

EMPLOYEES' OLD-AGE BENEFITS INSTITUTION
DG (OPS) SECRETARIAT, HEAD OFFICE, KARACHI.

Ref: HO/B&C/CIR/SES/2010/1442 Dated: 1st November, 2010

CIRCULAR NO. 03/2010

Subject: **COVERAGE OF SELF EMPLOYED PERSONS UNDER THE EOB ACT, 1976**

The Prime Minister of Islamic Republic of Pakistan while announcing the Labour Policy 2010 allowed registration of *Self-Employed Persons (SES)* under the EOB Scheme. The Institution has, therefore, allowed Registration of Self Employed Persons, issuance of PI-03 cards and collection of contribution from them with effect from July 2010.

2. To facilitate registration of *Self Employed Persons*, filling up of PE-01/02 has been dispensed with to keep the process easier. Instead a separate purpose-made *PR-03B Form (specimen attached)* has been devised which would be available on all branches of NBP designated for collection of contribution across Pakistan. Any *Person* who wishes to be registered under the EOB scheme would walk into any of the designated NBP branches and to pay full contribution of Rs. 420/- per month on its own through specified PR-03B Form. The Beat Officers would collect the PR-03B payment slips as per routine and enter in computer as is normally done in case of other PR-03. The following procedure shall be followed in the Region:

1. Having collected the PR-03B payment slips from the bank, it would be handed over to the AD (S&C) or the officer responsible for safe processing in the Region.

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- II. The AD (S&C) or the officer designated for IT related work, shall login to the CBA using the provided *User ID* and check if the IP is already registered or not using CNIC/NIC given on the PR-03B slip.
- III. If the person is not registered and no EOBI No exists against the given CNIC/NIC, the *Self-Employed Person* shall be registered through the especial Employer Registration No. (Employer's ID) "**SES99999**".
- IV. Thereafter, the AD (S&C) shall enter the contribution of Rs. 420/- with PR-03 No as IP share in CBA on PR-03A.
- V. In case, the IP is already registered with some other employer and EOBI No is available, the AD (S&C) shall first transfer the IP to "**SES99999**" and then enter the contribution as detailed above at S. No. III.
- VI. Once the data is entered, the system would generate EOBI No for the new Self Employed Person and his PI-03 card would be printed at Head Office.
- VII. The PI-03 card shall be sent to the IP on the address entered by the Region from the PR-03B Form filled by the Self Employed Person.
- VIII. Since all persons registered under SES would belong to the single Employer ID "**SES99999**", therefore, contribution so

collected would not be reflected against any Region.
IT Department would maintain its account centrally.

IX. The IP registered under SES would be entitled to all the benefits as are provided in the EOB Act, 1976 through same system and procedures.

3. Since this is a new service, the system and procedure as detailed above shall be followed in letter and spirit. Due care should be taken in entering the address of IP as it would be the only source to contact him in future. In case of system problems, IT Department should be consulted through phone or help-desk established for the purpose. The Regional Head shall disseminate information about this new procedure to all beat officers, AD (A&A), AD (Law) and AD (S&C) and submit a certificate to the effect that *"the system/procedure has been disseminated and understood"*

4. Receipt of the circular shall be acknowledged.


(MUHAMMAD HANIF)
DIRECTOR GENERAL (OPS)

Copy to:

1. Staff Officer to Chairman.
2. FA/DG (F&A).
3. DDG (B&C-I, II & III).
4. PD (IT).
5. All Departmental Heads.
6. Adjudicating Authority- I & II).
7. All Regional Heads.
8. Master File.



For Self Employed Persons (SES99999)

Contribution Payment Slip

(Copy B - EOB/HO)



Form PR-03B

۱۔ پیر شدہ کا نام

۲۔ پیر شدہ کا شناختی کارڈ نمبر

۳۔ پیر شدہ کا پیپر شناختی کارڈ نمبر

۴۔ اسی اوپن آئی نمبر (اگر ہو)

۵۔ پیر شدہ کا سہ ماہی جمع کرانے کا دورانیہ

کئی مہینے

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۶۔ سہ ماہی کی رقم

(420 روپے ماہانہ)

۷۔ ڈاک کا پتہ (پتیلیا ہار)

۸۔ جوڑنے والا نمبر (پتیلیا ہار)

_____ دستخط
 _____ سہ ماہی نمبر (اے پی ڈی)

For Bank Use Only

Branch Code: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					Receipt Date: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>												
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Credit to: EOB/Collection A/c ECCA, NBP, Main Branch, Karachi (002)	Authorized Signature	Authorized Signature															

- This Form may also be used for Registration of IP, if not earlier registered.
- P1-03 card shall be sent on the address given in this Form.
- For details please contact our Help-line 08000 (EOB/3624)



For Self Employed Persons (SES99999)

Contribution Payment Slip

(Copy D - NBP)



Form PR-03B

۱. بے شدہ کا نام

۲. بے شدہ کا شناختی کارڈ نمبر

۳. بے شدہ کا کمپیوٹر شناختی کارڈ نمبر

۴. انوائس آئی نمبر (اگر ہو)

۵. بے شدہ کا عہدہ جمع کرانے کا دورانیہ

کل مہینے

۶. عہدہ کا رقم
(420 روپے ماہانہ)

۷. ڈاک کا پتہ (مکملی بار)

۸. تاریخ پیدائش (مکملی بار)

دستخط

سہ ماہی نمبر (اگر ہے)

For Bank Use Only

Branch Code:	_____	Receipt Date:	_____
Document No:	_____		_____
Credit to: EOBi Collection A/c ECCA, NBP, Main Branch, Karachi (002)		Authorized Signature	Authorized Signature

- This Form may also be used for Registration of IP, if not earlier registered.
- PI-03 card shall be sent on the address given in this Form.
- For details please contact our Help-line 08000 (EOBI) 3624