consultant abroad with the requisite postgraduate qualifications be counted as equivalent to one year experience as Assistant Professor
16. Consultants appointed in an affiliated hospitals of a medical school/college and where they were teaching medical students without holding teaching designations/titles shall be granted teaching experience by the PM&DC at ratio of 2:1 on the certification of teaching by the Principal of the medical school/ college concerned. Example is two years experience as consultant abroad with the requisite postgraduate qualifications be counted as equivalent to one year experience as Assistant Professor
17. The experience gained by an Assistant Professor/Associate Professor /Professor in Medical and Dental institutions in Pakistan shall be given preference over those who gained teaching experience abroad.
18. If available at the time of recruitment, for any teaching appointment in an institution, commensurate with their qualification and experience the persons who are already working there shall be preferred for appointment over those who have not worked there.
19. Eligibility for appointment in the subspecialties like Cardiology, Psychiatry, Cardiac Surgery, Orthopaedic Surgery etc shall be as per a level

III qualification in the relevant subspecialties. However, a candidate who possess postgraduate qualifications like F.C.P.S., M.D; M.S. in General Medicine or General Surgery etc; is also eligible for appointment as Assistant Professor in the subspecialties if he has at least three years teaching experience in a recognized institute in the relevant subspecialty and then shall be promoted in the same subspecialties as Associate Professor and Professor with the requisite teaching experience as prescribed in these Regulations under the respective speciality. However for appointment as senior registrar in the subspecialty, there shall be no prerequisite of experience in that subspecialty only if the candidate already holds and qualifies for a position of senior registrar in General Medicine or General Surgery as the case may be. Once a holder of qualifications like F.C.P.S., M.D; M.S. in General Medicine or General Surgery etc; attains the post of Assistant Professor in a subspecialty than there shall be no preference given to specific subspecialty degree holder for subsequent posts.

20. For the purpose of appointment/promotion, the experience gained in one speciality shall not be counted for appointment/promotion in other speciality. For example experience gained in Orthopaedic Surgery cannot be counted for appointment/promotion in General Surgery. Similarly experience gained in cardiology etc; cannot be counted for appointment/promotion in General Medicine and vice versa. However if there is no separate Department of Cardiology, Neurology, Orthopaedics, etc. and the cases are dealt in the Department of Medicine and Surgery respectively then the experience gained of a subspeciality in such departments shall be counted as per recommendation of the Principal.
21. A Registrar/lecturer/ demonstrator/instructor shall be given preference while being considered for appointment as Senior Registrar/Senior Lecturer/Assistant Professor. The experience gained as Registrar/Lecturer/Demonstrator before the person has obtained postgraduate qualification required for appointment as senior Lecturer/Senior registrar shall not be counted towards appointment as Assistant Professor or beyond. Once a Registrar/lecturer/ demonstrator/instructor has obtained postgraduate qualification required for appointment as senior Lecturer/Senior registrar or Assistant Professor his teaching experience shall be counted as equivalent to Assistant Professor in a ratio of 1/4.
22. The experience gained as a Senior Registrar, inside or outside Pakistan in a recognized teaching hospitals, by a person with the requisite postgraduate qualifications such as F.C.P.S. etc; shall be counted as equivalent to Assistant Professor in a ratio of 1/2, for example two years experience as Senior Registrar with the requisite postgraduate qualifications be counted as equivalent to one year experience as Assistant Professor. After three years of teaching assignment as senior registrar, the experience of a senior registrar shall be counted equal to that of an assistant professor.
23. In exigencies and as a stop gap arrangement not exceeding two months, an Assistant Professor, on both the clinical and basic sciences, is temporarily eligible to hold the post of Head of a teaching department and shall temporarily be eligible to perform all the duties of the Professor of a teaching unit.
24. The teaching experience in the subject of Medical Jurisprudence gained in the medical colleges as Demonstrator be considered as equivalent to the experience of medico-legal work.

25. The holder of M. Phil (Microbiology), M. Phil (Chemical Pathology) , M. Phil (Histopathology) Mphil (microbiology) etc are eligible for appointment as Assistant Professor, Associate Professor and Professor in Pathology with requisite teaching experience. The holders of M. Phil (Pathology) are eligible for appointment as Assistant Professor of Histopathology.
26. The B.D.S. Graduates and postgraduates shall be eligible for appointment in basic medical sciences for the BDS courses. However a BDS graduate having done minimum M.Phil or level IIb qualification in any basic sciences subject in a university postgraduate program approved by the Council shall be eligible for teaching appointment for MBBS course.
27. Professor of Neuro-Surgery, Orthopaedic Surgery, Thoracic Surgery, Cardiac Surgery etc; cannot be designated as Head of Department of Surgery. Similarly Professor of Paediatrics, Cardiology etc; cannot be made Head of Department of Medicine. However, Professor of these specialities can be appointed as Principal of a Medical College.
28. The teaching experience of a full-time Instructor at Armed Forces Medical College shall be counted as equivalent to Assistant Professor, provided he possesses the requisite postgraduate qualifications for the post.
29. The Visiting/Associate Instructor or teacher or any adjunct faculty shall not be given any credit or experience certificate of teaching by PM&DC. Teaching experience shall only be acceptable of a faculty registered with PM&DC and engaged on full time basis in an institution recognised under the PM&DC Ordinance 1962.
30. The doctors possessing Level III qualification shall be appointed as Senior Registrar in the attached teaching hospitals of recognised medical and dental colleges and the person possessing the qualification of M.C.P.S. etc; can be appointed in the District and Tehsil Headquarters Hospitals. They may not be appointed as Senior Registrar in the teaching hospital except in the speciality of Radiology or Anaesthesia. However holders of MCPS in Radiology or Anaesthesia can be appointed as Assistant Professor but shall not be promoted further.
31. A senior Professor possessing all requisite qualifications and experience of a professor as laid down in these regulations can be appointed as a Principal by the institution or by the Government according to their rules and he may be the chief executive and over-all in charge of the college and attached teaching hospital . He should preferably have an administrative experience and qualification as well.
32. The University authorities can appoint a senior Professor as Dean according to their regulations and in consultation with PM&DC.
33. The Head of the Postgraduate Medical Institute has to be a Professor and can be designated as Dean.
34. The PM&DC does not approve the designation of the Administrator/Director for the Medical/Dental College or appointment of a non medical

person as incharge of a teaching institution or a hospital. Any such institution, which violates this regulation shall be proceeded against for derecognition under section 22 of the Ordinance 1962.

35. The Level III qualifications in the respective subject awarded by Pakistani Universities will be preferred over the equivalent qualifications obtained outside Pakistan for the purpose of appointment in the Medical/Dental Institutions in Pakistan.
36. The number of years of the teaching experience for appointment as Assistant Professor, Associate Professor, Professor will be the same for vertical and horizontal movements in the Undergraduate Medical Institutions and Postgraduate Medical Institutions of the country.
37. 50% posts of Assistant Professor be reserved for filling from amongst the Senior Registrars of the institution who possess Level III qualifications.
38. The post of senior Lecturer/Senior registrar is teaching cadre post and shall be considered as professorial teaching staff of the Medical College and shall be under the direct control of the Principal of the College.
39. The medical graduates with the qualification of M.Sc; M.Phil and Ph.D. in the clinical subject should not be made eligible for appointment as Assistant Professor, Associate Professor & Professor in the clinical subjects. However, this decision will not have any retrospective effect and persons who have already been appointed will not be affected adversely in accordance with the principle of natural justice.
40. Retirement and retention age of faculty in public colleges / universities shall be as per government policy and maximum age limit for faculty in private medical/dental college shall be seventy years. All other faculty rules of the Council shall apply. Only if a Professor attains the status of professor emeritus by a recognized university after due process under the international standards there being enough justification that the teaching and research shall suffer in his absence then upon interview and recommendation by the SRC which will contain a mention about his health status, the Council may allow him to continue to be in the faculty of a private sector medical college even after 70 years of age, however no more than one such person shall be allowed in one medical college.
41. Experience of Doctors on administrative duties in teaching institution or working in an institution related to medical education and possessing requisite postgraduate qualification in Community Medicine/Public Health and who are actually involved in some of the teaching/training/ /planning/implementation activity /programmes in medical education in addition to their administrative duties shall be counted as equal to half of the teaching experience of Assistant Professor (2:1) with effect from the date of original decision of the Council in this regard i.e. 9th & 10th September 1985.
42. Keeping in view the dearth of qualified persons in basic fields of dentistry-allied qualifications may be considered for appointment as faculty member. However the teachers would only get teaching experience in the subject he/she has taught. The allied subjects for appointment of

qualified teachers would be:

1. Dental Material- Operative Dentistry Prosthodontics .
 2. Oral Biology-Operative Dentistry, Orthodontics, Oral Surgery.
 3. Oral Pathology- Oral Surgery
 4. Oral Medicine- Oral Surgery
 5. Periodontology-Operative Dentistry
43. Experience of medical doctors with higher postgraduate qualification like M.Phil. Ph.D. etc., gained, in the department of Pharmacy of any HEC recognized public university may be recognized as teaching experience at the ratio of 2:1 equivalent to Assistant Professor of Pharmacology if the applicant had been selected and appointed on regular basis.
44. The Principal/ Dean of a medical college or a dental college will be a senior professor in medical sciences for a medical college and in dental sciences for a dental college and may be the chief executive of the attached medical/dental hospital. He shall function as per criteria of the Council. A dentist shall not be appointed as Principal or V.C of a medical college or a medical university even if on faculty.
45. All medical and dental institutions will be financially and administratively autonomous and there will be no dental sections rather there will be dental colleges.
46. A department will comprise of a Professor, Associate Professor, Assistant Professor, Senior Registrar/ senior lecturer and supporting staff as laid down by the Council ; otherwise it will be a division of a department.

SECTION -VI

REPEAL

The appointment of teachers regulations 2003 are hereby repealed

JIMS Regulations Annex-B

EOBI ACT Amendment 2010

Act

[1- EOB ACT 1976](#)

[2- STATUTORY NOTIFICATION \(S.R.O. 86 \(KE\)/2010\)](#)

[3- AMENDMENT in ACT XIV OF 1976 \(JULY 1, 2008\)](#)

[4- EMPLOYEES OLD-AGE BENEFITS ACT AMENDMENT \(ORDINANCE NO. XLVI OF 2002\)](#)

[5- AMENDMENT in ACT XIV OF 1976 \(JULY 1, 2006\)](#)

[6- DRAFT AMENDMENT IN EOB ACT XIV OF 1976](#)

[AMENDMENT in Act XIV of 1976 \(JULY 1, 2008\)](#)

In the Employees' Old-Age Benefits Institution Act, 1976 (XIV of 1976), the Following amendments shall be made, namely:-

(1) in section 1, in sub-section (4),

(a) in clause (i),

(i) For the word "ten" occurring twice, the word "five" shall be substituted

(ii) For the colon at the end, a full stop shall be substituted and thereafter the proviso shall be omitted; and

(b) in clause (ia) for the word "twenty", the word "five" shall be substituted;

(2) in section 9, in sub-section (1), for word "six" the word "five" shall be substituted;

(3) in section 22, in sub-section (2), in clause (ii) for the full stop at the end, a colon shall be substituted and thereafter the following proviso shall be added namely:-

"Provided that nothing in this section shall apply to an employee insured under this Act on or after 1st day of July, 2008."

(4) in section 47, clause (e) shall be omitted ; and

(5) In the Schedule,-

(a) for paragraph (2), the following shall be substituted, namely:-

"(2) The monthly wages of an insured person, referred to in paragraph (1), shall be calculated on the basis of wages on which contribution were paid in respect of the twelve calendar months immediately preceding the date on which insured person fulfils the conditions for entitlement to any benefits under this Act;

Provided that the old-age pension or invalidity pension payable to an insured person and survivor's pension payable to the survivors of the deceased insured person shall not be less than two thousand rupees per month for pension commencing on or after 1st day of July 2008."; and

(b) in paragraph (3) for the figure "2007" the figure "2008" shall be substituted.

[Top](#)

AMENDMENT in Act XIV of 1976 (JULY 1, 2006)

Amendments of Act XIV of 1976.—In the Employees' Old-age Benefits Act, 1976 (XIV of 1976), the following further amendments shall be made, namely:—

(1) in section 1, in sub-section (4), in clause (i),

(a) the word “or” at the end shall be omitted and the semicolon, shall be substituted by colon and thereafter the following proviso shall be added, namely:—

“Provided that for the industry or establishment set up on or after first day of July, 2006 the number of persons shall be enhanced from “ten” to “twenty”;

(b) in clause (ia) for the word “ten” the word “twenty” shall be substituted;

(2) in the Schedule, in paragraph (2), in proviso, for the words “one thousand” the words “one thousand and three hundred” and for the word and figure “January, 2005” the word and figure “July, 2006” shall be substituted.

[Top](#)

BRIEF ON AMENDMENTS FROM 1976 TO 2005

ISLAMABAD (August 28 2002) President General Pervez Musharraf has promulgated Employees' Old-age Benefits (Amendment) Ordinance, 2002 to further amend Employees' Old-age Benefits Act, 1976.

The Ordinance will come into force at once.

Following is the text of the Ordinance''

ORDINANCE NO. XLVI OF 2002.

AN ORDINANCE further to amend the Employees' Old-age Benefits Act, 1976

WHEREAS it is expedient further to amend the Employees' Old-age Benefits Act, 1976 (XIV of 1976), for the purposes hereinafter appearing;

AND WHEREAS the President is satisfied that circumstances exist which render it necessary to take immediate action;

NOW, THEREFORE, in pursuance of the Proclamation of Emergency of the fourteenth day of October, 1999, and the Provisional Constitution Order No 1 of 1999, read with the Provisional Constitutional (Amendment) Order No 9 of 1999 and in exercise of all powers enabling him in that behalf, the President of the Islamic Republic of Pakistan is pleased to make and promulgate the following Ordinance:-

1. Short title and commencement (1) This Ordinance may be called the Employees' Old-age Benefits (Amendment) Ordinance, 2002.

(2) It shall come into force at once.

2. Amendment of section 2, Act XIV of 1976.- In the Employees' Old-age Benefits Act, 1976 (XIV of 1976), hereinafter referred to as the said Act, in section 2,-

(a) in clause (a) for the word "widow's" the word "Survivor's" shall be substituted; and

(b) for clause (oa) the following shall be substituted, namely;

"(oa)" "self-assessment scheme means a self-assessment scheme for which the employer has opted and applied to the Institution on such form as prescribed."

3. Amendment of section 8, Act XIV of 1976.- In the said Act, in section

(a) in clause (a), the word "and" at the end shall be omitted;

(b) in clause (b), for the it'll stop the semicolon and the word"; and shall be substituted; and

(c) after clause (b), amended as aforesaid, following new clause shall be added, namely;-

"(c) to co-opt any other technical person by name as member on the Board for a specific purpose and for such limited period as decided by the Board."

4. Amendment of section 9, Act XIV of 1976.- In the said Act, in section 9-(a) in sub-section (1),-

(i) in the second proviso, for the word "pension" the words "old-age pension" shall be substituted; and

(ii) for the third proviso, the following shall be substituted, namely:- "Provided also that in case an employer opts for self-assessment scheme, he shall be liable to pay fixed amount of one hundred and fifty rupees in respect of every person in this insurable employment irrespective of his wages or emoluments, and the wages for the purpose of calculation of benefits shall be treated as three thousand rupees per month."; and

(b) in sub-section (3) for the word "contribution" the words "employer's share of contribution" shall be substituted.

5. Amendment of section 12, Act XIV of 1976.- In the said Act, in section 12,

(a) in sub-section (1), in clause (c), for the colon a full stop shall be substituted and the provision shall be omitted; and

(b) for sub-section (2) the following shall be substituted, namely: -

"(2) The official referred to in section (1) shall not ordinarily demand production of account books and other documents referred to in clause (b) of sub-section (1) for more than two years and shall be bound to secrecy as regards all matters with which he becomes acquainted in the performance of his duties and which do not relate to matters provided for in this Act:

Provided that checking of record in case of those employers who have not opted for Self-Assessment Scheme shall only be done once in a year, with fifteen day's prior notice, by an officer not below the rank of Assistant Director."

6. Insertion of new section 12A, Act XIV of 1976.- In the said Act, after section 12, the following new section 12A shall be inserted, namely:-

"12A, Self Assessment Scheme, (I) Any employers may opt and apply for registration under the self-assessment scheme to the Institution by declaring the number of employees and their required

particulars on the prescribed form. The declaration so made shall be accepted without any question provided no demand of contributions previously created remains outstanding against such empl

(2) Any employers who is already registered under normal pension scheme and opts for registration under self assessment scheme shall not decrease the total amount of contributions and number of insured persons already registered immediately prior to exercising his option for self assessment scheme.

(3) The employer shall ensure that the amount of contribution and number of registered insured workers declared by him shall not decrease during the period of two years of self-assessment scheme.

(4) The officials of the Institution shall not enquire into or inspect any establishment which has opted for self-assessment scheme for a period of two years from the date of submission of application for ascertaining the amount of the contribution and number of insured persons.

(5) At expiry of two years period, if the employer wishes to continue on self-assessment scheme, one time checking of the record shall be done, as provided in sub-section (1) of section 12, by an officer not below the rank of Deputy Director and no question will be asked about the previous years."

7. Amendment of section 21, Act XIV of 1976.- in the said Act, for section 21 the following shall be substituted, namely;-

"21. The Institution shall, at intervals of not more than three years, have an actuarial valuation made in the prescribed manner of its assets and liabilities and no change in rate of contribution or benefit under this Act shall be made without proper actuarial valuation."

8. Amendment of section 22, Act XIV of 1976.- In the said Acts, in section 22.-

(a) in sub-section (1),-

(i) In the first proviso, in clause (b) for the word "payable" the word "paid" shall be substituted;

(ii) in second proviso, for the semicolon, at the end, a colon shall be substituted; and

(iii) after the second proviso, amend as aforesaid, the following shall be added, namely;-

"Provided also that where the employee was insured under the provisions of this Act on or before 30th June 2002, and contributions payable under the Act by the employer prior to 30th June, 2002, in respect of said insured person had not been paid, the insured person shall enjoy the rights under this Act as if for the word "payable" the word "paid" were not substituted:

"Provided further that where the contribution under section 9B is paid regularly by the insured person himself in accordance with prescribed procedure, his entitlement to the benefit shall not be affected by default in payment of employer's share of contribution under section 9."; and

(b) in sub-section (2C), in clause (c), for the word "payable" the word "paid" shall be substituted,

9. Amendment of section 22-A, Act XIV of 1976.- In the said Act, in section 22A,

(a) for the word "payable" occurring twice the word "paid" shall be substituted; and

(b) for the full stop, at the end, a colon shall be substituted and thereafter the following provisos shall be added, namely:-

"Provided that where the employee was insured under the provision of this Act on or before 30th June 2002, and contributions payable under the Act by the employer prior to 30th June 2002 in respect of

said insured person had not been paid, the insured person shall enjoy the rights under this Act as if for the word "payable" the word "paid" were not substituted:

Provided further that where the contribution under section 9B is paid regularly by the insured person himself in accordance with prescribed procedure, his entitlement to the benefit shall not be affected by default in payment of employer's share of contribution under section 9."

10. Amendment of section 23, Act XIV of 1976.- In the said Act, in section 23,-

(a) for the word "payable" wherever occurring the word "paid" shall be substituted; and

(b) in sub-section (1), for the full stop, at the end, the colon shall be substituted and thereafter the following provisos shall be added, namely:-

"Provided that where the employee was insured under the provision of this Act on or before 30th June 2002, and the contribution payable under the Act by the employer prior to 30th June 2002, in respect of said insured person had not been paid, the insured person shall enjoy the rights under this Act as if for the word "payable" the word "paid" were not substituted in clause (a) and (b):

Provided further that where the contribution under section 9B is paid regularly by the insured person himself in accordance with prescribed procedure, his entitlement to the benefit shall not be affected by default in payment of employer's share of contribution under section 9."

11. Amendment of section 37, Act XIV of 1976.- In the said Act, in section 37 in clause (c), for the word "contribution" the words "employer's share of contribution" shall be substituted.

12. Amendment of section 44, Act XIV of 1976.- in the said Act, in section 44, in sub-section (2), in clause (1), for the word "Chairman" the word "President" shall be substituted.-APP

[Top](#)

DRAFT AMENDMENT IN EOB ACT XIV OF 1976

Whereas it is expedient further to amend the Employees Old Age Benefits Act, 1976 for the purposes hereinafter appearing;

It is hereby enacted as follows: -

1. Short title, extent and commencement:

(1) This Act may be called the Employees' Old-Age Benefits (Amendment) Act, 2003.

(2) It extends to the whole of Pakistan.

(3) It shall come into force at once.

2. Insertions in Section 2 Act XIV of 1976

(1) In Section 2 after sub-section (m) two new sub-sections will be inserted as under:

(ma) “Region” means an administrative unit of the Institution.

(mb) “Regional Head” means an officer who is in-charge/ head of the Region.

(mc) “Zonal Head” means an officer who is in-charge /head of the Zone.

(md) “Zone” means an administrative unit of the Institution which supervises/monitors the Regions

under its administrative control.

(2) In Section 2 after Sub-section (oa) the following two sub-sections shall be inserted:

(ob) “Seasonal Industry” means any industry dealing with

i) sugar manufacturing,

ii) cotton ginning,

iii) oil extraction,

iv) rice shelling and husking,

v) tobacco leaf processing,

vi) date processing and

vii) citrus fruit juice extraction,

(oc) “Universal Self-Assessment Scheme” means a scheme, for which the employer has opted and applied to the Institution on prescribed form, under section 12B of the Act and himself makes assessment of the contribution due from him, in the prescribed manner,

3. Amendment in Section 9, of EOB Act XIV of 1976

(1) Sub-section (1) of section 9 of the Act will be substituted as under

“On or after the first day of July 1976, contribution shall be payable every month by the employer to the Institution

in respect of every person in his insurable employment, at rate

as specified hereunder:

(a) An employer who opts neither for self Assessment Scheme nor for Universal Self Assessment

Scheme, at the rate of 5% of his wages in the prescribed manner.

Provided that no contribution shall be payable on so much of an insured person's wages as is in excess of

five thousand rupees;

(b) An employer who opts for self-Assessment Scheme at the rate of Rs. 150/=, in prescribed manner.

(c) An employer who opts for Universal Self-Assessment Scheme under Sect. 12B, at rates as

specified in the Schedule-II

Provided that no contributions shall be payable in respect of an insured person who is in receipt of pension under this Act or has attained the age of sixty years, or fifty-five years in the case of a woman.

4. Amendment in section 9B of the Act,

Section 9B of the Act, shall be substituted as under:

(1) On and from the first day of July, 2001, the contribution shall be payable every month by an insured person employed in an establishment or industry not covered under universal self-assessment scheme, at the rate of twenty rupees in the prescribed manner

(2) On and from the first day of July, 2004, the contribution shall be payable every month by an insured person employed in establishment or industry covered under Universal Self-Assessment Scheme, at the rate as specified in schedule-II in the prescribed manner

(3) The employer may deduct the share of insured person's contribution from his wages and shall deposit in prescribed manner from the dates specified in clauses (1) and (2) above.

5. Insertion of Section 11A

After section 11, following new section shall be inserted: -

11-A Protection for Self-Registration:

(1) No employee making application under self-registration scheme, in the prescribed manners, on the basis of bona fide particulars, facts and evidence shall be terminated or dismissed without intimation to the officer of EOBI holding jurisdiction on the employer giving the reasons for such termination or dismissal along with copy of enquiry report and order of Competent Authority.

(2) The termination or dismissal of an employee who, being eligible for registration, applied for self registration; without proper service of order to the concerned officer of EOBI shall be deemed void for the purpose of EOBI Act, 1976 and the employer shall continue to be liable to pay contribution in respect of said employee in accordance with the provisions of the Act.

Provided that above provision shall not be applicable to an employee who has been dismissed or terminated for the reasons other than the intention of inflicting punishment for seeking self registration.

(3) Where the Regional Head has reasons to believe that an employee who submitted application as mentioned in sub-section (1) has been terminated or dismissed solely for submission of application for self-registration, he may pass the order to determine the liability of the employer for payment of contribution and report the case to the Labour Department for suitable action under the law.

(4) Both the employer, who terminates and the employee whose services are terminated, for the aforesaid reasons, may file petition, review and appeals under section 33, 34 and 35 of the Act XIV, 1976.

6. Re-numbering of existing Section 11A

The existing section 11A shall be renumbered as section 11B.

7. Insertion of Sub-Section (4) in Section 12 of the Act, 1976

In section 12 after sub-section (3) new sub-section (4) will be added, namely

“Notwithstanding any thing contrary in subsection (2), in case of miss-reporting, miss-declaration of facts regarding wages paid or number of employees by the employer or underassessment of contribution proved by clear and convincing evidence in connivance with the officer of the Institution, resulting in incorrect determination of liability, re-assessment may be made after approval of Zonal Head after rechecking of record and evidence by an officer not below the rank of Deputy Director.”

Provided that no re-assessment shall be allowed after expiry of two years from the date of assessment order under Sub-Section (3) of Section 12.

8. Amendment in Section 12 A. of the Act, 1976

(1) In subsection (1) of section 12A the following proviso shall be added, namely:

“Provided that the option to apply for self assessment scheme, as mentioned above, shall not be available after commencement of Universal Self-Assessment Scheme.”

(2) The sub-section (5) of the Section 12 A of the said Act shall be substituted as under:

“An employer, who has already opted for Self-Assessment Scheme under the provisions of the Act, may continue to pay contribution under Self-Assessment Scheme until expiry of the two years from the effective date of the option or opt for Universal Self Assessment Scheme before expiry of said two years.

9. Insertion of Section 12B, Act XIV of 1976

In the said act after section 12 following new section shall be inserted, namely: -

12B “Universal Self-assessment scheme”

(1) Any employer may opt and apply for registration under the universal self assessment scheme to the Institution by declaring the number of employees and their required particulars on the prescribed form. The Institution shall accept the declaration so made by the employers, provided that the number of employees declared and amount of contribution paid is not less than the amount payable in the preceding year.

(2) Under the universal self-assessment scheme, only 10% of the total cases of employers, shall be selected each year, on the basis of random or parametric selection or on the basis of evidence for under statement by the Zonal Head before a specified date, for inspection and verification of Books of Accounts under the provisions of the Section 12 of the said act.

(3) An employer who has opted for registration under the Universal Self-Assessment Scheme, may vary the number of employees for whom he is paying EOB Contribution subject to verification of his books of accounts by an authorized officer of the Institution not below the rank of Assistant Director.

10. Amendment in Section 22 of Act, Act XIV of 1976

(1) In sub-section (1) of section 22 the word “Schedule” shall be substituted word “Schedule-I”.

(2) Sub-section (1) of section 22 shall be substituted as under:

(1) An insured person shall be entitled to a monthly old-age pension at the rate specified in the

schedule.

Provided that:-

(a) he is over sixty years of age, or 55 years in the case of a woman; and

(b) contributions in respect of him were paid for not less than fifteen years.

(c) the age specified in clause (a) will be reduced by five years in the case of an insured person

employed in the occupation of mining for at least ten years immediately preceding retirement.

(d) in case an insured person has worked at least for seven years in a seasonal industry before his

retirement, clause (b) of subsection (1) shall have effect as if for the word "fifteen" therein the word

"ten" were substituted.

Provided also that where the employee was insured under the provisions of this Act on or before 30th June 2002, and contributions payable under the Act by the employer prior to 30th June, 2002, in respect of said insured person had not been paid, the insured person shall enjoy the rights under this Act as if for the word "payable" the word "paid" were not substituted:

"Provided further that where the contribution under section 9B is paid regularly by the insured person himself in accordance with prescribed procedure, his entitlement to the benefit shall not be affected by default in payment of employer's share of contribution under section 9" and

(3) Subsection (2) of Section 22 of the Act shall be omitted.

11. Amendment in Section 22B of the Act XIV of 1976

In subsection (1) and (1A) after words "the minimum pension" words "as per schedule-I" will be inserted

12. Insertion of Section 22C of the Act, (Act XIV of 1976)

Section 22C:

Death Grant.

(1) In case of death of an insured person, while in insurable employment, before completion of 36 months of insurable employment, but not less than 24 months, the surviving spouse shall be entitled to a death grant payable in lump sum equal to one month average wages for every completed year of insurable employment or part thereof in excess of six months.

(2) In case of death of an insured person, while not in insurable employment, before completion of five years of insurable employment, but not less than two years, the surviving spouse shall be entitled to a death grant payable in lump sum equal to one month average wages for every completed year of insurable employment or part thereof in excess of six months.

13. Amendment in section 23 of the Act XIV of 1976

In subsection (1) the word "Schedule" will be substituted by word "schedule-I"

14. Amendment in Section 33 of Act XIV of 1976

In clause (ee) of section 33 after word "establishment" semi colon shall be omitted and a comma & words "or registration under section 11 A" shall be inserted.

15 Amendment in Section 35 of Act XIV of 1976

In Section 35 of the Act the full stop after the word “Board” shall be omitted and the following words shall

be added:

“and endorse a copy thereof to the Zonal Head, against whose order the appeal is preferred.”

16. Amendment in Schedule

The schedule appended with the Act, shall be substituted with Schedule-I, namely:

SCHEDULE-I

(See Section 22 & 23)

(1) The monthly rate of old-age pension, survivors pension or invalidity pension payable to an insured person employed in establishment not registered in self-assessment scheme, under section 12A or universal self-Assessment scheme under section 12B shall be calculated in accordance with the following formula, namely:-

Average monthly wages x Number of years of insurable employment

50

(2) The average monthly wages of an insured person referred to in paragraph (1) shall be calculated on the basis of wages on which contributions were paid in respect of the twelve calendar months, immediately preceding the date on which the insured person fulfils the conditions specified in section 22 of section 23 as the case may be:

(3) The monthly rate of the old-age pension, survivor’s pension or invalidity pension payable to an insured person employed in an establishment registered in Self Assessment Scheme under section 12A shall be calculated in accordance with the following formula, namely

Rs. 3000 x Number of years of insurable employment

50

(4) The old age pension, survivor’s pension or invalidity pension payable to an insured person referred in paragraph (1) & (3) above, shall not be less than seven hundreds rupees per month for pension commencing on or after the first day of July, 2001

(5) Subject to paragraph (7) and (8) , herein below, the monthly rate of Old-age Pension, Survivors’ pension or Invalidity pension payable to an insured person employed in establishment registered under universal self-Assessment scheme under section 12B, shall be determined on the basis of the following table:-

TABLE

Year	Basic Rate of Old age pension, Survivors pension and Invalidity pension	Additional pension for each year of I/E in excess of 15 years
2004- 2005	Rs.710/-	Rs.20/-
2005- 2006	Rs.710/-	Rs.20/-
2006- 2007	Rs.720/-	Rs.21/-
2007- 2008	Rs.720/-	Rs.21/-
2008-	Rs.735/-	Rs.23/-

2009		
2010- 2011	Rs.735/-	Rs.23/-
2011- 2012	Rs.750/-	Rs.25/-
2011- 2012	Rs.750/-	Rs.25/-

(6) A period of six months or more of insurable employment shall be treated as one full year, insurable employment completed by the insured person after becoming entitled to old-age pension.

(7)) The rate of Old-age Pension, Survivors' pension or Invalidity pension in respect of an insured person who is employed in an establishment registered under Universal self assessment scheme under section 12B and fulfils all the three of the following conditions, shall be computed in accordance with paragraph(8):

(a) He was in insurable employment on the date of introduction of universal self assessment scheme,

(b) Contribution in respect of him were received by the Institution for at least 36 months prior to the

date of introduction of the of universal self assessment scheme,

(c) He became entitled to a pension during the period of 5 years following the introduction of the of

universal self assessment scheme,

(8) The rate of monthly Old-age Pension, Survivor's pension or Invalidity pension in respect of an insured

person who fulfils the conditions specified in paragraph (7), shall be the greater of (A) and (B), below

(A) The Pension calculated in accordance with the table given in paragraph (5), above,

(B) is the sum of:

(a) (Average monthly wages) X (Number of years of insurable employment completed up to the date of introduction of USAS)

50

and

(b) (Number of years of insurable employment completed after introduction of USAS) X (the applicable basic rate of OAP,SP,IP specified in table given in paragraph (5))

15

17. Insertion of Schedule-II in the Act, 1976

The following Schedule II shall be appended to the Act:

Schedule-II

(See Sections 9(1)(c) & 9B)

The employer and insured person of an establishment or Industry registered in Universal Self-Assessment Scheme under Section 12B, shall pay contribution at the rates as specified in the following table:-

TABLE

Year	Monthly Contribution		
	Employer's Share of Contribution	Employees share of Contribution	
2004- 2005	Rs. 160/	Rs. 25/-	
2005- 2006	Rs. 160/	Rs. 25/-	
2006- 2007	Rs. 175/	Rs. 30/-	
2007- 2008	Rs. 175/	Rs. 30/-	
2008- 2009	Rs. 195/	Rs. 35/-	
2010- 2011	Rs. 195/	Rs. 35/-	
2011- 2012	Rs. 220/	Rs. 40/-	
2011- 2012	Rs. 220/	Rs. 40/-	

Rules & Regulations

Registration of Employers & Insured Persons under Employees' Old-Age Benefits Rules 1976

S.R.O. 709(1)/76, dated 12th July 1976: In exercise of the powers conferred by Section 44 of the Employees' Old-Age Benefits Act, 1976 (XIV of 1976).

- **Short title and commencement:**

- (1) These rules may be called the Employees' Old-Age Benefits (Registration of Employers & Insured Persons) Rules, 1976
- (2) They shall come into force at once.

- **Definitions:**

In these rules, 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 rules
- (c) "Institution" means the Employees' Old-Age Benefits Institution exercising and

performing the powers and functions of the Institution under the Act.

- **Registration of employers and insured persons:**

- (1) An employer shall before expiration of thirty days from the day on which the Act becomes applicable to the industry or establishment in respect of which he is the employer, communicate to the Institution the name and particulars of the industry or establishment in Form PR-01 and of every insured person employed therein in Form PE-01 and, in the case of Form PE-01, give the receipt appended to the Form to the insured persons.
- (2) An insured person may also communicate his name and other particulars to the Institution in Form

PE-02..
- (3) On receipt of the requisite particulars in Forms PR-01 and PE-01 from an employer, the Institution shall register the name of the industry or establishment in respect of which he is the employer and of the insured person and issue to the employer a Certificate of Registration in Form PI-02 and to each insured person a Registration Card in Form PI-03.
- (4) The institution may send the Registration Card in Form PI-03 to the employer for delivery to the insured person to whom it relates.

Rule 1 Registration of Employees

Rule 2 Audit/Accounts

Rules & Regulations

Audit and Accounts under Employees' Old-Age Benefits Rules

S.R.O. 349 (1)/77, dated 19th March, 1977: In exercise of the powers conferred by Section 44 of the Employees' Old-Age Benefits Act,

1976 (XIV of 1976), the Federal Government is pleased to make the following rules, namely:-

- **Short title and commencement:**

(1) These rules may be called the Employees' Old-Age Benefits (Audit and Accounts) Rules, 1977.

(2) They shall come into force at once.

- **Definitions:**

In these rules, unless there is anything repugnant in the subject or context,-

(a) "Act" means the Employees' Old-Age Benefits Act, 1976 (XIV of 1976);

(b) "accounting year" means a financial year;

(c) "Form" means form appended to these rules;

(d) "Institution" means the Employees' Old-Age Benefits Institution nominated under Section 4 of the Act;

(e) "market value" means, in respect of any asset, the market value thereof as ascertained from published market quotations or, if there be no such quotations its fair value as between willing buyer and willing seller; and

(f) "subsidiary company" or "corporation" means any company or corporation in which either-

(i) The Institution holds more than 50% of the ordinary share capital of the company or corporation; or

(ii) in respect of which the institution can legally control its management.

- **Balance Sheet and statement of loans and investments:**

(1) The balance-sheet and the statement of loans and investments may be in any form, but shall show either on its face or in notes and statements annexed thereto the information contained in Form PI-04 and Form PI-05, respectively.

(2) A statement showing the sources and application of funds during the accounting

year shall be appended to the balance-sheet.

(3) In arriving at amounts receivable in the balance-sheet or in any note, statement or report annexed thereto, amounts currently receivable from one person may be included net of amounts currently payable to that person and in arriving at amounts payable in the balance-sheet or in any statement, note or report annexed thereto, amounts currently payable to any one person may be included net of amounts currently receivable from that person but, if this be done, there shall be stated the fact amounts payable and receivable have been shown on this basis. Subject to the foregoing, all other amounts receivable and amounts payable shall be shown in the balance-sheet, or in any note, statement or report annexed thereto, as gross amounts.

(4) Where the amount of any assets shown in the balance sheet or in any note, statement or report annexed thereto includes an amount of shares, loans, debentures or other indebtedness in respect of the Head of the Institution, any member, actuary or auditor of the Institution or any firm or company in which the Head of the Institution, any member, actuary or auditors of the Institution has any personal interest as proprietor, partner, share-holder, manager or managing agent, the aggregate of such assets under each head of the balance-sheet shall be shown separately either on the face of the balance sheet or by way of a note.

(5) The balance-sheet shall contain the following certificates, namely:-

(i) A certificate, signed by the persons required to sign the accounts under sub-rule (3) of rule 5, explaining as to how the values of the investment in stock and shares as shown in the balance-sheet have been arrived at, and as to how the market value thereof has been ascertained for the purpose of comparison with the values so shown;

(ii) A certificate, signed by the persons required to sign the accounts under sub-rule (3) of rule 5, certifying that the values of all assets have been reviewed as at the date of the balance-sheet and that in their belief the assets set forth therein are shown in the aggregate at amounts not exceeding their realizable or market value in Form PI-04:

Provided that if they are unable to certify that the assets set forth in the balance-sheet are shown as aforesaid, a full explanation of the basis upon which the values shown in the balance sheet have been assessed shall be given in the certificate;

iii) A certificate, signed by the persons required to sign the accounts under sub-rule (3) of rule 5 and by the auditors, certifying that no part of the assets of the Fund has been directly or indirectly applied in contravention of the provisions of the Act relating to the said Fund;

(vi) A certificate, signed by the auditors (which shall be in addition to any other Certificate or report which they are required to give with respect to the balance sheet), certifying that they have verified the cash balances and the securities relating to the Institution's loans and investments either by physical checking or on the basis of a certificate issued by the banker or an agency competent to hold securities.

(6) If the values shown in Form PI-05 in respect of "holdings in subsidiary companies or corporations" and: land and landed properties" have increased since the last previous balance-sheet, the certificate required under clause (ii) of sub-rule (4) shall state the amount of every increase not solely due to the cost of subsequent additions or, as respects holdings in subsidiary companies or corporations, to increased profits, and shall contain an explanation therefore.

- **Revenue account:**

(1) The revenue account shall show the Fund at the beginning of the accounting period , the income and outgo during the accounting period and the Fund at the end of the period and such account may be in any form but shall show either on its face or in notes and statements annexed thereto the information contained in Form PI-06.

(2) The items on the income side of the revenue account must relate to income, whether actually received or not, and the items on the expenditure side must relate to expenditure, whether actually paid or not.

(3) Any office premises which form part of the assets of the Institution must be treated as an income earning investment, and accordingly in the income side of the revenue account a fair rent for the premises must be included under the heading “interest, dividends and rents, and in the expenditure side a proper charge for any use thereof by the Institution itself must be included under the heading “expenses of management’.

(4) Any expenses incurred or disbursed for the purposes of the Act by any body corporate nominated under sub-section (1) of Section 5 of the Act shall be included under the appropriate headings under “expenses of management” in the expenditure side of the revenue account; any such expenses incurred or disbursed in respect of any period prior the 1st day of July, 1976 , shall be included in the first revenue account of the Institution as “preliminary, formation and development expenses” under the heading “other items” on the expenditure side.

- **Audit:**

(1) The accounts of Institution required to be prepared in pursuance of these rules and every note, statement, certificate and report permitted or required to be annexed thereto shall be audited by the auditors competent to audit accounts of a public limited company incorporated under the Companies Act, 1913 (VII of 1913) , who shall prepare a report thereon and submit it to the Board stating therein whether or not in their opinion the accounts and the notice, statements and reports annexed thereto have been properly prepared under the provisions of these rules and whether or not in their opinion and according to the information and explanations they have received, the certificates required or permitted to be given under clause (ii) of sub-rule (4) of rule 3 and Note (b) in Form PI-05 have been properly prepared in accordance with the provisions of these rules and whether or not in their opinion and according to the information and explanations they have received it was reasonable for the persons giving these certificates to have arrived at the opinions therein stated.

(2) For the purpose of these rules, a loan shall be deemed to fall due for re-payment, and an installment of a loan shall be deemed to fall due for payment, on the earliest date on which the lender could require repayment or, as the case may be, payment, if he exercised all options and rights available to him.

(3) The accounts shall be signed by the Head of the Institution and by the Chairman and at least one other member.

(4) The auditors shall forward to the Board their report together with an audited copy of the accounts within six months of the end of the accounting year, or within such extended period as the Board may, with the prior approval of the Federal Government, allow.

- **General:**

(1) The first balance-sheet and statement of loans and investments of the Institution shall be prepared as on the 30th June, 1977, and the first revenue account of the Institution shall be prepared for the accounting year commencing on the 1st July , 1976.

(2) The accounts required to be prepared in pursuance of these rules and all notes, statements, certificates and reports permitted or required to be annexed thereto shall give a true and fair view of the state of affairs of the Institution as at the end of the accounting year and of its revenue for the accounting year and the previous accounting year's figures shall be shown for the purpose of comparison.

Provided that such accounts, notes, statements, certificates and reports shall not be deemed not to give such a true and fair view by reason only of the fact that the amount at which any asset of the Institution has been included in the balance-sheet is less than the full value of that asset.

(3) All amounts which are required to be shown in the accounts or in any note, statement, certificate or report permitted or required to be annexed thereto shall be shown in rupees but may be shown to the nearest one thousand rupees and the basis on which foreign currencies have been converted into rupees, where the amount affected is material, shall be stated in a statement annexed to the accounts.

(Form PI-04)

EMPLOYEES' OLD-AGE BEBEFITS INSTITUTION

BALANCE SHEET AS ON THE 30TH JUNE, 20-----

FUNDS AND LIABILITIES	ASSETS
-----------------------	--------

1. Employees' Old-Age Benefits Fund	...	1. Loans (Other than loans to employees) and investments (b)
2. Investment Reserve Account	...	2. Loans to Employees
3. Other Reserve Accounts (Each head to be specified)	...	Less: Provision for bad and doubtful debts
4. Long Term Liabilities (a)	...	3. Outstanding Contributions (c)
(i) Loans	...	Less: Provision for bad and doubtful debts.
(ii) Debentures	...	4. Interest, Dividends and Rents Outstanding (c)
(iii) Others (Each head to be Specified)	...	Less: Provision for bad and doubtful debts
5. Current Liabilities (a)	...	5. Interest, Dividends and Rents accruing but not due (for doubtful recoveries.
(i) For Allowances Due and Unpaid	...	6. Sundry Debtors, including deposits and pre-payments
(ii) For Purchases	...	Less: Provision for bad and doubtful debts.
(iii) For Services	...	7. Cash:
(iv) For Taxes	...	(i) At Bankers on Deposit Account
(v) Others (Each head to be specified)	...	(ii) At Bankers at Call and Short Notice.
6. Contingent Liabilities (e)	...	(iii) At Bankers in Current Account
		(iv) In Hand
		8. Furniture, Fixtures and Office Equipment
		Less: Depreciation
		9. Vehicles
		Less: Depreciation
		10. Other Accounts (Each Head to be Specified) (d)

Rule 3 Contribution

Rules & Regulations

Contributions under Employees' Old-Age Benefits Rules 1976

S.R.O. 802(1)76, dated 9th August, 1976: In exercise of the powers conferred by Section 44 of the Employees' Old-Age Benefits Act, 1976 (XIV of 1976), the Federal Government is pleased to make the following rules, namely:-

- **Short title and commencement:**

- (1) These rules may be called the Employees' Old-Age Benefits (Contributions) Rules, 1976.
- (2) They shall come into force at once.

- **Definitions:**

In these rules, unless there is anything repugnant in the subject or context:-

- (a) "Act" means the Employees' Old-Age Benefits Act, 1976 (XIV of 1976);
- (aa) "contributions" means the contributions, payable by the employer, consisting of the employers' share of contribution, under section 9 of the Act and the insured persons' share of contributions, under section 9B of the Act;"
- (b) "Form" means a form annexed to these rules;
- (c) "Institution" means the Employees' Old-Age Benefits Institution exercising and performing the powers and functions of the Institution under the Act;
- (d) "month" means Calendar month: and
- (e) "Pass Book" means the Pass Book, as set out in Form PR-11 to be issued to an insured person by the employer.

- **Contributions:**

- (1) Subject to sub-section (1) of the section 9 and section 9B of the Act and sub-rules(4) to (8), contributions shall be payable on and from the date , on which the

Act becomes applicable to the employer.

- (2) Contributions, falling due, at the end of the month, to which they relate, shall be paid not later than the 15th of the next following month.
- (3) For the purpose of computing the contribution, payable every month, at the rate specified in sub-section (1) of section 9 of the Act, the wage of every person, in insurable employment, for that month shall be rounded off to the nearest rupee, that is to say fifty paise or above shall be treated as one rupee and less than fifty paise shall be ignored. The amount of contributions, payable on the total wages of all persons, in insurable employment for the month shall, in like manner, be rounded off to the nearest rupee.
- (4) The employer shall deduct, every month the amount of the insured persons' contribution, payable under section 9B of the Act from his wages.
- (5) Where wages are received partly in cash and partly in kind, the employer may deduct, the insured persons' contributions, due for the period from the amount of the wages paid in cash.

If no part of the wages of insured person is payable in cash, the employer may deduct the insured persons' contribution from any other payment that he may be liable to make to his employee.

- (6) Contributions shall be paid, into the Collection Accounts of the Institution, in the banks authorized, for the purpose through EOB I Contributions Payment Slips as set out in Form PR_03 in quadruplicate, by using separate slips, for each Branch or Sub-Office of an industry or establishment. The employer shall invariably enter the particulars, regarding payment of contribution, in the Pass Book of respective insured person.
- (7) The employer shall file with the institution, information at the time of registration and thereafter in the month of July every year as set out in form PR-02 for Self-assessment Scheme and in Form PR-02 for Self-Assessment Scheme and in Form PR-02A for normal scheme along with copy of paid challan as set out in form PR-03. The particulars so submitted shall be treated unchanged constantly until any change is intimated as set out in Form PR-02B.
- (8) If the employer does not deduct or deposit the insured persons' contribution payable under section 9B of the Act, the registered insured person can deposit, his own share of contribution in Challan as set out in Form Pr-03A and produce a copy of paid Challan along with Pass Book to the nearest office of the Institution for entry of the particulars regarding payment. The Incharge of said office shall acknowledge the receipt on the basis of paid challan, determine the jurisdiction of the establishment and pass on to concerned office of the Institution a copy of the challan collected from the concerned bank for further action under the Act.
- (9) The payment of contribution made by the employers shall be acknowledged.

- **Non-payment of contributions on due dates:**

If the employer fails to deduct the employee's contribution or pay contribution on due date, the amount payable, shall be increased by two per cent of such amount for every month or part of a month for which the amount is in arrears:

Provided that the said increase shall not exceed fifty per cent of the contribution.

Rule 4 BOT

Rules & Regulations

Board of Trustees under Employees' Old-Age Benefits Rule 1977

S.R.O. 438 (1)/77, dated 12th May, 1977: In exercise of the powers conferred by Section 44 of the Employees' Old-Age Benefits Act, 1976 (XIV of 1976), the Federal Government is pleased to make the following rules, namely:-

- **Short title and commencement:**

(1) These rules may be called the Employees' Old-Age Benefits (Board of Trustees) Rules, 1977.

(2) They shall come into force at once.

- **Definitions:**

In these rules, unless there is anything repugnant in the subject or context:-

(a) "Act" means the Employees' Old-Age Benefits Act, 1976 (XIV of 1976);

(b) "Institution" means the Employees' Old-Age Benefits Institution nominated under Section 5;

(c) "Chairman" means the Chairman of the Board;

(d) "meeting" means a meeting of the Board;

(e) "section" means a section of the Act; and

(f) words and expressions used but not defined in these rules shall have the meanings assigned to them respectively in the Act.

- **Terms of office of members:**

(1) Members appointed under clause (b) of sub-section (1) of Section 7 shall hold office during the pleasure of the Federal

Government and the members appointed under clause (c) of the said sub-section (1) shall hold office during the pleasure of the Provincial Government concerned.

(2) Members appointed under clauses (d) and (e) of sub-section (1) of Section 7 shall hold office for a term of two years, and each such member shall continue to hold office after the expiry of his term until his successor is appointed and shall be eligible for re-appointment.

(3) A casual vacancy in the membership of the Board shall be filled by nomination by the Federal Government and the member nominated to fill such vacancy shall hold office for the un-expired term of office of his predecessor or the period of absence, but not beyond the date of expiry of the term.

(4) A member shall cease to be member if he absents himself from three consecutive meetings of the Board without leave of absence from the Chairman or, in the absence of the Chairman of the Federal Government.

(5) A member appointed under clause (b) or clause (c) of sub-section (1) of Section 7 may, by writing under his hand addressed to the Government which he represents, resign his office.

(6) A member appointed under clause (d), clause (e) or clause (f) of sub-section (1) of Section 7 may, by writing under his hand addressed to the Chairman, resign his office.

(7) No act or proceeding of the Board shall be invalid merely on the ground of the existence of any vacancy in, or any defect in the constitution of the Board.

- **Procedure for appointment of members under clauses (d) and (e) of sub-section (1) of Section 7 of the Act:**

(1) The Federal Government shall, in consultation with the Provincial Governments, publish in the office Gazette two lists showing separately the organizations of employers and insured persons recognized for the purpose of submitting names from which members to be appointed under clauses (d) and (e) of sub-section (1) of Section 7 shall be chosen.

(2) Within one month of the publication of the lists under sub-rule (1), every organization included in the list may submit to the Federal Government the name of a person whom it desires to be considered for appointment, where such organization is of employers, as a representative of employers and where such organization is of insured persons, as representative of such person, together with a summary of the qualifications of that person.

(3) The Federal Government shall consider the names submitted to it under sub-rule (2) and shall, from such names, select four persons to represent the employers and four persons to represent the insured persons and shall publish their names in the official Gazette.

(4) If any member dies, resigns or becomes disqualified under rule 5, the Federal Government shall notify the existence of the vacancy in the official Gazette and the procedure prescribed in sub-rules (2) and (3) shall, with the necessary modifications and changes, be followed in filling the vacancy.

- **Disqualification:**

No person shall be, or shall continue to be, a member who—

- (a) is, or at any time has been adjudicated insolvent;
- (b) is found to be a lunatic or of unsound mind;
- (c) is, or at any time has been, convicted of an offence which in the opinion of the Federal Government is an offence involving moral turpitude;
- (d) not being a Government Official, is for the time being disqualified from holding any public office or from being a member of an elective body under any law for the time being in force; or
- (e) is a minor

- **Powers and functions of the Board:**

The Board shall have powers –

- (a) to approve the annual budget and revised budget estimates, the audited accounts and the annual report prepared by the Institution for submission to the Federal Government at such times and at such meeting or meetings as may be specially convened by the Chairman for the purpose:

Provided that the first such meeting for the purpose of approving the budget estimates for the year ending 30th June, 1977, shall be convened within thirty days of the publication of these rules.

- (b) to approve extraordinary expenditure not included in the approved budget for submission

to the Federal Government when it appears to the Board that such expenditure is justified;

- (c) to call for any information or direct any research to be made for the furtherance of the objects of the Act and for the purpose to allocate and set aside funds in the budget and revised budget estimates;

- (d) to review the half-yearly income and expenditure of the Institution and to revise the budget, if necessary, making any additions thereto or deletions there from;

- (e) to make recommendations or comments intended to be submitted to the Federal Government in respect of laws, rules or regulations affecting in any manner the Institution or in respect of any policy of the Federal Government having effect on the business, interest or the working of the Institution or matters in which the Institution is in any way interested;

(f) to make investments in and underwriting of new issues of shares and debentures of companies where such investment or underwriting is in excess of fifty lac rupees;

(g) to order investment and disinvestments in real estate where the investment exceeds fifty lac rupees;

(h) to make financial commitment outside the budget, whether revenue or capital, involving an amount exceeding fifty Lac rupees and recurring outlay exceeding twenty-five Lac rupees;

(i) To consider recommendations by the Chairman regarding formation of committees and to lay down the scope of their operation and powers of each such committee which, inter alia, shall have the power to examine and consider :-

(a) underwriting of new issues of shares of companies and investments in new debentures and real estate exceeding fifty lac rupees;

(b) such other matters as the Chairman may bring up before a committee; and

(c) writing off bad and doubtful debts;

(j) to recommend names of auditors firms for the Institution for the approval of the Federal Government

- **Disposal of business:**

(1) Every question which the Board is required to take into consideration shall be considered either at its meeting or, if the Chairman so directs, by sending the necessary papers to all members present in Pakistan for their opinion.

(2) When a question is referred for opinion, any member may request that the question be considered at a meeting and thereupon the Chairman may, and if the request is made by three or more members shall, direct it to be so considered.

- **Time and place of meeting:**

The Board shall meet at such places and time as may be fixed by the president.

- **Notice and agenda for meeting:**

(1) Notice of not less than fifteen days shall be given to every member present in Pakistan of the time and place fixed for each ordinary meeting, and each member shall be furnished with the agenda of the meeting, Provided that when an emergent meeting is called by the president such notice shall not be necessary.

(2) Subject to the rule 14, no business which is not on the agenda shall be considered at a meeting without the permission of the president.

- **Presiding at meeting:**

(1) The president shall preside at every meeting at which he is present.

(2) If the president is absent from any meeting, the member nominated by the president for the purpose shall preside at the meeting; and the member so nominated shall at that meeting exercise all the powers of the president .

- **Quorum:**

No business shall be transacted at a meeting, whether ordinary or emergent, unless at least nine members are present, of whom at least five shall be official members:

Provided that if at any meeting a quorum is not present, the president may adjourn the meeting to a later date informing the members present and notifying other members that the business of the adjourned meeting will be disposed of, even irrespective of there being a quorum, and it shall thereupon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members attending.

- **Decision of majority:**

The decision of the Board shall be expressed in terms of the opinion of the majority of the members present and voting at a meeting and, in the event of equality of votes, the president or other person presiding shall have a casting vote.

- **Minutes of meeting:**

(1) The minutes of each meeting shall be circulated to all members present in Pakistan and thereafter recorded in a minute book which shall be kept for permanent record.

(1) The record of the minutes of each meeting shall be signed by the president .

- **Other matters to be considered by the Board:**

(1) The Board shall, besides carrying out its statutory duties, also consider the budget and any other matter that may be laid before it by the president .

(2) The president shall place before the Board any matter if a request to that effect is made by not less than four members.

- **Reference to Government:**

The president may refer any matter within the competence of the Board, either before or after it has been considered by the Board, to the Federal Government for directions and the directions of the Federal Government in that behalf shall be binding on the Board.

- **Resolutions:**

A resolution in writing signed by at least nine members, including the president , shall be as valid and effective as if it had been passed at a meeting of the Board duly called and constituted:

Provided that resolutions so passed shall be placed before the Board for confirmation at its next meeting.

- **Terms and conditions of appointment of members:**

A member appointed under clause (d) and (e) of sub-section (1) of Section 7 shall be entitled to the following allowances for attending a meeting of the Board or of a committee or sub-committee appointed by it, namely:-

(i) Traveling allowance for journey between the place of normal residence of non-official

member to the place of meeting:

(a) In respect of journey by air ... Actual economy class return air fare.

(b) In respect of journey by rail ... Actual A C C class return rail fare.

(c) In respect of journey by road:-

(i) between places not connected by rail. Rupees one per mile

(ii) between places connected by rail Amount equivalent to the actual ACC class rail fare between these places.

(ii) Daily allowance for each day of the meeting and for the days of arrival at and departure from the place of meeting at the rate of one hundred rupees plus actual hotel expenses up to a maximum of one hundred rupees per day.

- **Appeals to Board:**

The Board may entertain appeals from aggrieved persons under Section 35 subject to the following requirements, namely:-

(i) Any person objecting to the decision of the Institution in respect of the items enumerated in Section 33 or review thereof under Section 34 may prefer an appeal to the Board in writing within thirty days of the decision.

(ii) The Board may admit an appeal after the expiry of the period aforesaid if it is satisfied that the appellant had sufficient cause for not presenting the appeal within that period.

(iii) The Board shall fix a day and place for hearing of the appeal and may, from time to time, adjourn the hearing.

(iv) When hearing an appeal, the Board shall not admit any documentary material or evidence which was not produced before the Institution, unless the appellant can show that he was prevented by sufficient cause from producing such material or evidence.

(v) The Board may, instead of hearing the appeal itself, appoint a committee of the Board to hear and decide the appeal on its behalf, and any decision of the Committee so given and communicated to the aggrieved person shall be as fully effective and binding as if given by the Board itself.

- **Common seal of the Institution:**

(1) There shall be a common seal of the Institution.

(2) The common seal shall not be affixed to any instrument except pursuant to a resolution of the Board and except in the presence of at least two members (including the Head of Institution) who shall sign the instrument in token of their presence and in token of such signing of any person who may sign the instruments as a witness and unless so signed, such instrument shall be of no validity.

(3) The common seal of the Institution shall be affixed to documents and used for such other purposes as may be approved by the Board.

(4) The common seal shall be maintained in the safe custody of the Head of the Institution.

Rule 5 Investments

Rules & Regulations

Investments under Employees' Old-Age Benefits Rule 1977

S.R.O. 1214 (1)/74, dated 23rd December, 1979: In exercise of the powers conferred by Section 44 of the Employees' Old-Age Benefits Act, 1976 (XIV of 1976) the Federal Government is pleased to make the following rules:-

- **Short title and commencement:**

- (1) These rules may be called the Employees' Old-Age Benefits (Investment) Rules, 1979.
- (2) They shall come into force at once.

- **Definitions:**

In these rules unless there is anything repugnant in the subject or context:-

- (a) "Act" means the Employees' Old-Age Benefits Act, 1976 (XIV of 1976);
- (b) "authority" means an authority constituted by or under any law, and includes an authority constituted under any housing or building scheme approved by the Federal Government or a Provincial Government;
- (c) "company" has the same meaning as defined in clause (2) of Section 2 of the Companies Act, 1913 (VII of 1913);
- (d) "controlled company" means a company in which not less than fifty-one per cent of the voting share capital is held by the Institution;

(e) “corporation” means a corporation constituted by or under any law;

(f) : “debenture”: means written acknowledgement of a debt raised by an authority, corporation, company or non-guaranteed bank and secured by a trust deed or mortgage, the debt being repayable at specified date or dates;

(g) “dividend” means the distribution of profit in cash among, or of bonus shares in lieu thereof to, its shareholders by an authority, corporation, company or non-guaranteed bank;

(h) “Government-guaranteed securities” means securities in respect of which the Federal Government or a Provincial Government has given a full and unconditional guarantee both as regards the principal and interest payable thereon on being presented at the State Bank or other bank or a Treasury Office;

(i) “Government securities” means Government securities as defined in the Securities Act, 1920 (X of 1920), and includes Government Treasury Deposit Receipts, Postal Savings Deposits, Khas Deposit Certificates, Defense Saving Certificates, National Deposit Certificates and such other similar certificates as may be introduced by the Federal Government or a Provincial Government under any scheme;

(j) “guaranteed-bank” has the same meaning as defined in clause (1) of Section 3 of the Bank (Nationalization) Act, 1974 (XIX of 1974);

(k) “net-worth” in respect of any authority, corporation, company or non-guaranteed-bank, means to the total value of its assets in Pakistan less the total actual and contingent liabilities (other than in respect of ordinary of preference shares), provisions for liabilities, loans and other charges payable, out of, or provided against, or charged on, the said assets;

(l) “non-guaranteed-bank” means a scheduled bank with a paid-up capital of not less than thirty million rupees, not being a guaranteed-bank;

(m) “ordinary share capital” means any class or classes of share capital which under the constitution of an authority, corporation, company or non-guaranteed bank to which it relates has no right to any fixed or preferred dividend or to any priority in the event of its winding up or liquidation;

(n) “paid-up capital” means the total amount credited as paid-up on issued share capital;

(o) “portfolio” means the aggregate of all investments made by the Institution at book value; and

(p) “preference share capital” means any class or classes of share capital which under the constitution of any authority, corporation, company or non-guaranteed bank to which it relates has a right to a fixed or preferred dividend or a priority over any other class of capital in the event of its winding up or liquidation.

- **Permissible investments:**

The Institution may invest any moneys which are not immediately required for expenses under the Act:-

(a) in Government securities;

(b) in Government-guaranteed securities;

(c) in loans to bodies or persons holding Government securities or Government guaranteed securities, the realizable value of which exceeds the amount of the loan and the accrued interest and other charges thereon, by not less than twenty per cent and such securities are pledged, hypothecated or assigned to the Institution;

(d) in interest-bearing deposits in guaranteed banks;

(e) in debentures or loan stocks of, or other securities for money issued by, of loans to, any such authority, corporation or company, or interest-bearing deposits in such non-guaranteed bank as have paid dividends of not less than ten per cent per annum on their respective ordinary share capital for the two accounting years, or have paid interest in full on debentures issued or other money obligations incurred by them and have not defaulted in the repayment or the principal thereof during thirty-six months immediately preceding the day on which investment is made;

(f) in ordinary or preference shares of any such authority or corporation or of such a company listed with any stock Exchange in Pakistan, as has paid dividends of not less than ten per cent. per annum on its ordinary share capital for three accounting years immediately preceding the year in which investments is made;

(g) in ordinary or preference shares or debentures or loan stock of, or other securities for money issued by, or loans to, a controlled company;

(h) in immovable property, whether freehold or leasehold; or

(i) with the previous approval of the Federal Government, in such other investments as the Institution may think it fit.

- **Limits of investments:**

(1) Subject to these rules, the following shall be the limits up to which investments may be made under rule 3, namely:-

(i) For investment clauses (a) to (d), no limit.

(ii) For investment under clause (e), fifty per cent. of the portfolio.

(iii) For investment under clause (f), fifty per cent. of the portfolio.

(iv) For investment under clause (g),-

(a) in respect of any controlled company, ten percent, of the portfolio; and

(b) in respect of all such controlled companies together, thirty percent of the portfolio.

(v) For investment under clause (h),-

(a) in respect of any one property, ten percent of the portfolio; and

(b) in respect of all properties together thirty per cent. of the portfolio.

(vi) For investment under clause (i), two and-a-half percent of the portfolio.

(2) No investment made in any one authority, corporation, company or non-guaranteed bank under clause (e) and

(f) of rule 3 shall exceed twenty-five percent of its paid-up capital, or twenty-five per cent of its net worth in

Pakistan or two and-a-half per cent of the portfolio, whichever is less:

Provided that if there be any investment in partly paid-up shares of an authority, corporation,

company or non-guaranteed bank, the limit shall be reduced by the uncalled for liability in respect of

such shares.

(3) The aggregate of all investments made under clauses (f), (g) and (h) shall not exceed fifty percent of the portfolio.

(4) The aggregate of all investments made under clauses (e), (f), (g) and (h) shall not exceed eighty percent of the portfolio.

Rule 3 of the Investment Rules prescribes the permissible investments that EOBI is authorized to make, and sub-rule (h) of Rule 3 authorizes EOBI to invest any moneys which are not immediately required for expenses under the EOB Act in immovable property, whether freehold or leasehold. Further, sub-rule 4(1)(v) of the Investment Rules, which prescribes the threshold to invest in immovable property, states that EOBI can invest up to (i) ten percent of its portfolio, in respect of any one immovable property, and (ii) thirty percent of its portfolio, in respect of all immovable properties collectively.

- **Disbursement not to be made where limits exceed:**

- (1) If at any time the existing investments in any class or aggregate of classes or in any one authority, corporation, company, non-guaranteed bank on immovable property exceed the limits prescribed by rule 4, then, except as provided in rule 6, no additional investment by way of actual disbursement of money or money's worth shall be made by the Institution at that time in such class or classes, or authority, corporation, company, non-guaranteed bank or immovable property.
- (2) In respect of any class or aggregate of classes, or any one authority, corporation, company, non-guaranteed bank or immovable property, no additional investment shall be made at any time by way of actual disbursement of money or money's worth if such additional investment will cause the limits prescribed by rule 4 to be exceeded, except as provided in rule 6.
- (3) For the purposes of this rule and rules 3,4 and 6 all existing investments shall be taken at current book value.

- **Power to invest in excess of prescribed limits:**

The Institution may, with the previous approval of the Federal Government, invest its money, in excess of the limits prescribed by rule 4:

Provided that the aggregate of all investments made under this rule, together with investments made under clause (i) of rule 3, shall not exceed two and a half percent of the portfolio

- **Loans to officers and staff:**

The Institution may make loans to its officers and members of staff in accordance with the regulations made in this behalf, but the total amount of such loans outstanding at any time, including any interest accrued thereon, shall not exceed two percent of the assets of the fund at its book value.

- Realization and reinvestment:

The Institution may at any time sell or realize any of its investments at such price, and reinvest all or part of the proceeds in such manner as it deems fit.

- Safe custody:

The Institution shall ensure that “Proper” and adequate arrangements are made for the safe custody of the documents of title relating to investments.

Rule 6 General

Rules & Regulations

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 t

he 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 Ist January, Ist April, Ist July and Ist 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			
S R . N o .	Insured Person's Registrat ion No.	Na me of Inur ed Pers on	Change in Occupatio nal Status	Amount of wages/Sal ary Paid	No of day s for whi ch Sala ry is pai d	N o of da ys Al lo w/ Be ne fit s	Allow/Benefit Code
	20-30		3	32-35	36- 37	38 - 39	40
	2	3	4	5	6	7	8

