



**EMPLOYEES' OLD-AGE BENEFITS INSTITUTION**  
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**CHAIRPERSON'S SECRETARIAT**


Ref: No. HO/CS/Circular/2023/446

Dated: 11 July, 2023

**Circular No. 08 /2023**

The Chairperson, EOBI is pleased to issue following directions for early settlement of Pension Claim cases and immediate implementation:

1. After submission of complete pension documents in all respect by the survivor and receipt of Last Payment Certificate from BAFL to the region, Survivor's Pension cases for conversion should be settled within five (05) working days positively.
2. All Regional Offices should facilitate the Establishments (Large Contribution Payers) who are compliant and properly maintain their employees' personal file/record. All Regional Offices shall obtain the copy of the scanned personnel file through electronic exchange and process/settle the pension claims after completion of all codal formalities of the employees of the referred establishments within seven (07) working days positively.
3. Further, Dy. Director Generals (B&C-I, II, III & I.T) shall ensure to remove all bottlenecks for smooth settlement of Pension Claim cases.
4. This is issued with the approval of the Chairperson, EOBI.

  
( Rabel Awan )  
Assistant Director  
Chairperson Secretariat

**Distribution:**

1. All Divisional, Departmental Heads, Office of B&C-I, II & III
2. Office of Adjudicating Authority (I, II, III)
3. DDG (IT) for ensuring compliance and placing on intranet & website
4. All Regional Heads
5. Master File