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Employees' Old-Age Benefits Institution
B&C Department, Head Office, Karachi

Ref: HO/B&C/Cir/Bts/2011

Dated: 16th July, 2011

Circular No. 01 2011-12

Subject: **PAYMENT OF PENSION THROUGH BANK ACCOUNTS**

The State Bank has directed all pension disbursement agencies vide its BPRD Circular No. 11 of 2009 dated 06-06-2009 in the light of Supreme Court of Pakistan decision to facilitate pensioners across Pakistan to receive their monthly pensions through bank accounts of their choice. The Institution had already sought details of pensioners' accounts through public notices and advertisement in the national print media. So far 607 pensioners have opted for receiving pension through their bank accounts. Details of which have been furnished to National Bank of Pakistan for further necessary action as per Standard Operating Procedure (SOP) finalized in consultation with NBP for disbursement of pension through bank accounts.

2. In the Departmental Heads meeting held at Islamabad, it was decided that hence forth the Regions shall obtain details of bank account from all new pensioners and shall make it mandatory requirement for award of pension. All Regions shall, therefore, ensure to obtain details of each pensioner's account on the attached Format and shall include it in the list of mandatory requirements with immediate effect.

3. The pension and all other benefits henceforth would be disbursed through bank accounts as per following procedure;

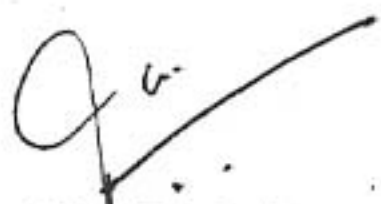
- i. Region would obtain Bank Account details (Account No. Account Title, CNIC, Bank Name, Branch Code, Branch Name, City) from all new pensioners as a mandatory requirement on the attached format.
- ii. Ensure CNIC of the pensioner and the one against the account information is same.
- iii. Bank Account details would be recorded/entered in the database using Pension Account Information link given on the Intranet, for the time being, IT Dept is catering for provision of separate fields for Bank Account details in the Business Application.
- iv. Pension shall be processed through system as per procedure in vogue.
- v. IT Department shall electronically communicate details of all new pensioners along with Bank Account and amount of pension so calculated with arrears, if any.
- vi. NBP would direct the concerned bank branch to credit pension and arrears of pension if any to the specified bank account of the pensioner concerned.

- vii. IT Department would communicate electronically details of pensioners with bank accounts and amount of regular monthly pension to NBP by 25th of each month for pension disbursement in the following month.
- viii. All such pensioners shall submit "Proof of Life" to the concerned EOBI Region after every six (06) months which shall be authenticated by the Regional Head concerned.
- ix. If any pensioner fails to submit the "Proof of Life", B&C Department shall be informed, his/her pension must be stopped in the business application using the relevant reason by the respective Region. Pension shall not be credited to his/her bank account by the Head Office.
- x. IT Department shall track pension payment through bank account and shall stop pension automatically if not authorized by the B&C Department and found stopped in the business application by the Region.
- xi. Old Age Grant shall also be paid through bank account as per the above procedure; however, this would be one time payment and shall be taken care of by the system automatically.
- xii. Invalidity Pension shall also be disbursed in the similar manner; however, the Region would update and authenticate the pension on the basis of assessment of degree of invalidity after every six (06) months as per prevalent procedure.
- xiii. Payment of pension through bank accounts shall also take care of Survivors' Pension to Minors who would have a "Minor's Bank Account" which shall be operated through a legally appointed Guardian (Authorized Person).

4. New Pensioners who do not maintain any account at the time of lodging his/her claim under the EOBI Act, 1976 shall be facilitated for opening of an account in NBP branch of their choice. PENSION ACCOUNT NO. SO OPENED SHALL BE ENDORSED/AFFIXED ON THE PENSION BOOK OF EACH PENSIONER.

5. Standard Operating Procedure (SOP) agreed to with the NBP is attached for perusal, record and strict compliance.

6. This issue with the approval of Competent Authority.


(Javed Iqbal)
 Deputy Director General (B&C)

Copy to:
 SO to Chairman
 DG (Ops) South/North.
 All Regional/Divisional/Departmental Heads/AA(Karachi/Lahore)

Procedure for Drawing pension through Bank Accounts

In the light of the State Bank directives to facilitate pensioners to draw their monthly pensions through bank accounts of their choice, the following arrangements have been finalized in consultation with the NBP.

EOBI Responsibilities:

- i. EOBI would provide to the NBP by 25th of every month details of Pensioners with their Bank Account, locations and amount of pension to be transferred in their respective accounts and the authority letter to debit pension Disbursement Account with the total amount of pension.
- ii. EOBI shall be solely responsible for verification and authentication of the pensioners' accounts.
- iii. EOBI shall be responsible to obtain Certificate of Life from all such pensioners and NBP shall not be held responsible for any lapse on this account.

NBP Responsibilities:

- i. NBP would ensure opening of accounts of all pensioners desiring to receive pension from NBP, in the first phase.
- ii. Pensioners' accounts would be exempted from levy of bank charges.
- iii. NBP would complete transfer of specified pension to the accounts of all such pensioners by last working day of the month in the best possible manner.
- iv. If a pensioner drawing pension through bank account fails to draw pension for consecutive six months, the account would become dormant. It would be restored on authorization of concerned EOBI, Regional Office.
- v. NBP shall send a monthly statement to EOBI showing the pension credited in to Pensioners' accounts and mentioning therein the date of transfer.

Reconciliation:

- i. The National Bank of Pakistan (Main Branch) and EOBI Reconciliation Dept shall carry out reconciliation on quarterly basis regarding new pension accounts, pension transferred to survivors', pension transferred to other places/banks, pensions stopped/restored.
- iv. Any discrepancy shall be resolved within four weeks between the bank and EOBI.

پنشن کی ادائیگی کے لئے بینک اکاؤنٹ کی تفصیل

Bank Account Details for Pension Distribution
Pensioner Information (To be filled in by the Pensioner)
پنشنر کی معلومات (پنشنر پر کرے گا)

ایف آئی آر نمبر شمار
پنشنر کا نام
والد اشہر کا نام
دارت کا نام درشتہ
پنشنر کا کمپیوٹر از تو قومی شناختی کارڈ نمبر
پنشنر کا قومی شناختی کارڈ نمبر
رہائشی پتہ (موجودہ)
رہائشی پتہ (مستقل)
فون اسموبائل نمبر

میں بینک اکاؤنٹ کے ذریعہ پنشن حاصل کرنا چاہتا ہوں۔ میرے بینک اکاؤنٹ کی تفصیلات درج ذیل ہیں۔

اکاؤنٹ ہولڈر:	اکاؤنٹ نمبر:
بینک کا نام:	
شاخ کا نام اپتہ:	
شاخ کا کوڈ:	
پنشنر کے دستخط:	

سورہ:	
اکاؤنٹ نمبر:	اکاؤنٹ نمبر:
ای او بی آئی علاقائی سربراہ کی تصدیق:	بینک مینجر کی تصدیق:
موجودہ پنشنل بینک آف پاکستان کا پتہ اور گواہ نمبر	

Regional Office علاقائی دفتر

Computer Record created on.(Date)..... Computer Record created by

Acknowledgment Receipt No. Signature of Officer

BANK ACCOUNT DETAILS FOR PENSION DISBURSEMENT

Pensioner Information (To be filled in by the Pensioner)

FIR No.	
Name of Pensioner	
Father/Husband Name	
Next of Kin	
CNIC of Pensioner	
NIC of Pensioner	
Residential Address (Present)	
Residential Address (Permanent)	
Phone / Cell No.	

I hereby opt to draw pension through direct credit system. My Bank Account details are as under:

Account Title (Name)	
Account No.	
Bank Name	
CNIC	
Branch Name/Address	
Branch Code	

Pensioner's Signature/Thumb Impression
Dated

Account No. _____	Account No. _____
Authentication by Bank Manager _____	Authentication by Regional Head _____

Present NBP Address & Code No.	
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Regional Office

Computer Record created on.(date) _____ Computer Record created by _____

Acknowledgement Receipt No. _____ Signature of Officer _____