

**EMPLOYEES' OLD AGE BENEFITS INSTITUTION**  
OFFICE OF THE DIRECTOR GENERAL (OPERATIONS)  
3<sup>RD</sup> FLOOR AWAMI MARKAZ, SHAHRA-E-FAISAL KARACHI (Tel: 99240081)

Ref: EOB/DG(Ops)/Circular/18 - 11/8  
Date: April 2, 2018

**Addendum to Circular 1 to 5/2017-18**

**Circular 01/2017-18 (Addendum)**

**A. Delay Condonation u/s. 26 of EOB Act 1976:**

1. Point A(2) to A(6) are replaced as under
2. A(2). Delay upto three years will be condoned by the Regional Head, while delay having more than three years will be decided in Regional Claim Committee (RCC) before issuance of claim form. However, the delay condonation acceptance/rejection shall be speaking in nature covering all possible aspects e.t.c. Delay applications having more than 15 years shall not be sent to D.D.G (B&C) and shall be decided by the region in RCC
3. A(3). All regions shall hold RCC meetings every Friday of each month. In-charge Benefits shall act as Secretary of RCC and issue Minutes of Meeting and upload the same on FS. Regional Head will Convene and Deputy Regional Head, Admin & Accounts Officer and concerned Beat officer will be members.
4. A(4). For **Survivor cases where insured person was not in receipt of pension**, the arrears will not be processed retrospectively for more than six months from the date of receipt of application.
5. A(5). For every survivor case mentioned in point 4 above, following line shall be conspicuously inserted while condoning delay application.

"[Delay Condonation is granted subject to six months payment of arrears only as per EOB Act 1976 as already specified in general clause of 22(3) read with section 22B of EOB Act 1976, that no allowance shall be payable retrospectively

for more than six months preceding the month in which an application is submitted]"

6. A(6). Section 26 of EOB Act, "Extinguishment of the Benefits" will be printed at the back of every EOBI Card (PI03) and proper periodic advertisement campaign will be undertaken by the Institution for awareness of the said clause for considerable time. Delay condonation parameters will be reviewed periodically by analyzing the progress regarding awareness campaigns.
7. In preamble of delay condonation, phrase "Limitation Act 1908 and various court decisions" is deleted.

**B) Issuance & Acceptance of Claim Form (PE04)**

1. In clause B(2) of Circular 01/2017-18, under the title "Issuance of Claim form", the following line is deleted.

"Conversion cases shall be exempted from delay condonation.....person."

2. In clause B (2) of Circular 01/2017-18, under the title "Acceptance of Claim Form", the last sentence is replaced as under

"After expiry of 60 days, claim application shall stand suspended automatically in the system"

3. Para 3 of same clause is replaced as under:

"If after the expiry of 60 days, claimant approaches regional office, then the application status will be changed from suspended to active and the same claim application will be continued"

4. Para 4 is inserted as under

"Arrears of six months will be calculated from the date of FIR in case the claim form is submitted within sixty days of issuance of claim form and for claim forms submitted after 60 days of issuance of the form, arrears will be calculated from the date of re-submission of the claim form."

**E) Role & Scope of Regional Claim Committee (RCC)**

1. In point 1(i), word "1<sup>st</sup> and 3<sup>rd</sup> Friday" is replaced as "every Friday"

**F) Revised Processing Sheets**

1. In Line 4, Part F of Circular 1/2017-18, word "Claim Form" is Substituted by word "Processing Sheet"

**H) Order of Rejection of Claim/Benefits**

1. The para 2 of Part H of Circular 01/2017-18, has been amended as under:

"Order of Rejection must include brief facts of the case specifying documents submitted, claim of the insured person, verified/unverified period of insurable employment, proof of contribution paid / payable, submission of PR02A etc. The order must also advise the claimant to approach Adjudicating Authority u/s. 33 of the EOB Act, 1976, if not satisfied with the order under regulation 4(3) of Employees' Old-Age Benefits (determination of Complaints, Questions & Disputes) regulations 2007"

**Annexure D of Circular 01/2017-18**

1. In annexure D, cell No. 10 is replaced whereas 22, 23 & 24 are inserted as under:

10	Calculation of Insurable Employment	
	a) From _____ to _____	Total Days /
	b) From _____ to _____	Total Days /
	c) From _____ to _____	Total Days /
	d) From _____ to _____	Total Days /
	e) From _____ to _____	Total Days /
22	Old Age Pension is proposed as under	
	a) Rs. _____ From _____ to _____	
	b) Rs. _____ From _____ to _____	
	c) Rs. _____ From _____ to _____	
	d) Rs. _____ From _____ to _____	
	e) Rs. _____ From _____ to _____	
23	If not entitled for OAP, then whether entitled for OAG u/s 23	Yes/No
24	OAG under section 23 is proposed as under	
	Old Age Grant = Rs. _____ as Lumpsum	

**Circular No. 03 / 2017-18 (Addendum)**

1. In circular 03/2017-18, Line 17 on page 5 words "45/50 years for men & 40/45 for women" is replaced as "40 to 45 years or above for men & 35 to 40 years or above for women"

**Circular No. 05 / 2017-18 (Addendum)**

1. In point 2(i) of Circular 05/2017-18, word "VR003" is replaced as "letter"
2. Point 2(ix) of circular 05/2017-18 is replaced as under:-

"While verifying insurable employment of paid period of any active employer, if PR02A form of establishment is not received for last two (02) fiscal years or if individual contribution history of insured person is also not available in the system, then the employment period shall not be treated as "insurable employment" and it shall not be counted towards the calculation of insurable employment. However, an opportunity shall be provided to the employer to submit complete PR02A form of all insured person for last two years by issuing three reminders. In case of failure to submit such returns after reminders, the case shall be settled as directed above"
3. Point 2(XI) is inserted as under:-

"If any active employer had already submitted its PR02A form manually for last two years or is submitting PR02A every month through Facilitation System continuously for the last two years, then if, any of its claimant submits the certificate having employment prior to last two years, the PR02A form of previous years may not be asked from the employer or claimant, and the paid contribution shall be verified based on substantial/concrete/conclusive evidence of paid contribution in respect of particular insured person/claimant for the claimed period"
4. Point 2(XII) is inserted as under:-

"In addition to examination of PR02A as narrated above, check to safeguard/ensure the "Paid" status of contribution u/s 22(1)(b) since 2002 onwards, Regional Head or Dy. Regional Head will counter verify settled pension cases 10% & 15% respectively (where paid contribution period is involved). They will counter verify every month in order to check the quality of verification viz-a-viz paid contribution of an insured person. Report regarding quality of the verification done by the beat officer will be placed in pension file. These aggregate 25% of the cases shall be selected in a manner that every distinct employer of whom the case of pension is submitted is covered evenly. In case the verifications of claim cases are not done in specified manner disciplinary proceedings shall be initiated under intimation to B&C Department against the beat officer."
5. Point 2(XIII) is inserted as under:-

"Every month counter verified pension cases list shall be submitted along-with monthly progress report (MPR) as per following format"

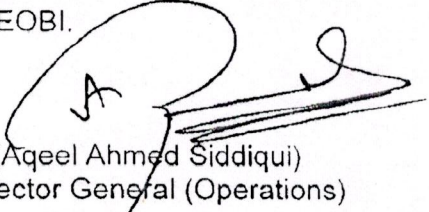
Counter Verification Report of Pension Cases for the Month of _____			
S No	Claim No	Remarks on verification report of Beat officer (Poor, Average, Good), with specific reason shall also be mentioned	Counter verified by (Regional Head/Dy Regional Head)

6. Point 2(XIV) is inserted as under:-

"Dy. Director General of respective B&C Department may randomly check from the list submitted along with MPR by deputing official of B&C Department to counter check the quality of verification of claim cases done by the regions. In case the verifications of claim cases are not done in specified manner, disciplinary proceedings shall be initiated against the Regional Head/Dy Regional Head (as the case may be)."

7. The starred (\*) point in circular 05/2017-18 is deleted.

This addendum is issued with the approval of Chairman EOBI.


  
 (Aqeel Ahmed Siddiqui)
   
 Director General (Operations)