

**Law, Rules
and
Regulations
of
Social Security
in
Sindh**

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THE PROVINCIAL EMPLOYEES' SOCIAL SECURITY ORDINANCE, 1965

(ORDINANCE No. X OF 1965)

Approved by the Provincial Assembly of
West Pakistan in pursuance of clause (3) of Article 76
of the Constitution at its meeting held on July 8, 1965

[14th May, 1965]

AN

ORDINANCE

***to introduce a scheme of Social Security for
providing benefits to certain employees or their dependents
in the event of sickness, maternity, employment injury or
death and for matters ancillary thereto.***

Preamble. - WHEREAS it is expedient to introduce a scheme of Social Security for providing benefits to certain employees or their dependents in the event of sickness, maternity, employment injury or death, and for matters ancillary thereto;

AND WHEREAS the Provincial Assembly of West Pakistan is not in session and the Governor of West Pakistan is satisfied that circumstances exist which render immediate legislation necessary;

NOW, THEREFORE, in exercise of the powers conferred on him by clause (1) of Article 79 of the Constitution, the Governor of West Pakistan is pleased to make and promulgate the following Ordinance:-

CHAPTER - I

PRELIMINARY

1. Short title, extent, commencement and application. -

- (1) This Ordinance may be called the Provincial Employees Social Security Ordinance, 1965.

- (2) It extends to the whole of Pakistan.
- (3) It shall come into force at once, but shall apply only to such areas, classes of persons, industries or establishments, from such date or dates and with regard to the provision of such benefits as Government may, by notification, specify in this behalf.

2. **Definitions.-** In this Ordinance, unless the context otherwise requires, following expressions shall have the meanings hereby respectively assigned to them, that is to say -

- (1) **“appointed day”** means in relation to any area, class of persons, industries, establishments or benefits, the day on which this Ordinance is applied to such area or in respect of such class of persons, industries, establishments or benefits;
- (2) **“Chairman”** means the Chairman of the Governing Body;
- (3) **“Commissioner”** means the Commissioner of the Institution;
- (4) **“Confinement”** means labour resulting in the issue of a living child, or labour after twenty-six weeks of pregnancy resulting in the issue of a child, whether alive or dead;
- (5) **“Contribution”** means the sum of money payable to the Institution by an employer in respect of an employee, in accordance with the provisions of this Ordinance;
- (6) **“dependent”** means the wife or wives or a needy invalid husband, dependent parents and any unmarried children under the age of twenty-one years dependent upon the secured person:

Provided that such age limit shall not apply to unmarried dependent daughters;

- (7) **“disablement”** means a condition caused by an employment injury which, as certified by a medical practitioner authorized for the purpose as provided in the

regulations, has permanently reduced or is likely to reduce permanently a secured person's earning capacity, and disablement shall be "minor" where the loss of earning capacity is less than twenty per centum, "partial" where the loss of earning capacity ranges from twenty-one per centum to sixty-six per centum, and "total" where the loss of earning capacity is in excess of sixty-six per centum;

(7a) "**domestic servant**" means any person working whole-time in connection with the work of any house-hold for any consideration, whether in cash or in kind;

(8) "**employee**" means any person employed, whether directly or through any other person for wages or otherwise to do any skilled or unskilled, supervisory, clerical, manual or other work in, or in connection with the affairs of an industry or establishment, under a contract of service or apprenticeship, whether written or oral, express or implied but does not include -

- (a) persons in the service of the State, including members of the Armed Forces, Police and Railway servants;
- (b) persons employed in any undertaking under the control of any Defence Organization or Railway Administration;
- (c) persons in the service of a local council, a municipal committee, a cantonment board or any other local authority;
- (d) any person in the service of his father, mother, wife, son or daughter, or of her husband;
- (e) Sub-clause omitted;
- (f) any person employed on wages exceeding ten thousand rupees per mensem:

Provided that an employee shall not cease to be an employee for the reason that his monthly wages exceed ten thousand rupees;

- (9) “**employer**” means in the case of works executed or undertakings carried on by any contractor or licensee on behalf of the State, the contractor or licensee working for the State, and in every other case the owner of the industry, business, undertaking or establishment in which an employee works and includes any agent, manager or representative of the owner;
- (10) “**employment injury**” means a personal injury to a secured person caused by an accident or by such occupational disease as may be specified in the regulations, arising out of and in the course of his employment;
- (11) “**establishment**” means an organization, whether industrial, commercial, agricultural or otherwise;
- (12) “**Fund**” means the Employees’ Social Security Fund set up under section 3;
- (13) “**Governing Body**” means the Governing Body of the Institution;
- (14) “**Government**” means the Federal or a Provincial Government;
- (15) “**Industry**” means any business, trade, undertaking, manufacture or calling of employers, and includes any calling, service, employment, handicraft, industrial occupation or a vocation of workmen;
- (16) “**Institution**” means the Employees’ Social Security Institution established under section 3;
- (17) “**Medical Adviser**” means the Medical Adviser appointed under section 15;

- (18) “**medical board**” means a board consisting of two or more medical practitioners, appointed under section 17;
- (19) “**medical practitioner**” means a person practicing medicine and having such qualifications as may be provided in the regulations;
- (20) “**Member**” means a member of the Governing Body;
- (21) “**prescribed**” means prescribed by rules;
- (22) “**registered Trade Union**” means a Trade Union registered under the Trade Unions Act, 1926* (XVI of 1926);
- (23) “**regulations**” means regulations made under this Ordinance;
- (24) “**rules**” means rules made under this Ordinance;
- (25) “**secured person**” means a person in respect of whom contributions are or were payable under this Ordinance;
- (25a) “**self-assessment scheme**” means a scheme of social security benefits, effective from the 1st July 2001, with no intervention through checking by any staff member of the Institution, in respect of employees secured under this Ordinance and the employer undertakes to pay a contribution in respect of them at the fixed rate of three hundred sixty rupees per month per secured employee;
- (26) “**sickness**” means a condition which requires medical treatment or necessitates abstention from work on medical grounds;
- (27) “**Social Security Area**” means an area to which this Ordinance has been applied;

* since repeal, see now Industrial Relations Ordinance, 2002

- (28) **“Social Security Court”** means a court constituted under section 60;
- (29) **“strike”** and **“lock-out”** shall have the same meaning as is respectively assigned to them in the Industrial Disputes Ordinance, 1959* (LVI of 1959);
- (30) **“wages”** means remuneration for service paid or payable in cash or in kind to a secured person, not being less than remuneration based on the minimum rates of wages declared under the Minimum Wages Ordinance, 1961 (XXXIX of 1961), without taking account of deductions for any purpose, under a contract of service or apprenticeship, expressed or implied, and shall be deemed to include any dearness allowance or other addition in respect of the cost of living and any payment by the employer to a secured person in respect of any period of authorised leave, illegal lock-out or legal strike; but does not include –
- (a) any payment for overtime; or
 - (b) any sum paid to the person employed to defray special expenses entailed by the nature of his employment; or
 - (c) any gratuity payable on discharge; or
 - (d) any sum paid as bonus by the employer;
- (31) **“week”** means a period of seven days commencing at midnight of Sunday night.

* since repeal see now Industrial Relations Ordinance, 2002.

CHAPTER-II

ORGANISATION

3. Establishment and incorporation of Employees' Social Security Institution.— (1) As soon as may be after the commencement of this Ordinance, Government shall establish by notification an Institution to be called the Employees' Social Security Institution.

(2) The Institution shall be a body corporate having perpetual succession and common seal, with power, subject to the provisions of this Ordinance, to acquire, hold and dispose of property, both movable and immovable, and shall by the aforesaid name sue and be sued.

(3) The Institution shall have its own fund, to be called the Employees' Social Security Fund, and may incur out of the said Fund such expenditure as may be necessary.

4. Management.— (1) The general direction and superintendence of the affairs of the Institution shall vest in a Governing Body which, with the assistance of a Commissioner, may exercise all powers and do all acts and things which may be exercised or done by the Institution.

(2) In discharging its functions, the Institution shall be guided by such instructions on questions of policy as may be given to it from time to time by Government, which shall be the sole judge as to whether any instructions are on a question of policy or not.

5. Governing Body.— (1) The Governing Body shall consist of the following members to be appointed by Government, by notification namely:-

- (a) a person who is a Minister of the Province, or who is or has been a judge of the High Court or a Senior Officer in the service of Pakistan not below the rank of a Commissioner of a Division or Joint Secretary of Central Government or Secretary to Government, and such person shall be the Chairman of the Governing Body;

- (b) four persons to represent Government, one each respectively from the Department of Labour, Industries, Health and Finance;
- (c) three Persons to represent employers;
- (d) three persons to represent secured persons;
- (e) the Medical Adviser, *ex-officio*.

(2) Members to be appointed under clause (c) or clause (d) of sub-section (1) shall respectively be chosen from a list of names submitted in the prescribed manner by the organizations of employers and employees recognized by Government for that purpose:

Provided that pending the making of rules in this behalf, the first Members to be so appointed shall be chosen from such persons as Government may deem suitable.

(3) Subject to the other provisions of this Ordinance, a Member shall hold office for three years from the date on which his appointment is notified under sub-section (1).

6. Powers and functions of the Governing Body.-In addition to the powers conferred on , and the functions entrusted to it by the other provisions of this Ordinance or by the rules, the Governing Body shall have powers-

- (1) to approve the budget estimates, the audited accounts and the annual report of the Institution for submission to Government in accordance with the provisions of this Ordinance; and
- (2) to call for any information, or direct any research to be made for the furtherance of the objects of this Ordinance.

7. Meetings of the Governing Body.- (1) The meetings of the Governing Body shall be held at such times and at such places as may be provided by regulations, and until regulations are made in this behalf, such meetings shall be convened by the Chairman.

(2) To constitute a quorum at a meeting of the Governing Body, the number of Members present shall be five.

(3) Each Member shall have one vote, and in the event of equality of votes, the Chairman shall have a second or casting vote.

(4) The meetings of the Governing Body shall be presided over by the Chairman, and in the absence of the Chairman, by the person elected for the purpose by the Members present from amongst themselves.

8. Authentication for orders, etc. – All orders and decisions of the Governing Body shall be authenticated by the signature of the Chairman or of such other Member as may have been authorised by the Governing Body in writing for the purpose.

9. Supersession of the Governing Body.- (1) If, in the opinion of Government, the Governing Body has persistently failed to perform the duties imposed upon it by or under this Ordinance, or has abused its powers, Government may, by notification, supersede the Governing Body:

Provided that before such supersession, Government shall give the Governing Body a reasonable opportunity to show cause why it should not be superseded, and shall consider any explanation or objection which it submits.

(2) Upon the publication of a notification under sub-section (1), the persons holding office as Chairman and Members shall cease to hold such office.

(3) Immediately upon the supersession of a Governing Body, Government shall constitute another Governing Body by appointing new Members in accordance with the provisions of section 5.

10. Fees and allowances.- Members shall receive such fees and allowances as may be prescribed.

11. Resignation.- A Member, other than the ex-officio Member, may resign his office by notice in writing to Government, and his seat shall fall vacant on the acceptance of the resignation.

12. Disqualifications.- (1) No person shall be or shall continue to be a Member, if he-

- (a) has been convicted of an offence involving moral turpitude; or
- (b) is declared to be unsound mind by a competent Court; or
- (c) is an undischarged insolvent; or
- (d) Clause (d) omitted
- (e) is a member of the staff of the Institution other than the Medical Adviser; or
- (f) has any direct or indirect interest in a contract with, or in any work being done for the Institution, except as a shareholder (not being a Director) of a company; or
- (g) Owes to the Institution contributions to the extent specified in the regulations; or
- (h) has lost the capacity by virtue of which he was appointed as a Member; or
- (i) has failed to attend more than one-third of the number of meetings of the Governing Body held during any year.

(2) Government may, by order in writing, remove the Chairman or a Member, if he-

- (a) refuses or fails to discharge or becomes, in the opinion of Government, incapable of discharging his responsibilities under this Ordinance; or

- (b) has, in the opinion of Government, abused his position as a Member; or
- (c) has absented himself from three consecutive meetings of the Governing Body without the leave of Government in the case of the Chairman, or of the Chairman in the case of a Member:

Provided that, before such removal, Government shall give the Chairman or the Member, as the case may be, a reasonable opportunity of showing cause as to why he should not be removed, and shall consider any explanation or objection which he submits.

13. Filling of casual vacancies.- A Member appointed to fill a vacancy other than a full-term vacancy, shall hold office for only so long as the Member in whose place he is appointed would have been entitled to hold office if the vacancy had not occurred.

14. Head Office.- The head office of the Institution shall be at the principal seat of the Government, but Government may, by notification, transfer it to such other place as may be specified in such notification.

15. Medical Adviser. - As soon as may be, Government shall appoint a Medical Adviser having the prescribed qualifications.

16. Duties of Medical Adviser.- The Medical Adviser shall –

- (a) advise the Governing Body on matters relating to the administration of medical care and the prevention and treatment of diseases among secured persons;
- (b) perform such other duties in connection with medical care as may be specified in the regulations.

17. Medical Practitioners and Medical Boards.- (1) The Institution shall appoint Medical Practitioners and Medical Boards in such Social Security Areas and in such manner as may be provided by regulations.

(2) The powers and functions of Medical Practitioners and Medical Boards, and the fees and allowances to be paid to such practitioners or the members of such boards, shall be such as may be provided by regulations.

18. Commissioner and Vice-Commissioner.- (1) There shall be a Commissioner and a Vice-Commissioner of the Institution, both to be appointed by Government.

(2) The Commissioner shall –

- (a) be the chief executive of the Institution and shall act as Secretary to the Governing Body;
- (b) be responsible to the Governing Body in respect of all matters relating to the structure, administration and personnel of the Institution; and
- (c) have such powers regarding appointment, transfer, promotion, dismissal and other matters affecting the staff of the Institution as are provided for by regulations.

(3) The Vice-Commissioner shall perform the duties of the Commissioner when the latter is absent or prevented from acting, and the Commissioner may assign to the Vice-Commissioner the responsibility for the direction of certain services or delegate to him any of his own powers under this Ordinance, the rules and the regulations.

19. Officers and staff of the Institution.- The Governing Body may employ such officers and staff for the administration of the affairs of the Institution as the regulations may provide.

CHAPTER – III

CONTRIBUTIONS

20. Amount and payment of contribution.- (1) Subject to the other provisions of this Chapter, the employer shall, in respect of every employee, whether employed by him directly or through any other person pay to the Institution a contribution at such times, at such rate not more than six percent and subject to such conditions as may be prescribed:

Provided that no contribution shall be payable on so much of an employee's wages as is in excess of four hundred rupees per day or ten thousand rupees per month.

(2) Sub-section (2) omitted.

(3) The employer shall not be entitled to deduct his own share of contribution from the employee's wages or otherwise to recover from him any portion of the contribution, notwithstanding any agreement to the contrary.

(4) Sub-section (4) omitted.

(5) For the purpose of determining the amount of the contribution payable, daily wages shall be calculated in such manner as may be provided by regulations.

(6) Where the mode of payment of remuneration, whether in cash or in kind, makes it difficult to determine the amount of wages for computing the contribution, the Commissioner may, subject to regulations and in consultation with the representatives of employees, determine such wages.

(7) Sub-section (7) omitted.

(8) In the case of construction work the owner of the building shall guarantee the payment of contribution by the contractor.

(9) In the case of works executed or undertakings carried on behalf of the State by a contractor or licensee, the competent public

authority shall, before final settlement of the claims of the contractor or licensee arising out of the contract, require the production of a certificate from the Institution showing that the necessary contributions have been paid, and in default of such certificate it shall deduct from the amount otherwise payable in settlement of such claim, the appropriate amount of the contributions payable, and pay such amount direct to the Institution.

20A. Self-assessment scheme.- (1) Notwithstanding anything contained in this Ordinance, an employer who opts for the self-assessment scheme shall be liable to pay to the Institution a contribution of three hundred sixty rupees per month per secured employee.

(2) The liability of an employer to pay contribution under the self-assessment scheme shall be in respect of those employees who were secured under this Ordinance on the 30th June, 2001.

(3) Every employee secured under this Ordinance in respect of whom the employer pays contribution shall be liable to pay through the employer an amount of twenty rupees per month as his share to the Institution.

21. Records and returns by employers.- Every employer shall keep such records and shall submit to the Institution such returns, at such times, in such forms and containing such particulars relating to persons employed by him, as may be provided in the regulations.

22. Officials of Institution to check employer's books.- (1) Any official of the Institution, duly authorised by a certificate in a form specified in the regulations, may, for the purpose of inquiring into the correctness of any of the particulars stated in the records or returns referred to in section 21 or for the purpose of ascertaining whether any of the provisions of this Ordinance have been complied with-

- (a) require an employer to furnish to him such information as he may consider necessary; or
- (b) at any reasonable time enter any establishment or other premises occupied by such employer and require any

person found in-charge thereof to produce and allow him to examine such account books and other documents relating to the employment of persons and payment of wages, or to furnish to him such information, as he may consider necessary; or

- (c) examine, with respect to any matter relevant to the purposes aforesaid, the employer, his agent or any person found in such establishment or other premises, or any other person whom the said official has reasonable cause to believe to be or to have been a secured person.

(2) The official referred to in sub-section (1), 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 Ordinance.

(3) If an employer fails to maintain records or to submit returns as required by regulations, or otherwise fails to comply with the provisions of sub-section (1) and thereby makes it difficult to ascertain the identity of persons required to be secured or the amount of contribution payable, the contribution shall be assessed on the basis of such evidence as the Institution may find satisfactory for this purpose.

(4) No staff member of the Institution shall visit the premises of any establishment, opting for the self-assessment scheme under section 20A, for the purpose of checking of employers' books, record, etc, during the period of two years.

(5) The number of annual inspections in respect of those establishments which do not opt for self-assessment scheme shall be restricted to only one which shall be notified to the establishments in advance and shall, at the maximum, be restricted to last two years.

23. Increase of unpaid contribution and recovery of contribution, etc. as arrears of land revenue.- (1) If any employer fails to pay, on the due date, the contribution payable by him under sub-section (1) of section 20, the amount so payable by him shall be increased by such percentage or amount as may be prescribed:

Provided that in no case shall such increase exceed fifty per centum of the amount due:

Provided further that no part of such increase shall be payable by, or the liability to pay the same be passed on by the employer to his employees.

(2) Without prejudice to any other remedy, the amount of the contribution due, together with the increase provided for under subsection (1), may be recovered as arrears of land revenue.

24. Safeguard of secured person's right in default of payment of contributions by employer.- In the event of default in payment of contributions by the employer in respect of a secured person, such secured person shall, unless he has connived at such default, have and enjoy the same rights under this Ordinance as if no such default had occurred.

25. Return of contributions paid erroneously.- An employer shall be entitled to the refund of any contribution paid to the Institution under the erroneous belief that it was payable under the provisions of this Ordinance, and shall be entitled to the refund of excess amount of the contribution where such contribution had been paid at a higher rate than the rate prescribed:

Provided that where a contribution was paid under the erroneous belief that a person was a secured person, any sum paid to such person or his dependants by way of benefits shall, in so far as possible, be deducted from the amount of such refund:

Provided further that no contribution or excess amount of any contribution shall be refunded unless an application for such refund is made within six months of the date on which the contribution was paid.

26. Increase of contributions where safety rules not observed.- If an employer fails to observe rules of safety or hygiene prescribed by or under any enactment applicable to his establishment, the Commissioner may, subject to rules, by order in writing, increase the employer's rate of contribution; provided that such increase shall not exceed twenty per centum of the contribution otherwise payable.

27. Extinguishment of claims to contributions.- Any claim of the Institution for unpaid contributions shall be extinguished in the manner provided in the regulations.

CHAPTER – IV
FINANCE AND AUDIT

28. Employees' Social Security Fund.- (1) All contributions paid under this Ordinance and all other moneys received by or on behalf of the Institution shall be paid into the Fund, which shall be held and administered by the Institution for the purposes of this Ordinance.

(2) The Institution may accept grants, donations and gifts from any Government or from a local authority or other body for all or any of the purposes of this Ordinance.

(3) All moneys accruing or payable to the Fund shall be paid into such scheduled bank as may be approved by the Governing Body, or to any office of the Institution.

(4) The Institution shall maintain separate accounts for administrative expenses, and for such branches of social security and such other purposes as may be prescribed.

29. Security Reserves.- The Institution shall establish and maintain reserves in connection with the branches of social security prescribed in accordance with sub-section (4) of section 28 at such times, up to such amounts, and in such manner as may be prescribed.

30. Investments and loans.- (1) Subject to rules, the Institution may, from time to time, invest any moneys which are not immediately required for payments under this Ordinance, and may reinvest or realise such investments.

(2) The Institution may, with the previous sanction of Government, and on such terms as it may specify, raise loans and take measures for discharging such loans.

31. Budget.- (1) The Institution shall, before such date and in such manner as may be prescribed, draw up estimates for the ensuing year of-

- (a) the administrative expenses of the Institution;

- (b) the expenditure to be incurred under each of the branches of social security and other purposes for which separate accounts are prescribed in accordance with sub-section (4) of section 28; and
- (c) the income of the Institution from contributions, the special tax payable under section 70, and other sources, if any.

(2) The Institution shall allocate the estimated income from the special tax towards meeting capital expenditure in accordance with sub-section (3) of section 70, and after allocating sufficient of the estimated income from contributions and other sources, if any, to cover the estimated administrative expenses, shall allocate the remainder of such estimated income among the branches of social security and other purposes referred to in clause (b) of sub-section (1)

(3) Such estimates and allocations shall, before such date as may be prescribed be submitted to Government and, when approved by it, shall constitute the budget of the Institution for the ensuing year.

(4) If Government has not approved such estimates and allocations, with or without amendment, within thirty days of their submission or before the commencement of the financial year to which such estimates relate, whichever is the later, its approval shall be deemed to have been given and the estimates and allocations as submitted shall constitute the budget of the Institution for the financial year to which they relate.

(5) If it appears that expenditure under any budget head is likely to exceed the budget provision under such head, the Governing Body may increase such budget provision by transferring thereto from any other budget head, any amounts not required or not expected to be required under such head:

Provided that no such transfer shall be made to the budget heads for either administrative expenses or the provision of medical care without the prior approval of Government.

(6) If, notwithstanding the application of the provisions of sub-section (5), it appears that expenditure under any budget head is

likely to exceed the corresponding budget provision, or that income under any budget head is likely to fall short of the corresponding budget provision, the expected excess or deficiency, as the case may be, shall be reported to Government, who shall take such action, if any, as may seem appropriate:

Provided that no payment to which a claimant is entitled under this Ordinance shall be withheld pending such action.

32. Accounts and Audit.- (1) The Institution shall maintain accounts of its income and expenditure and of its assets and liabilities in such form and manner as may be prescribed.

(2) The Institution shall appoint an internal auditor who shall perform such duties and exercise such powers as may be provided by regulations.

(3) The accounts of the Institution shall be audited by an external auditor appointed by Government, at such times and in such manner as may be prescribed.

(4) The external auditor shall have access to the books, accounts and other documents of the Institution at all reasonable times, and may call for such explanations and information as he may require or examine any officer of the Institution.

(5) The external auditor shall forward his report to Government together with an audited copy of the accounts of the Institution.

33. Annual Reports.- (1) The Institution shall, within six months after the closing of a financial year, submit to Government an annual report of its work and activities during that financial year, and such report shall cover such matters as may be prescribed.

(2) The annual report, together with the audited accounts of the Institution, shall be published and copies thereof shall be made available for sale to the public.

34. Valuation of assets and liabilities.- The Institution shall, at intervals of not more than five years, have an actuarial valuation made of its assets and liabilities:

Provided that Government may direct a valuation to be made at such other times as it may consider necessary.

CHAPTER –V

BENEFITS

35. Sickness Benefit.- (1) A secured person who is certified, by a medical practitioner authorised by the Institution in the manner provided in the regulations to give such a certificate, to be incapable of attending to his work on account of sickness shall, subject to regulations, be entitled to receive sickness benefit at such rate* as may be fixed by Government by notification, in consultation with the Institution, if during the six calendar months immediately preceding the date on which his incapacity of work was so certified, contributions in respect of him were paid or payable for not less than ninety days.

(2) A secured person shall be entitled to receive sickness benefit through out the period of sickness:

Provided that during a continuous period of three hundred and sixty-five days such benefit shall not be allowed for a period exceeding –

- (a) three hundred and sixty five days, in case he has been suffering from Tuberculosis or Cancer which render an employee incapable to earn his livelihood.
- (b) one hundred and twenty-one days, in case he has been suffering from any other disease:

Provided further that he shall not be entitled to receive such benefit for the first two days of his sickness if such sickness does not, within fifteen days, follow the previous period of sickness for which he received or was entitled to receive such benefit.

* **Sickness Benefit** – The daily rate calculated at 75% of the daily rate of wages last received by the secured persons. The Institution may, on recommendations of the Medical Advisor of the Institution, allow sickness Benefit at 100% of the daily rate of wages last received by a secured person if the period of the incapacity has prolonged; provided that the sickness benefits shall be paid at 100% of the daily rate of wage last received by a secured person in case he is suffering from chronic chest disease or cancer.

36. Maternity benefit.- A secured woman shall, subject to regulations, be entitled to receive maternity benefit at such rate* as may be fixed by Government by notification, in consultation with the Institution, if contributions in respect of her were paid or payable for not less than one hundred and eighty days during the twelve calendar months immediately preceding the expected date of her confinement as certified by a medical practitioner authorised by the Institution in the manner provided in the regulations to give such a certificate, and such benefit shall be paid for all days on which she does not work for remuneration during a period of twelve weeks, of which not more than six weeks shall precede the expected date of confinement.

37. Death grant.- (1) On the death of a secured person receiving or entitled to receive injury benefit, sickness benefit or medical care at the time of his death, the surviving widow or needy widower, or if there be no surviving widow, widows or needy widower, the person who provided for the funeral, shall, subject to regulations, be entitled to a death grant equal to the daily rate of sickness benefit multiplied by thirty, but in no case less than one thousand and five hundred rupees.

(2) Where husband of a secured woman dies, she shall, subject to regulations, be entitled to receive iddat benefit equal to the daily rate of her wages during the period of her iddat:

Provided that a secured woman being a seasonal employee shall be entitled to receive iddat benefit in the same manner and to the same extent notwithstanding termination of seasonal employment during the period of iddat;

Provided further that no employer shall refuse leave for the period of iddat and such leave shall not be accounted towards leave provided under any other law for the time being in force.

38. Medical care during sickness and maternity.- (1) A secured person and his dependents shall be entitled to medical care in the manner and to the extent provided in the regulations.

* **Maternity Benefit** – The daily rate calculated at 100 per cent of the daily rate of wages last received by the secured women.

(2) A secured woman shall, subject to regulations, be entitled to pre-natal confinement and post-natal medical care, if she is entitled to maternity benefit under section 36 or if, during the six calendar months immediately preceding her claim, contributions in respect of her were paid or payable for not less than ninety days.

38A. Medical care of dependents, etc.- Where a secured person dies other than due to any employment injury, his dependents shall, subject to regulations, be entitled to medical care for one year from the date of death of the secured person:

Provided that the deceased secured person had been in continuous employment of an establishment for not less than twelve months immediately preceding his death:

Provided further that where the deceased secured person was a seasonal employee, his dependents shall be entitled to medical care for six months from the date of death of such secured person:

Provided also that the deceased had been in employment of an establishment for not less than six months during two continuous seasons immediately preceding his death.

39. Injury benefits.- A secured person shall, subject to regulations, be entitled to receive injury benefit at such rate* as may be fixed by Government by notification, in consultation with the Institution, in respect of any day, including the day on which, as a result of an employment injury, he is certified by a medical practitioner authorised by the Institution in the manner provided in the regulations to give such a certificate to be incapable of work, but for not more than one hundred and eighty days.

40. Disablement pension.- (1) A secured person who sustains total or partial disablement shall, subject to regulations, be entitled, upon the expiration of his entitlement to injury benefit, to receive disablement pension, according to the degree of disablement determined from time to time, at such rates† for different degrees of

* **Injury Benefit** – The daily rate calculated at 100% of the daily rate of wages last received by a secured person.

† **Disablement pension** – The rate for disablement assessed at 67 per cent or over ('total' disablement) shall be equal to the rate of 'injury benefit', the rate for disablement assessed at 21 % to 66 % (partial

disablement as may be fixed by Government by notification, in consultation with the Institution.

(2) Disablement pension shall terminate with the death of the recipient or when disablement ceases, or ceases to be total or partial disablement:

Provided that if a disablement pension has been paid for five years it shall be payable for life.

41. Disablement gratuity.- (1) A secured person who sustains minor disablement shall, subject to regulations, be entitled to a disablement gratuity at such rates* for different degrees of disablement as may be fixed by Government by notification, in consultation with the Institution.

(2) Where a person receiving disablement pension ceases to suffer from total or partial disablement but continues to suffer from minor disablement he shall, on the termination of his disablement pension, be entitled to disablement gratuity under this section.

42. Survivor's Pension.- (1) Where a secured person dies as a result of an employment injury, a survivor's pension shall, subject to regulations, be payable to each of his dependents as follows, that is to say-

- (a) to the widow, widows, or needy widower, during life, at a rate equal to three-fifths of the rate of total disablement pension to which the secured person was, or would have been entitled, and where there are two or more widows, the pension shall be divided equally between them;
- (b) to each dependent child, at a rate equal to one-fifth of the rate of such total disablement pension:

disablement) shall be the proportion of the rate of injury benefit which the assessment of the disablement bears to 67.

* **Disablement gratuity** – There will be no gratuity for disablement assessed at less than 5 per cent, the amount for disablement assessed at 5 per cent to 20 per cent shall be the proportion of the daily rate of 'injury benefit' which the assessment of the disablement bears to 63, multiplied by 910.

Provided that if the child is a full orphan, the rate shall be two-fifths of the rate of the total disablement pension:

Provided further that if and so long as the total of the survivor's pensions would otherwise exceed the rate of such total disablement pension, the pension of each of the survivor's shall be reduced proportionately so that the total of pensions payable to them does not exceed the rate of the said total disablement pension.

(2) In case the deceased person does not leave a widow, or needy widower, a survivor's pension shall be payable for life to dependent father, if he be alive, and if he be not alive, to a dependent mother, if she be alive, at a rate equal to one-fifth of the rate of the total disablement pension to which the secured person was or would have been entitled.

(3) Survivor's pensions shall be payable upon the death of the secured person and shall terminate –

- (a) upon the death of the survivor; or
- (b) where the survivor is a widow, upon her remarriage; or
- (c) where the survivor is a dependent child, upon his attaining the age of twenty one years:

Provided that such age limit shall not apply to dependent unmarried daughters;

and in any such case the pensions of the remaining survivors shall, if necessary, be adjusted within the maximum laid down in the second proviso to sub-section (1).

43. Death grant in case of death while in receipt of injury benefit or total disablement pension.- Where a secured person dies while he is in receipt of injury benefit or of a total disablement pension the widow, widows or needy widower, or, if there is no widow or needy widower, the person who provided for the funeral, shall, subject to regulations, be entitled to a death grant equal to the daily rate of the injury benefit or of the total disablement pension, as the case may be,

multiplied by thirty, but in no case less than one thousand and five hundred rupees.

44. Medical care in the case of employment injury.- (1) When medical care is required as a result of an employment injury-

- (a) no conditions as regards payment of contributions shall apply; and
- (b) it shall include dental care in addition to the services referred to in section 45.
- (c) omitted.

(2) A person in receipt of injury benefit, disablement pension for loss of earning capacity not less than fifty per centum or a survivor's pension shall be entitled to medical care for so long as the injury benefit, disablement pension or survivor's pension, as the case may be, continues and, in the case of a disablement pension being received by the secured person, for six months after the termination of pension.

45. Extent of medical care.- (1) Medical care shall include –

- (a) general practitioner care, including domiciliary visiting;
- (b) specialist care in hospitals for in-patients and out-patients and such specialist care as may be available outside hospital;
- (c) essential pharmaceutical supplies as prescribed by a medical practitioner;
- (d) hospitalization where necessary, including cases of pregnancy and confinement;
- (e) pre-natal confinement and post-natal care, either by medical practitioners or by qualified midwives.

(2) Omitted.

46. Manner of providing medical care.- (1) Regulations shall specify the manner in which medical care shall be provided.

(2) The Institution may, with the approval of Government, establish and maintain such hospitals, dispensaries and other facilities as it finds necessary for providing medical care in pursuance of the provisions of this Ordinance.

(3) The Institution may buy or import and dispense pharmaceutical supplies direct to the beneficiaries.

(4) Institution may enter into agreement with Government, any local authority, private body or individual in regard to the provision of medical care to persons entitled to it under this Ordinance.

(5) The Institution may enter into an agreement with an employer who maintains a hospital or dispensary or any other medical facility for the benefit of his employees for the utilization of such hospital, dispensary or facility for the purposes of the Institution and such agreement may, among other things specify the persons to whom medical care shall be provided, the type of benefit to be made available, the minimum level of such benefit, the conditions under which such benefit shall be provided, the extent of supervision which the Institution may exercise over the hospital, dispensary or other medical facility, the submission of reports to the Institution by the employer, and the extent and manner of re-imburement to the employer.

47. Institution's power to promote measures for health, welfare, etc., of secured persons.- The Institution may, in addition to the benefits specified in this Ordinance, undertake other measures for improving the health and welfare of secured persons and for the rehabilitation and settlement of such secured persons as may have been disabled or injured, and may for that purpose incur expenditure from the Fund.

48. Manner of claiming benefit.-(1) All claims for benefits under this Ordinance shall be made within such times as may be prescribed, and in such form and manner, and shall be accompanied by such documents, information and evidence as to entitlement, as may be provided in the regulations.

(2) Payment in respect of benefits shall be made in such manner, and at such times and places as may be provided in the regulations.

49. Benefit not assignable or attachable.- (1) The right to receive any payment in respect of any benefit under this Ordinance shall not be transferable or assignable.

(2) No benefit payable under this Ordinance shall be liable to attachment or sale in execution of any decree or order of any Court.

50. Exemption from stamp duty.- Notwithstanding anything to the contrary contained in the Stamp Act, 1899 (Act II of 1899), stamp duty shall not be chargeable upon any draft or order in respect of any benefit payable under this Ordinance.

51. Non-duplication of benefits.- (1) A secured person shall not be paid, for the same period, more than one of the benefits referred to in section 35, 36 and 39, namely, sickness benefit, maternity benefit and injury benefit, and where any person is entitled to more than one of these benefits he shall be given the higher of such benefits.

(2) No person shall be entitled to sickness benefit or maternity benefit or injury benefit for any day for which he receives wages.

52. Repayment of benefit improperly received.- (1) When a person has received any benefit or payment under this Ordinance to which he is not lawfully entitled, he shall be liable to repay to the Institution the value of the benefit or the amount of such payment, and, in the case of his death, his legal heirs shall be liable to repay the same from the assets of the deceased:

Provided that the Institution may waive repayment where there was no misrepresentation on the part of the beneficiary and the repayment would cause undue hardship to him, or, as the case may be, to his survivors.

(2) For the purposes of this section, the value of any benefit received otherwise than in cash shall be determined in accordance with the regulations.

53. Institution's right to recover damages from employer in certain cases.- Where, according to the finding of a Court, an employment injury was sustained by a secured person by reason of a wrongful act or omission of the employer or his agent, the employer or his agent shall reimburse to the Institution the actuarial present value of any periodical payment or the amount of any lump sum payment which the Institution is liable to make under this Ordinance and such actuarial value shall be determined in accordance with the regulations.

54. Institution's right to be indemnified in certain cases.- Where a secured person is entitled to receive or to recover, but has not received or recovered, from any person, compensation or damages in respect of any sickness or employment injury caused under circumstances creating a liability in some person other than, in case of employment injury, the employer or his agent, the Institution shall be entitled to be indemnified by the person so liable.

54A. Extent of benefits, etc.- Notwithstanding anything contained in this Chapter, so much of wages of a secured person's as are in excess of two hundred rupees per day or five thousand rupees per month shall not be accounted for the purpose of determining the rate of benefits provided under sections 35, 36, 37, 39, 40, 41, 42 and 43.

55. Recovery of amounts due.- Any amount recoverable by the Institution under this Chapter may be recovered as arrears of land revenue.

CHAPTER – V-A

MEDICAL TREATMENT OF DOMESTIC SERVANTS

55-A. Medical treatment of domestic servants.- Every employer of a domestic servant shall be liable to provide at his own cost to the domestic servant medical care to the extent mentioned in section 45.

CHAPTER – VI
**DETERMINATION OF QUESTIONS
AND CLAIMS**

56. Assessment of disablement.- All questions as to the assessment of the degree of disablement shall be determined by a medical board or medical practitioner appointed under section 17.

57. Decisions on complaints, questions and disputes.- If any complaint is received or any question or dispute arises as to –

- (a) whether any person is a secured person within the meaning of this Ordinance; or
- (b) the rate of wages or average daily wages of a secured person for the purposes of this Ordinance; or
- (c) the rate of contribution payable by an employer in respect of an employee; or
- (d) the person who is or was the employer in respect of a secured person; or
- (e) any benefit and the amount and duration thereof; or
- (f) any other matter in respect of any contribution or other dues payable or recoverable under this Ordinance.

the matter shall be decided by the Institution, in such manner, and within, such time as the regulations may provide, and the Institution shall notify its decision to the person or persons concerned, in writing, stating therein the reason or reasons for its decision.

58. Review on account of new facts.- The Institution may, subject to regulations, on new facts being brought to its notice, review a decision given by it under section 57:

Provided that no decision shall be reviewed without giving the person or persons concerned an opportunity of being heard and

adducing evidence in support of or against the decision, as the case may be.

59. Appeal to Social Security Court.- Any person aggrieved by a decision of the Institution under section 57 or on a review under section 58 may appeal to the appropriate Social Security Court.

60. Constitution of Social Security Court.- (1) Government may, for purposes of this Ordinance constitute, by notification, a Social Security Court for any Social Security Area or Areas specified in the notification.

(2) A Social Security Court shall be presided over by a Judge who shall be appointed by Government.

(3) A person shall not be appointed as a Judge of Social Security Court unless he has-

- (a) for a period of not less than three years held a judicial office; or
- (b) for a period, or for periods aggregating, not less than seven years been an advocate or pleader of the High Court.

61. Jurisdiction of Social Security Courts.- (1) Subject to the provisions of sub-section (2), a Social Security Court shall have exclusive jurisdiction to hear and decide appeals from decisions of the Institution under section 57 or reviews under section 58 in respect of all claims, questions and disputes arising in the appropriate Social Security Area.

(2) Government may, by order in writing, transfer an appeal from one Social Security Court to another, whenever it appears to it that such transfer will promote the ends of justice or tend to the general convenience of the parties and witnesses.

(3) The Social Security Court to which an appeal has been transferred under the provisions of sub-section (2) shall deal with the same as if it had been originally instituted in, or presented to, such Court.

62. Powers of Social Security Court, etc. - (1) A Social Security Court shall have all the powers of a Civil Court for the purposes of summoning and enforcing the attendance of witnesses, compelling the discovery and production of documents and material objects, administering oath and recording evidence, and such a Court shall be deemed to be a Civil Court within the meaning of section 195 of the Code of Criminal Procedure, 1898 (Act V of 1898).

(2) Notwithstanding anything contained in any other law, a Social Security Court may, for the purpose of deciding any appeal, examine such witnesses and take such evidence as it considers necessary.

(3) A Social Security Court may make such order with regard to costs incidental to any appeal as it thinks fit.

(4) An order of a Social Security Court shall be enforceable as if it were a decree of a Civil Court.

(5) A person shall be guilty of contempt of a Social Security Court if he, without lawful excuse-

- (a) offers any insult to the Social Security Court or any member thereof while the Court is functioning as such; or
- (b) causes any interruption in the work of the Social Security Court; or
- (c) fails to produce or deliver a document when ordered by the Social Security Court to do so; or
- (d) refuses to answer any question of the Social Security Court which he is bound to answer; or
- (e) refuses to take oath to state the truth or to sign any statement made by him when required by the Social Security court to do so;

and the Social Security Court may without any complaint having been made to it, forthwith try such person for such contempt and sentence him to a fine not exceeding fifty rupees.

63. Appearance by legal practitioner.- Any application, appearance or act required to be made or done by any person to or before a Social Security Court (other than the appearance of a person required for the purposes of his examination as a witness) may be made or performed by a legal practitioner or by an officer of a registered trade union authorised in writing by such person, or with the permission of the Court by any person so authorised.

64. Appeal.- (1) Save as expressly provided in this section, no appeal shall lie from an order of a Social Security Court.

(2) An appeal shall lie to the High Court from an order of Social Security Court if it involves a substantial question of law.

(3) The period of limitation for an appeal under this section shall be thirty days.

(4) The provisions of sections 5 and 12 of the Limitation Act, 1908 (IX of 1908), shall apply to appeals under this section.

65. Stay of payment pending appeals.- Where the Institution has appealed against an order of a Social Security Court may, and, if so directed by the High Court shall, pending the decision of the appeal, direct that the payment of any sum required to be paid by the order appealed against shall be withheld.

CHAPTER – VII
OFFENCES AND PENALTIES

66. Offences.- If any person-

- (a) for the purpose of obtaining the allowance or denial of any payment or benefit under this Ordinance, whether for himself or some other person, or for the purpose of avoiding any payment to be made by himself or any other person under this Ordinance-
 - (i) knowingly makes or causes to be made any false statement or false representation; or
 - (ii) produces or furnishes, or causes or knowingly allows to be produced or furnished, any document or information which he knows to be false in a material particular; or
- (b) fails to pay any contribution which under this Ordinance he is liable to pay; or
- (c) recovers or attempts to recover from a secured person, or deducts or attempts to deduct from his wages, the whole or any part of the contribution; or
- (d) fails or refuses to submit any return required by regulations or makes a false return; or
- (e) obstructs any official of the Institution in the discharge of his duties; or
- (f) is guilty of any contravention of, or non-compliance with, any of the requirements of this Ordinance or the rules or the regulations;

he shall, without prejudice to any action to which he may be liable under section 23 or section 70 or any other provision of this Ordinance, be punished with imprisonment which may extend to three months, or with fine not exceeding one thousand rupees, or with both.

67. Prosecutions.- (1) No prosecution under this Ordinance shall be instituted except with the previous sanction of the Commissioner or of an officer authorised by him in writing in this behalf.

(2) No Court inferior to that of a Magistrate of the First Class shall try any offence under this Ordinance.

(3) No Court shall take cognizance of any offence under this Ordinance except on a complaint made in writing within six months of the date on which the offence was discovered.

CHAPTER – VIII
MISCELLANEOUS

68. Contributions, etc., to have priority over other debts.-

In any proceedings of insolvency against a person or proceedings for the winding up of a company, any contribution or other amount payable under this Ordinance by such person or company shall be deemed to be included among debts to be paid in priority to all other debts.

69. Exemption from taxes.— Notwithstanding anything contained in any other law, Government may, by order in writing, exempt the Institution from any tax, rate or duty leviable by Government or by a local authority under the control of Government.

70. Levy of special tax.- (1) Where, in respect of any group of undertakings producing a particular type of product or performing a particular type of service, this Ordinance is, in accordance with the provisions of sub-section (3) of section 1, applied to some areas or establishments, but not to other areas or establishments, Government may, after consultation with the Institution, by a notification, levy on the employers in the areas or establishments to which the Ordinance is not applied, notwithstanding anything contained in this Ordinance, a special tax to be paid to the Institution, at such rate, not exceeding five per centum of the total wages paid by the employer, at such times and subject to such conditions, as may be prescribed.

(2) For the purposes of sub-section (1), the total wages paid by the employers shall mean the total wages which have accrued to all his employees not taking into account so much of an employee's wages as are in excess of one hundred and twenty rupees per day or three thousand rupees per month

(3) The proceeds of the special tax shall be paid into the Fund and shall be utilized for capital expenditure towards building up and improving the medical facilities available for the provision of medical care under this Ordinance.

(4) All provisions of this Ordinance and rules or regulations relating to contributions, with the exception of section 26 and the rules

made thereunder, shall apply to the special tax as if it were a contribution payable under section 20.

71. Review and modification of wage limits, contribution and benefits.- (1) In January of each year, the Governing Body shall review the wage limits specified in clause (f) of sub-section (8) of section 2 and the rates of contribution and benefits provided under this Ordinance in the light of any changes in wage levels or living costs and shall submit a report thereon together with its recommendations to Government.

(2) Government may, after considering the said report and recommendations, by notification, enhance or reduce the wage limits specified in clause (f) of sub-section (8) of section 2 or the rates of benefits payable under this Ordinance.

72. Employers not to dismiss or punish employee during the period of sickness, etc. - (1) No employer shall dismiss, discharge or reduce or otherwise punish an employee during the period in which the employee is in receipt of sickness benefit, maternity benefit, injury benefit or medical care.

(2) No notice of dismissal or discharge or reduction given to an employee during the period specified in sub-section (1) shall be valid or operative.

73. Bar on benefits under other laws.- When a person is entitled to any of the benefits provided by this Ordinance, he shall not be entitled to any similar benefit under any other law.

74. Suit for damages in a Civil Court.- No suit for damages shall be instituted by a secured person against the employer in any Civil Court in respect of employment injury covered by this Ordinance.

75. Members and servants of the Institution to be public servants.- The Members of the Governing Body and all officers and servants of the Institution shall be deemed to be public servants within the meaning of the Pakistan Penal Code (Act XLV of 1860).

76. Removal of difficulties.- (1) If any difficulty arises in giving effect to the provisions of Chapters III and V, Government may, by

order notified in the official Gazette, make such provision or give such direction as appears to it to be necessary for the removal of the difficulty.

(2) Any order made under sub-section (1) shall have effect notwithstanding anything inconsistent therewith in any rules or regulations.

77. Delegation of powers.- The Governing Body may direct that all or any of its powers and functions may, in relation to such matter and subject to such conditions, if any, as may be specified, be also exercisable by the Commissioner or any other officer or authority subordinate to the Institution.

78. Protection of proceedings of the Governing Body.- No act or proceeding of the Governing Body shall be invalid or questioned merely on the ground of existence of any vacancy therein or of any defect in the constitution thereof or in the appointment or qualification of any Member.

79. Power to make rules.- (1) Government may, subject to the condition of previous publication, by notification, make rules to carry out the purposes of this Ordinance.

(2) In particular and without prejudice to the generality of the foregoing power such rules may provide for all or any of the following matters, namely :-

- (i) the manner in which names of persons from whom Members of the Governing Body may be appointed shall be submitted by organizations of employers and employees recognized by Government for that purpose;
- (ii) powers and functions of the Governing Body;
- (iii) fees and allowances of the Members of the Governing Body;
- (iv) qualifications to be possessed by the Medical Adviser;

- (v) times and rates at which and conditions subject to which contributions and the special tax shall be payable;
- (vi) percentage or amount by which contributions and special tax in arrears may be increased under section 23;
- (vii) increase of contribution under section 26 where employer fails to observe rules of safety or hygiene ;
- (viii) branches of social security and other purposes for which separate accounts shall be maintained by the Institution;
- (ix) times at which, amounts upto which, and the manner in which security reserves shall be established and maintained;
- (x) investment of surplus moneys, realisation of investments and reinvestment of the proceeds;
- (xi) times at which and the manner in which the budget shall be prepared and submitted to Government;
- (xii) form and the manner in which the Institution shall keep accounts of its income and expenditure and of its assets and liabilities;
- (xiii) times at which and the manner in which the accounts of the Institution shall be audited by the external auditors;
- (xiv) matters which the annual report of the Institution shall cover;
- (xv) times within which claims for benefit shall be made;

- (xvi) remuneration and conditions of service of officers to be appointed by Government under this Ordinance;
- (xvii) any other matter which is required or allowed by this Ordinance to be prescribed.

80. Power to make regulations.- (1) The Governing Body may, subject to the condition of previous publication, by notification, make regulations not inconsistent with the provisions of this Ordinance or the rules.

(2) In particular, and without prejudice to the generality of the foregoing power, such regulations may provide for all or any of the following matters, namely :-

- (i) the manner in which medical practitioners shall be authorised to give certificates required under any of the provisions of this Ordinance, the form of such certificates and the duties of medical practitioners in that regard ;
- (ii) occupational diseases which may cause employment injury ;
- (iii) qualifications which a person practising medicine shall possess for appointment as a medical practitioner under section 17 or to be authorised to give certificates under sections 35,36 and 39 or for recognition for any other purpose under this Ordinance;
- (iv) times and places at which meetings of the Governing Body shall be held;
- (v) amount of contributions owed to the Institution which shall disqualify a person from being or continuing to be a Member of the Governing Body;
- (vi) duties of Medical Adviser in connection with medical care;

- (vii) powers, functions, fees and allowances of medical practitioners and medical boards and the areas for which and the manner in which they shall be appointed;
- (viii) powers of the Governing Body to employ officers and staff for administration of the affairs of the Institution;
- (ix) method of recruitment, pay and allowances, superannuation benefits and other conditions of service of officers and servants of the Institution;
- (x) powers of the Commissioner with regard to appointment, transfer, promotion, dismissal and other matters affecting the staff of the Institution;
- (xi) clause (xi) omitted.
- (xii) the manner in which daily wages shall be calculated for the purpose of determining the contribution payable;
- (xiii) determination of wages for computation of contributions where the mode of payment of remuneration, in cash or kind, makes such computation difficult;
- (xiv) records to be kept and returns to be submitted by employers, times at which and the form in which such returns are to be submitted, and the particulars relating to employees to be stated in such returns;
- (xv) form of certificate authorising an official of the Institution to exercise the powers of inspection under section 22;
- (xvi) the manner in which any claim of the Institution for unpaid contributions may be extinguished ;
- (xvii) powers and duties of internal auditor ;
- (xviii) conditions of entitlement to receive sickness, maternity and injury benefit, disablement pension, disablement

gratuity, death grant, survivor's pension and medical care ;

- (xix) the items of medical care in respect of specified diseases to which a secured person shall be entitled ;
- (xx) the manner in which medical care shall be provided;
- (xxi) arrangements under which beneficiaries shall share the costs of certain kinds of medical care and the manner in which such costs shall be determined ;
- (xxii) the form and manner in which claims for benefits shall be preferred, and the documents, information and evidence which shall accompany such claims;
- (xxiii) the manner in which and the times and places at which payment in respect of benefits shall be made;
- (xxiv) determination, for the purpose of repayment to the Institution, of the value of any benefit received otherwise than in cash;
- (xxv) determination of the actuarial present value of any periodical payment for which the Institution becomes liable by reason of a wrongful act or omission of the employer or his agent;
- (xxvi) the manner in which and the time within which complaints, questions and disputes shall be decided ;
- (xxvii) the circumstances and manner in which, on new facts coming to light, the Institution may reopen cases and review decisions;
- (xxviii) the manner in which supplies for the use of the Institution shall be obtained and immovable property hired or acquired, and in which such supplies or property shall be sold or otherwise disposed of; and

(xxix) any other matter not provided for in this Ordinance or rules and necessary to give effect to the provisions of this Ordinance.

81. Supersession of certain laws, etc.- Workmen's compensation and maternity benefit payable under the Workmen's Compensation Act, 1923 (VIII of 1923), the Employers' Liability Act, 1938 (XXIV of 1938), the Mines Maternity Benefit Act, 1941 (XIX of 1941), the West Pakistan Maternity Benefit Ordinance, 1958 (W.P.Ord. XXXII of 1958), or under any other law shall not be payable in respect of any employment on or after the appointed day in respect of such employment and the enactments and laws aforesaid shall, in so far as they are inconsistent with the provisions of this Ordinance, cease to have effect.

82. Repeal. – The Employees' Social Insurance Ordinance, 1962 (XXII of 1962), in its application to the Province of West Pakistan, is hereby repealed.

THE PROVINCIAL EMPLOYEES' SOCIAL SECURITY (FINANCIAL AND ACCOUNTING) RULES, 1966

Notification No. LAB-III-11-11/SS/66. – The 12th October, 1966. With reference to the Government to West Pakistan, Labour Department's Notification No. SS-V(i)/65, dated the 25th October, 1965 and in exercise of the powers conferred by section 79 of Provincial Employees' Social Security Ordinance, 1965 (West Pakistan Ordinance No. X of 1965), the Governor of West Pakistan is pleased to make the following rules:-

1. Short title and commencement .- (1) These rules may be called the Provincial Employees' Social Security (Financial and Accounting) Rules, 1966.

(2) They shall come into force at once.

2. Definitions.- In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- (i) "Fixed Assets" means assets which are held for use and which are expected to have an effective life of at least three years.
- (ii) "Liquid investments" means investments, including moneys placed on deposit account at a bank, which are repayable or realizable at not less than the cost price of the investment on demand or not more than one month's notice.
- (iii) "Ordinance" means the Provincial Employees' Social Security Ordinance, 1965;
- (iv) "Section" means a section of the Ordinance;
- (v) "Short-term investments" means investments which are repayable or realizable within a period not exceeding three years at not less than the cost price of the

investment, including moneys placed on deposit account at a bank which are repayable on more than one month's but not more than three years' notice.

- (vi) "special tax" means the special tax payable under section 70.

3. Financial Year. – The Institution shall observe the same financial year as is observed by Government:

Provided that the first year for the purposes of budgetting and accounting shall commence on the date on which the Institution is established and shall end on the thirtieth day of June, nineteen hundred and sixty six.

4. Purposes for which separate accounts are to be maintained:- (1) The branches of Social Security for which separate accounts shall be maintained under sub-section (4) of section 28 shall be: -

- (i) Sickness, Maternity and Death Grant Branch.
- (ii) Employment Injury Branch; and
- (iii) Medical Care, Health, Welfare and Rehabilitation Branch (hereinafter referred to as "Medical Care Branch").

(2) Separate accounts shall also be maintained in respect of the following:-

- (i) Preliminary expenses that is, expenses incurred before collection of social contributions commences;
- (ii) Administrative expenses.
- (iii) Income from contributions, distinguishing between contributions payable under sub-section (1) of section 20 and increases thereof imposed under section 23 and, separately under section 26;
- (iv) Income from investments.

- (v) Income from special tax, showing separately increases thereof imposed under sub-section (4) of section 70 and section 23.
- (vi) Any other income.
- (vii) Each reserve established under section 29 and rule 5 of these rules.
- (viii) Investment of Social Security reserves.
- (ix) Capital expenditure in connection with administration.
- (x) Capital expenditure from proceeds of capital tax.
- (xi) Capital expenditure, otherwise than from proceeds of special tax, in connection with the provision of medical care.
- (xii) Investment of any surplus income not retained for working purposes or otherwise utilized.

5. Reserves.- (1) The Institution shall established and maintain reserves for each of the branches of social security referred to in rule 4 by setting aside out of surplus income, the amounts prescribed in (2) or (3) as the case may be;

Provided that in determining whether any such surplus has become available, the proceeds of the special tax shall not be taken into account.

(2) Until the expiration of the first three complete financial years after the establishment of the Institution the amounts so to be set aside in each year and the time at which such amount shall be set aside, shall be such as the Governing Body may determine.

(3) After the expiration of the said three complete financial years, the Institution shall maintain the said reserves by setting aside, at the end of each financial year, out of income other than the proceeds of the special tax, such amounts; if any, as may be required to bring

the said reserves up to the amounts stated below in respect of each reserve, respectively, that is to say-

- (a) *Sickness, Maternity and Death Grant Branch Reserve.* - Any amount equal to twenty-five per centum of the average annual expenditure incurred by the branch in the last preceding three financial years.
- (b) *Employment Injury Branch Reserve.*- An amount equal to twenty-five per centum of the average annual expenditure incurred by the branch in respect of injury benefit and disablement gratuity in the last preceding three financial years plus the present capital value at the time of all pensions which have been awarded in respect of employment injury, whether total disablement pension, partial disablement pension or survivor's pension.
- (c) *Medical Care Branch Reserve.*- An amount equal to twenty-five per centum of the average annual expenditure, excluding capital expenditure, incurred by the branch in the last preceding three financial years.

(4) Each of the said reserves shall be held for the purpose of meeting any unforeseen or abnormal expenditure incurred by the corresponding branch of social security of making good and unforeseen or abnormal shortage of income receivable by the Institution:

Provided that no part of any such reserve shall be used for such purposes unless Government, in pursuance of action taken under sub-section (6) of session 31, authorizes such use.

6. Investment and reinvestment.- (1) The amount set aside in accordance with rule 3 shall be invested by the Institution, as to one-half in liquid investments and as to the other half either in liquid investments or otherwise.

(2) Any proceeds of the special tax not immediately utilised for capital expenditure towards building up and improving the medical facilities available for the provision of medical care shall be invested

in either liquid or short term investments as the Governing Body may determine.

(3) Any surplus income of the Institution not otherwise allocated and not required to be retained in cash for working purposes shall be invested in such type of investment as the Governing Body may determine.

(4) No investment under these rules shall be in the form of a loan to any individual or any private or unincorporated body, except that advances may be made to officers and servants of the Institution, in accordance with the regulation made under section 80.

(5) Pending the approval of the Governing Body as required under sub-rules (2) and (3) any moneys of which the disposal is subject to such approval shall be placed on deposit account at a bank on terms which require not more than one month's notice of repayment.

(6) In selecting investments the Governing Body shall have regard, firstly, to the safety of the investment, secondly to the maintenance of the real, as distinct from the nominal, value of the investment and the income to be derived from it, and in equal conditions of safety maintenance of the real value and yield, investments shall be preferred which assist, directly, the economic and social policy of the Government.

7. Estimates.- (1) Before the thirtieth day of April of each year, the Institution shall draw up and submit to Government estimates, in the form and under the heads shown in the appendix to these rules, of the income which it expects to receive and the expenditure which it expects to incur in the ensuing financial year, and of the allocation of any expected surplus of income after providing for the estimated expenditure.

(2) Such estimates shall be accompanied by a memorandum explaining in general terms the bases and assumptions on which the estimates have been prepared and stating the reasons for any variation, by more than ten per centum, of the amount shown under any head as compared with the corresponding amount included in the estimates as approved by Government for the current financial year and for any

estimated income or expenditure of a type not included in the estimates as so approved for the current financial year.

8. Accounts and Stock-takings.- (1) The Institution shall keep accounts for each of the heads under which the estimates, as approved or deemed to have been approved by Government under sub-sections (3) and (4) of section 31, have been arranged, and such other heads or sub-divisions of heads as the Institution shall require, and shall record therein, by the double-entry system of book-keeping, the financial transactions of the Institution.

(2) Accounts recording the receipt and issue of equipment and stores, including medicines and medical supplies, shall also be kept and the correctness shall be verified by stock-takings taken before the end of each financial year and as near as practicable thereto.

9. Depreciation.- (1) At the end of each financial year provisions shall be made for depreciation of the fixed assets of the Institution by the straightline method, at the following proportions of the cost price.

	<i>per centum</i> Rs.
(i) Buildings	5
(ii) Office furniture and equipment	6
(iii) Medical equipment	10
(iv) Motor Vehicle	20

or at such other rates, in relation to the estimated effective life of assets or group of assets concerned, as the Governing Body may, from time to time, approve.

(2) Such depreciation shall be charged to the Administrative Expenses Account or the Medical Care Branch Expenditure Account as appropriate in relation to the purpose for which the particular asset or group of assets has been used.

10. Form of Annual Accounts to be submitted.- (1) As soon as possible after the end of the financial year, and in any case not later

than the fifteenth day of September, the accounts of the Institution for the year shall be prepared and submitted to the external auditor.

(2) Such accounts shall be in the form of -

- (a) separate accounts of administrative expenses and of expenditure in respect of each of the branches of social security referred to in sub-rule (1) of rule 4.
- (b) A Special Tax Account.
- (c) An Income and Expenditure accounts for the Institution as a whole.
- (d) A Capital Expenditure and investment account, and
- (e) A Balance Sheet showing the assets and liabilities of the Institution at the end of the year.

(3) The Administrative Expenses Account and the Medical Branch Expenditure Account prescribed under clause (a) of sub-rule (2) shall show the total relevant expenditure including depreciation and any losses or overpayments writing off, but excluding, capital expenditure, analysed in the case of each account amongst the main sub-heads under which the expenditure has been incurred, and the other branch accounts so prescribed shall show, separately the expenditure on each of the types of benefit covered by the particular branch.

(4) The Special Tax Account prescribed under clause (b) of sub-rule (3) shall show the income from the special tax, including any income from investments made at any time from the proceeds of the special tax, and the disposal thereof as between investments and other capital expenditure.

(5) The Income and Expenditure Account prescribed under clause (c) of sub-rule (2) shall show, on the income side, the income of the Institution other than from the special tax, analysed as between social security contributions, income from investments and any other income, and, on the expenditure side, the totals of the expenditure shown in each of the accounts prescribed under clause (a) or sub-rule

(2), and any transfers of surplus income, whether to reserves to repayment of loans to the writing down of preliminary expenses, or otherwise.

(6) The Capital Expenditure and Investment account prescribed under clause (b) of sub-rule (2) shall show, separately, capital expenditure in respect of administration and in respect of the provision of medical care.

11. Audit by external auditor.- (1) “Government shall appoint a firm of Chartered Accountant registered with the Institution of Chartered Accountants of Pakistan as External Auditor on payment of such fees as it may determine on the recommendations of the Governing Body of the Institution”.

The External Auditor shall –

- (i) examine the annual accounts of the Institution prepared in accordance with the rule 10 as soon as may be after they have been submitted to him by the Institution;
- (ii) satisfy himself that the books of account have been correctly maintained and that stock-takings of equipment and stores, including medicines and medical supplies, have been properly taken.
- (iii) verify the investments, and
- (iv) submit the annual accounts to Government together with his report thereon, which shall state that he has examined the accounts and certified the investments, and that the accounts are in accordance with the books and records of the Institution, and are, to the best of his knowledge and belief correct, or, if the circumstances should in his opinion so require, that they are, to the best of his knowledge and belief correct subject to such qualifications and observations as are included in his report.

APPENDIX

Form in which and heads under which Estimates of Income and Expenditure are to be submitted to Government under sub-rule (4) of rule 7 of these rules.

Financial year

A. Ordinary Income (that is, excluding income from special tax and capital receipts)-

Rs.

(1)	Contributions	..	..	..	..	..
(2)	Income from investments	..	..	..	..	..
(3)	Any other income	..	..	..	..	..
(4)	Total income other than from special tax and capital receipts	..	..	..	..	..

B. Ordinary Expenditure (that is, excluding capital expenditure)

Rs.

(5)	Administrative expenses, including depreciation	..	..	..	..	..
(6)	Sickness, Maternity and Death Grant Branch	..	..	..	..	..
(7)	Employment injury Branch	..	..	..	..	..
(8)	Medical Care Branch, including depreciation	..	..	..	..	..
(9)	Total Expenditure other than capital expenditure	..	..	..	..	..
(10)	Difference between items 4 & 9, to Section C (item 13)	..	..	..	..	..

C. Income from special Tax, Capital Receipts and Balance of Ordinary Income over Ordinary Expenditure

Rs.

(11)	Proceeds of special tax	..	..	..	..	..
(12)	Proceeds of realization of investment or sale of other assets	..	..	..	..	..
(13)	Balance of Ordinary Income over Ordinary Expenditure brought from section B (item 10)	..	..	..	..	..
(14)	Total income available or allocation under section					_____

D. Allocation of item 14- Proceeds of Special tax:-

Rs.

(15)	Capital expenditure from proceeds of special tax towards building up and improving facilities available for the provision of medical care	..	..	..	..	..
(16)	Investment of proceeds of Special Tax not allocated under item 15	..	..	..	..	..

Reserves- Amounts to be set aside and invested in respect of Reserves, as under :-

Rs.

(17)	Sickness, Maternity and Death Grant Branch	..	..	..	..	..
(18)	Employment Injury Branch	..	..	..	..	..
(19)	Medical Care Branch	..	..	..	..	..

Other capital Expenditure-

Rs.

(20)	Capital expenditure other than from proceeds of special tax, in connection with the provision of medical care :-	..	..	..	..	..
(21)	Capital expenditure in connection with Administration	..	..	..	..	..
(22)	Investment of any balance of item 14 not otherwise allocated	..	..	..	..	..

Balance-

Rs.

(23)	Amount to be retained in cash for working purposes	..	..	..	..	..
(24)	Total corresponding to item 14	..	..	..	..	..

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THE PROVINCIAL EMPLOYEES’ SOCIAL SECURITY (CONTRIBUTIONS) RULES, 1966

Notification No. LAB-III-11-12/SS/66, dt. 12th October, 1966.- With reference to the Government of West Pakistan, Labour Department’s Notification No.SS-V(1)/65, dated the 25th October, 1965 and in exercise of the powers conferred by section 79 of the Provincial Employees’ Social Security Ordinance, 1965 (West Pakistan Ordinance No. X of 1965), the Governor of West Pakistan is pleased to make the following rules :-

1. Short title and commencement.- (1) These rules may be called the Provincial Employees’ Social Security (Contributions) Rules, 1966.

(2) They shall come into force at once.

2. Definitions.- In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-

- (a) “Ordinance” means the Provincial Employees’ Social Security Ordinance, 1965;
- (b) “Schedule” means the Schedule appended to these rules;
- (c) “Rules” means the Provincial Employees’ Social Security (Contributions) Rules, 1966;
- (d) “Section” means a section of the Ordinance; and
- (e) “Special Tax” means the Special Tax payable under section 70.

PART I

SOCIAL SECURITY CONTRIBUTIONS

3. Subject to the Provisions of sub-rule (3) of rule 4, the rate of contribution payable by the employer in respect of each employee shall be 6% of the wages.

4. (1) The employer shall show the amount of the contribution payable as follows:-

- (i) by entering on a form of pay roll approved by the Institution for the purpose, the registration numbers of the secured persons against their names as shown thereon, together with the amount of contributions applicable thereto and submit a true copy of such form to the Institution; or
- (ii) by completing and submitting to the Institution a contribution schedule to be obtained from the Local Office of the Institution at which the employer is registered and which shall provide for the submission of such information as the Institution may, from time to time, require;
- (iii) in either case the period covered by the wages paid to such secured person shall be stated by the employer.

(2) The employer shall retain in his possession, for a period of not less than two years, a legible copy of each pay roll or contribution schedule so submitted and shall, on request by an official of the Institution authorised under sub-section (1) of section 22, produce any such copy for inspection.

(3) Where the provisions of the Minimum Wages Ordinance, 1961 (XXXIX of 1961), are applicable to any establishment and it is found that any wages paid are less than those specified in that Ordinance, contribution payable shall be calculated on the wages so specified in that Ordinance.

5. The employer shall submit to the Local Office of the Institution at which he is registered, the copies of pay rolls or contribution schedules referred to in rule 4 (1), by the end of the calendar month next following that to which the contribution relates, or such extended period, not exceeding forty-five days, as the Commissioner may allow on good cause being shown for the extension, and at the same time shall pay, at the said Local Office, the total amount of the contribution shown thereon as due.

6. If any employer fails to pay the total amount of contribution within the period prescribed in Rule 5, the amount payable shall be increased by one-half per centum per day for each day after expiry of the prescribed date, subject to the maximum increase provided in sub-section (1) of section 23;

“Provided that where all arrears of the contributions and increase have been paid the Governing Body may, on the recommendations of the Commissioner, for sufficient cause shown by the employer, condone the delay in payment and waive the increase for a period not exceeding forty five days, and any amount waived shall be refunded to the employer or adjusted towards further contributions payable by him.”

7. (1) When, in accordance with the provisions of sub-section (9) of section 20, a competent public authority requires the production of a certificate to the effect that the necessary contributions have been paid, the institution shall cause necessary examination of the relevant accounts and records to be made and if satisfied that no contribution are due, shall give the desired certificate.

(2) If on such examination it is found that any contributions are due, a statement of the contribution due, shall be given to the competent public authority, who shall thereupon deduct the contribution due from any amount due to the contractor or licensee and shall pay the amount of the said contribution direct to the Institution.

PART II

SPECIAL TAX

8. (1) The rate of Special Tax shall be 2% of the wages.

(2) The provisions of rules 4, 5, 6, and 7 of these rules shall apply to the payment by any recovery of the Special Tax as they do to the payment of social security contributions.

(3) No part of the Special Tax shall be recovered from any employee.

PART III

SAFETY AND HYGIENE

9. Where the Institution has reason to believe that an employer has failed to observe rules of safety or hygiene prescribed by or under any enactment, applicable to his establishment the Institution shall request the Inspector of Factories appointed under section 10 of the Factories Act, 1934 (XXV of 1934) to make such examination as appears to be necessary and the said Inspector shall thereupon make the necessary examination and submit a report in this behalf to the Institution, in writing, within fourteen days.

10. (1) A copy of the report submitted by the Inspector of Factories under rule 9, shall be sent to the employer concerned, who shall be given an opportunity of making any representation by registered post in regard thereto and the Commissioner, after considering any such representations, may, if he considers that the circumstances so warrant, direct by an order in writing, that the employer's contribution, shall be increased to such percentage, not exceeding twenty per centum as, in his opinion, is merited by the employer's failure:

Provided that no part of such increase shall be recovered from any employee.

(2) The increase so directed shall take effect from the date of the delivery of such direction at the address of the employer as registered by the Institution, and shall continue up to the date on which the Commissioner rescinds his direction on being satisfied that the employer is duly observing the rules of safety and hygiene prescribed under the law applicable to the employer's establishment.

THE PROVINCIAL EMPLOYEES’ SOCIAL SECURITY (APPOINTMENT OF MEMBERS OF GOVERNING BODY) RULES, 1966

Notification No. LAB-III-II-13/SS/66, dt. 12th October, 1966-

With reference to the Government of West Pakistan, Labour Department’s Notification No. SS-V(1)/ 65, dated the 26th October, 1965 and in exercise of the powers conferred by section 79 of the Provincial Employees’ Social Security Ordinance, 1965 (West Pakistan Ordinance No. X of 1965), the Governor of West Pakistan is pleased to make the following rules :-

1. Short title and commencement.- (1) These rules may be called the Provincial Employees’ Social Security (Appointment of Members of the Governing Body) Rules, 1966.

(2) They shall come into force at once.

2. Definitions.- In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say –

- (a) “Member” means a Member of the Governing Body of the Provincial Employees’ Social Security Institution, appointed under these rules;
- (b) “Ordinance” means the Provincial Employees’ Social Security Ordinance, 1965;
- (c) “Section” means a section of the Ordinance;
- (d) “non-official Member” means a Member of the Governing Body other than a person in the service of Pakistan or the Medical Adviser.

3. Choice of Members to be appointed under section 5 (1) (c) and (d) of the Ordinance.- (1) Government shall publish in the official Gazettee a list showing separately the Organizations of employers and employees recognised for the purpose of submitting

names from which members to be appointed under clauses (c) and (d) sub-section (1) of section 5 shall be chosen.

(2) Within one month of the publication of such list, it shall be open to an organization included in the list to submit to 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 employees, as a representative of employees, together with a summary of the qualifications of that person.

(3) Government shall consider the names so submitted, and shall from such names, select three persons to represent the employer, and three persons to represent the employees. The names of the representatives so selected shall be published in official gazette.

(4) If any Member dies, resigns, becomes disqualified under sub-section (1) of section 12 or is removed under sub-section (2) of section 12, 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.

4. A member shall be eligible for re-appointment on or after the expiration of his term of office, and until such re-appointment is made or another person appointed, the existing member shall continue to hold office.

5. Fees and allowances payable to non-official Members.-

(1) A non-official Member shall be paid a fee Rs.500 for each day on which he attends a meeting of the Governing Body or of any Standing or other committee thereof.

(2) Travelling expenses to the non-official Members shall be payable at the following rate:-

- (a) in respect of travel between places connected by rail, irrespective of the method of travel used, an amount

equivalent to the fare for the highest class of travel by rail available between the places.

- (b) in respect of travel between places not connected by rail, the actual expenditure, incurred, if the non-official Member travels by public transport, including air transport, or at the rate of fifty paise per mile if the non-official Member uses his own car or hires car or a taxi.

(3) In addition to the amounts payable under sub-rules (1) and (2), the following daily allowances shall be payable to non-official members in respect of each day on which such member travels in connection with the business of the Institution to, or is engaged on such business at, any place more than twenty miles from his normal place of residence :-

- (a) for a day during which he spends eight hours or more in traveling to, or on which he spends eight hours or more at any such place, rupees fifty per day; or
- (b) for a day during which he spends four hours or more but less than eight hours in traveling to or on which he spends four hours or more but less than eight hours at any such place, rupees twenty-five per day.

6. Additional functions and powers of Governing Body.- Government may, by notification in the official gazette, entrust any other functions and powers to the Governing Body not inconsistent with the provisions of the Ordinance or the rules and regulations made thereunder.

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**The Provincial Employees' Social Security
(Time Limit for Claiming Benefits)
Rules, 1966**

Notification No. LAB-III-11-14/SS/66. dt. 12th October, 1966.- With reference to the Government of West Pakistan, Labour Department's Notification No. SS-V (1)/65, dated the 25th October, 1965, and in exercise of the powers conferred by section 79 of the Provincial Employees' Social Security Ordinance, 1965 (West Pakistan Ordinance No. X of 1965), the Governor of West Pakistan is pleased to make the following rules:-

1. Short title and commencement.- (1) These rules may be called the Provincial Employees' Social Security (Time Limit for Claiming Benefits) Rules, 1966.

(2) They shall come into force at once.

2. Definition.- In these rules, unless the context otherwise requires, the following expressions shall have the meanings thereby respectively assigned to them, that is to say –

- (i) “authorised medical practitioner” means a medical practitioner authorised by the Institution, in the manner specified in the Regulations to give a certificate of incapacity, or of the expected date of confinement, as the case may be;
- (ii) “Ordinance” means the Provincial Employees’ Social Security Ordinance, 1965.

3. Time Limits.- The time within claims for benefits payable in cash under sections 35, 36, 37, 38 and 42 shall be made as follows:-

- (a) *Sickness benefit.-* Within seven days of the date of the first certificate of incapacity given by an authorized medical practitioner;
- (b) *Maternity benefit.-* Within fifteen days of the date of the certificate of the expected date of confinement required under section 36 of the Ordinance;

- (c) *Death Grant*.- Within fifteen days of the date of death of the secured person;
- (d) *Injury benefit*.- Within seven days of the date of the first certificate of incapacity given by an authorised medical practitioner;
- (e) *Survivor's pension*.- Within fifteen days of death of the secured person:

Provided that if there are sufficient grounds for not submitting the claim within the specified period, such claim may be accepted by the Commissioner within three months and by the Institution at any time after the expiry of the specified period.

4. A claim for medical care under section 38 of the Ordinance may be made at any time during which in the opinion of the medical practitioner examining the claimant such medical care is required.

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**THE PROVINCIAL EMPLOYEES’
SOCIAL SECURITY (MEDICAL ADVISER’S
QUALIFICATIONS) RULES, 1966**

Notification No. LAB-III-II/15/SS/66, dt. 12th October, 1966.-

With reference to the Government of West Pakistan, Labour Department’s Notification No. SS-V(1)/65 dated the 25th October, 1965, and in exercise of the powers conferred by section 79 of the Provincial Employees’ Social Security Ordinance, 1965 (West Pakistan Ordinance No. X of 1965), the Governor of West Pakistan is pleased to make the following rules :-

1. Short title and commencement. - (1) These rules may be called the Provincial Employees’ Social Security (Medical Adviser’s Qualification) Rules, 1966.

(2) They shall come into force at once.

2. Qualifications of Medical Adviser. - No person shall be appointed as the Medical Adviser unless he –

- (a) holds a M.B.B.S, degree conferred by a University in Pakistan, or a qualification recognized by Government as equivalent or superior to such qualification; and
- (b) has had not less than five years’ experience of organization or administration connected with the practice of medicine; and
- (c) is registered as a medical Practitioner under the Medical Council Ordinance, 1962.

THE PROVINCIAL EMPLOYEES’ SOCIAL SECURITY (CONTRIBUTIONS) REGULATIONS, 1967

Notification No. LAB-III-11-16/SS/66, the 1st March, 1968.-

The Governing Body of the West Pakistan Employees’ Social Security Institution in exercise of the powers conferred on it by section 80 of the Provincial Employees’ Social Security Ordinance, 1965 (Ordinance No. X of 1965) have approved the following regulations which were previously published as required under sub-section (1) of the said section:-

1. Title and application.- (1) These regulations may be called the Provincial Employees’ Social Security (Contributions) Regulations, 1967.

(2) They shall apply to all employers included in any notification issued by Government under the provisions of section 1 (3) of the Provincial Employees’ Social Security Ordinance, 1965.

(3) They shall come into force at once

2. Definitions.- In these regulations, unless the context otherwise requires-

(i) the following expressions shall have the meanings respectively assigned to them, that is to say –

(a) “Ordinance” means the Provincial Employees’ Social Security Ordinance, 1965.

(b) “Section” means a section of the Ordinance.

(ii) other expressions shall have the meanings respectively assigned to them in section 2.

3. (1) Where wages are received partly in cash and partly in kind the employer may deduct from the amount of the wages paid in cash the employees’ share of the social security contribution due for the period covered by the payment, notwithstanding that the amount

payable in cash is less than Rs. 2.00 per day, provided that the total of wages paid by the employer, together with the value of the remuneration received in kind amounts to at least Rs. 2.00 per day.

(2) If no part of the remuneration of an employee is payable in cash by an employer, he may deduct the employees' share of the social security contribution from any other payment that he may be liable to make to his employee, provided that the value of remuneration in kind is equivalent to at least Rs. 2.00 per day.

(3) If no remuneration, whether in cash or in kind is made by an employer, the employer may require the employee to pay to him, at agreed intervals, the value of the employee's share of the social security contributions for those intervals provided that no such payment by the employee shall be made unless the value of his remuneration, from whatever source, is equivalent to at least Rs. 2.00 per day.

(4) In the event of the failure of an employee to make a payment authorised by regulation 3 (3), the employers shall have the right to sue the employee for that payment.

4. Manner of calculating daily wages for purpose of determining the amount of contribution.- Where, for the purpose of determining whether the wages of an employee exceed rupees twenty per day or, determining whether they are less than rupees two per day it is necessary to calculate the wage of an employee, the following provisions shall apply-

- (i) if the wage of the secured person is paid on a monthly basis then the daily wage shall be the monthly wage divided by 30;
- (ii) if the wage is paid on a weekly basis, then the daily wage shall be the weekly wage divided by 7;
- (iii) If the wage is paid at any other interval of time, the daily wage shall be the wage divided by the number of days covered by the interval.

5. Manner of calculating contribution where the mode of payment makes it difficult to determine the amount of wage.- (1) If an employer finds it difficult to determine the amount of social security contribution due to be paid in respect of any particular employee or class of employees, he shall notify the Institution without delay in order that a Social Security Officer may investigate the facts of the case from the point of view of both the employer and the employee or class of employees concerned.

(2) After consideration of the report of the S.S.O and of any submissions that either the employer or the employee or class of employees or their representatives may wish to make, the Institution shall advise the interested parties of its findings which shall be bindings on both parties unless and until an appeal is decided by a Social Security Court in accordance with the provisions of section 59 and its decision differs from that given by the Institution.

(3) The employers will be liable to pay contributions at the rate determined by the Institution (or by the Social Security Court in the event of an appeal) for the whole of the period of the dispute but, will be entitled to a refund in the event of the amount of contributions due as finally determined, being less than the amount that he has paid.

6. Extinguishment of claims for unpaid contributions.- Where contributions are recorded as due from an employer but have not been paid, and where-

- (i) all steps open to the Institution have been taken, without success, to obtain payment of the amount due, and
- (ii) in the opinion of the Commissioner it is unlikely that any steps that could be taken in the future would have the effect of obtaining payment of the amount due or any part thereof; the Governing Body may on the recommendations of the Commissioner, authorize the extinguishment of the claim of the Institution for such unpaid contributions:

Provided that the amount of the claim so extinguished shall be transferred to an account entitled "Claims for unpaid contributions

extinguished”, the balance of which shall be shown as a separate item in the annual account of the Institution.

7. **Form of Certificate.**- (1) The form of certificate by which any official of the Institution may be authorised to perform the duties specified in section 22 (1) of the Ordinance, shall be as shown in the Appendix to these regulations.

(2) Any certificate issued in such form shall bear a photograph of the person thereby certified as authorised and shall be issued by or on behalf of the Commissioner and authenticated by the signature of the issuer.

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APPENDIX

CERTIFICATE OF AUTHORISATION

- 1. The cover of the Certificate shall be of stiff cardboard bearing the crest of the Institution and the words “West Pakistan Employees’ Social Security Institution”.
 - 2. The contents will be on pages as indicated-inside cover
- Serial
No.

WEST PAKISTAN EMPLOYEES’ SOCIAL
SECURITY INSTITUTION

Certificate of Authorisation

Name

Signature of holder

Passport
Photograph

(Seal)

I certify that
whose photograph and signature appear opposite, is authorised to
exercise all or any of the powers conferred by section 22 (1) of the
Provincial Employees' Social Security Ordinance, 1965.

Date

(Signature of Commissioner or
Officer acting on his behalf)

Page 2 and 3

[Extracts from West Pakistan Employees'
Social Security Ordinance, 1965]

DUTIES OF EMPLOYERS

Section 21.- Every employer shall keep such records and shall submit to the Institution such returns, at such time, in such form and containing such particulars relating to persons employed by him, as may be provided in the regulations.

POWERS OF AUTHORISED OFFICIALS OF THE INSTITUTIONS

Section 22 (1) Any official of the Institution, duly authorised by a certificate in the form specified in the regulations, may, for the purpose of inquiring into the correctness of any of the particulars stated in the records or returns referred to in section 21 or for the purpose of ascertaining whether any of the provisions of this Ordinance have been complied with –

- (a) require an employer to furnish to him such information as he may consider necessary;
- (b) at any reasonable time enter any establishment or other premises occupied by such employer and require any person found in-charge thereof to produce and allow him to examine such account books and other documents relating to the employment of persons and payment of

wages or to furnish to him such information, as he may consider necessary;

- (c) examine, with respect to any matter relevant to the purposes aforesaid, the employer, his agent or any person found in such establishment or other premises, or any other person whom the said official has reasonable cause to believe to be or to have been a secured person.

(2) The official referred to in sub-section (1), 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 Ordinance.

(3) If an employer fails to maintain records or to submit returns as required by regulations, or otherwise fails to comply with the provisions of sub-section (1) and thereby makes it difficult to ascertain the identity of persons required to be secured or the amount of contribution payable, the contribution shall be assessed on the basis of such evidence as the Institution may find satisfactory for this purpose.

OFFENCES AND PENALTIES

Section 66. - If any person –

- (a) for the purpose of obtaining the allowance or denial of any payment or benefit under this Ordinance, whether for himself or some other person, or for the purpose of avoiding any payment to be made by himself or any other person under this Ordinance-
 - (i) Knowingly makes or causes to be made any false statement or false representation; or
 - (ii) Produces or furnishes, or knowingly allows to be produced or furnished, any document or information which he knows to be false in a material particular; or
- (b) fails to pay any contribution which under this Ordinance he is liable to pay; or

- (c) recovers or attempts to recover from a secured person, or deducts or attempts to deduct from his wages, the whole or any part of the contribution; or
- (d) fails or refuses to submit any return required by regulations or makes a false return; or
- (e) obstructs any official of the Institution in the discharge of his duties ; or
- (f) is guilty of any contravention of, or non-compliance with, any of the requirements of this Ordinance or the rules or the regulations;.

he shall, without prejudice to any action to which he may be liable under section 23 or section 70 or any other provision of this Ordinance, be punished with imprisonment which may extend to three months, or with fine not exceeding one thousand rupees, or with both.

Section 67.- (1) No prosecution under this Ordinance shall be instituted except with the previous sanction of the Commissioner or of an officer authorised by him in writing in this behalf.

(2) No Court inferior to that of a Magistrate of the First Class shall try any offence under this Ordinance.

(3) No Court shall take cognizance of any offence under this Ordinance except on a complaint made in writing within six months of the date on which the offence was discovered.

Page 4.

Address of local Office of the Institution to which the official bearing this certificate is attached.....

Telephone No

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THE PROVINCIAL EMPLOYEES’ SOCIAL SECURITY (BENEFIT) REGULATIONS, 1967

1. Title and application.- (1) These regulations may be called the Provincial Employees’ Social Security (Benefit) Regulations, 1967.

(2) They shall come into force at once.

2. Definitions.- In these regulations, unless the context otherwise requires-

(i) The following expressions shall have the meanings hereby, respectively assigned to them, that is to say –

(a) “Ordinance” means the Provincial Employees’ Social Security Ordinance, 1965.

(b) “Section” means a section of the Ordinance.

(c) “Hospital” means a Social Security Hospital or any other hospital’s dispensary with which arrangements have been made by the Institution for treatment of its employees.

(ii) Other expressions shall have the meanings respectively assigned to them in section 2.

PART-I Medical Care

3. Subject to any notification by Government made under section 1 (3) and to the Provisions of these regulations, medical care shall be given to a secured person and /or his dependents whenever he or they are suffer from any morbid conditions.

4. (1) A person in receipt of injury benefit, disablement pension for loss of earning capacity not less than 50 per cent, or a survivor’s pension shall be entitled to medical care for so long as it is considered necessary for his recovery or for the period laid down in section 44 (2), whichever period is shorter.

(2) Subject to satisfaction of the condition regarding contributions laid down in section 38 (1) any other secured person shall be entitled to medical care for so long as it is considered necessary or for six months after he has exhausted his title to sickness benefit, whichever period is shorter.

5. Every secured person shall, at the time of his registration as a secured person, be notified of the dispensary responsible for his medical care and that of his dependents, and every application for medical care shall in the first instance, be made to the dispensary so specified, in order that he may be examined by a medical practitioner.

6. (1) Medical care shall be provided with a view to maintaining, restoring or improving the health and ability to work of secured persons.

(2) Subject to these regulations medical care shall be given to a secured person suffering from a morbid condition as laid down in the Appendix to these regulations.

(3) Medical care shall be provided only if the secured person satisfies the condition as laid down in sections 35, 36, 37, 38, 39 and 40.

(4) Medical care shall be provided at a dispensary maintained by the Institution.

(5) A dispensary shall be established in an area in which a sufficient number of secured persons work or reside.

(6) A dispensary shall be located in a building or in a part of a building suitable for that purpose and set apart for the exclusive use of persons entitled to medical care.

7. No specific form of application in writing shall be required from persons desiring medical care, except in the case of a pregnant secured woman claiming pre-natal confinement and posts natal medical care under the provisions of section 38 (2), who shall complete an application on the appropriate form which will be provided by the Dispensary at which she attends for the purpose of obtaining the treatment.

8. A secured person or his dependent who has applied for and is entitled to receive medical care under any of the provisions of these regulations -

- (i) shall submit himself to be medically examined by a medical practitioner or other qualified person authorised by the Institution to undertake such an examination, if directed by the Institution to do so;
- (ii) shall not refuse to be medically treated in hospital if the Institution considers it to be necessary;
- (iii) shall comply with the instructions given by the medical practitioner or, where appropriate of the mid-wife, in charge of the case;
- (iv) shall not, while in receipt of medical treatment, do anything which might retard or prejudice his recovery; and
- (v) shall obtain the pharmaceutical supplies prescribed by his medical practitioner from the appropriate dispensary. If he receives the medicine in a bottle provided by the Institution, the Institution shall make a charge of 25 paise for the bottle.

9. (1) After the examination has taken place, the medical practitioner shall prescribe any pharmaceutical supplies that he considers necessary, provided that they are listed on the Schedule of Pharmaceutical Supplies issued by the Institution.

(2) He shall state when and where the next examination will take place.

(3) The secured person or his dependant shall take the prescription to the dispenser, who will supply the items prescribed. The recipient shall acknowledge the receipt of the items by signing at the appropriate space on the prescription form, or by making his thumb-print thereon, as the case may be.

(4) He shall continue to attend the dispensary as long as he is directed to do so.

(5) A secured person who moves from the social security area, shall apply to the nearest Local Office of the Institution to be allocated to a dispensary or medical practitioner in that area.

10. (1) In order to obtain medical care, a secured person or his dependant shall, unless prevented from doing so by ill-health, apply personally to the medical practitioner at the dispensary responsible for treatment, bringing with him his Registration Card and the certificate referred to in Regulations 14,15 or 16 of these regulations as the case may be.

(2) If the person is unable, by reason of ill-health to apply personally for medical care, an application accompanied by the Registration Card and the certificate referred to in Regulation 10 (i) above shall be made on his behalf by a dependant or other agent.

11. There shall be no reimbursement of expenses incurred by a secured person on treatment outside the medical services provided by the Institution.

12. Any information gained by a medical practitioner on a medical board or any other employee of the Institution in relation to the medical treatment of a secured person or his dependant shall be treated as confidential and shall not be disclosed to any one unless required for the use of the Institution or otherwise required to be disclosed under any other law.

13. The cost of transporting an incapacitated secured person or an incapacitated dependant shall be payable by the Institution if, in the opinion of the medical practitioner in attendance, the incapacitated person cannot receive appropriate care in the locality of his residence, or his place of employment . In such a case, the cost of the transport and, if considered by the medical practitioner to be necessary, that of a person to accompany him to and from the nearest place where he can receive adequate treatment, shall be payable by the Institution.

PART II

BENEFIT PAYABLE IN CASH

14. Sickness Benefits.- An employer shall furnish to a secured person, on demand, if he wishes to claim sickness benefit, or medical care or if a dependent of the secured person wishes to claim medical care, a certificate stating -

- (i) that he has been employed continuously by the employer for at least ninety days or, if not, stating the number of days for which he has been employed by the employer in the six months immediately preceding the onset of his incapacity;
- (ii) the rate of wage last paid.

15. (1) A secured person desiring to claim sickness benefit shall obtain from his employer the certificate referred to in Regulation 14 and shall take it to the dispensary to which he had been allotted, together with his Registration Card, for the purpose of examination and treatment, and for the issue of a medical certificate of incapacity described as a First Certificate (Form M-1) containing on the reverse of the certificate a claim form for sickness benefit. The Certificate of Incapacity (M-1, M-2, M-3, attached as appendices IX, X and XI) will be prepared in triplicate , original for the lodging of the claim with the local office of the Institution, duplicate for the information of the employer and triplicate to be retained in the dispensary.

(2) The secured person shall then take the following documents to the Local Office of the Institution at which he has been registered-

- (i) the certificate referred to in Regulation 14 of these regulations;
- (ii) the First Certificate of incapacity (Form M-1) duly completed in the space on the reverse of the certificate headed “ Claim for sickness benefit”;
- (iii) his Registration Card.

(3) The deposit at the Local Office of these documents shall constitute a claim for sickness benefit, as soon as the reverse of the Medical Certificate headed 'Claim' has been completed. The staff of the local office shall render every assistance in the completion of these formalities.

16. (1) The secured person shall continue to attend the medical practitioner as long as he directed to do so and he shall obey any instructions that he is given regarding behavior and diet.

(2) The medical practitioner shall issue 'Intermediate' medical certificate (Form M-2) in respect of any examination after the first, until the recovery of the secured person permits him to return to work either at once or within three days of the date of examination, in which case, he shall issue a 'Final Certificate' (Form M-3).

(3) The secured person shall take or send the 'Intermediate' and 'Final' certificates, without delay, to the Local Office of the Institution which is dealing with his claim after completing the statement on the reverse of the medical certificate that he has done no work since his claim, after completing the statement on the reverse of the medical certificate that he has done no work since the date of the issue of the previous certificate.

(4) Sickness benefit shall be payable for all days covered by the medical certificate of incapacity issued by approved medical practitioner, except for the first three days of incapacity (hereinafter referred to as the 'waiting days'), for which no benefit is payable. Provided that sickness benefit shall be payable for those days if the incapacity claimed for is a recrudescence of a period of incapacity which terminated not more than fifteen days before such recrudescence.

17. If a secured person, although not incapacitated himself, has been prevented from attending his place of employment by reason of the fact that he had been certified by a medical practitioner as having been in contract with an infectious disease, he shall be entitled to claim sickness benefits as if he himself had been incapacitated. He shall submit the certificate referred to in paragraph 14 of these regulations to the Local Office of the Institution, and his entitlement

shall be subject to the same conditions regarding the number of contributions paid, the waiting days and the continued submission of such certificates, as if he had been himself incapacitated.

18. Maternity benefit.- A secured woman who satisfies the contribution requirements laid down by section 36 of the Ordinance, and desires to claim the cash maternity benefit provided by that Section, shall obtain –

- (i) from her medical practitioner, a certificate stating the expected date of her confinement, not earlier than eight weeks before that date; and
- (ii) from her employer, a certificate which he shall furnish on demand, stating-
 - (a) that she has been continuously employed by the employer for at least a year immediately preceding her expected date of confinement, as stated on the certificate referred to at (i) above, or, if not, stating the number of days for which she has been so employed in the year immediately preceding the expected date of confinement; and
 - (b) the rate of wages last paid.

She shall take these certificates together with her Social Security Registration Card to the Local Office of the Institution at which she is registered and there complete a claim for maternity benefit on the appropriate form.

19. The secured woman shall submit herself for examination by a medical practitioner or an approved midwife, when required by them to do so, and shall comply with any instructions given by them regarding diet and behavior.

20. Injury benefit.- A secured person who is incapacitated from work as the result of an employment injury arising out of and in the course of his employment, shall be entitled to claim injury benefit, if he takes to the Local Office at which he was registered or causes to be submitted on his behalf the following documents :-

- (i) a certificate from his employer, which he shall furnish on demand, stating –
 - (a) that he is employed by the employer; and
 - (b) the rate of wages last paid;
- (ii) his Social Security Registration Card;
- (iii) a ‘First Certificate’ of Incapacity, as provided by these regulations, duly completed in the space on the reverse of the certificate headed “ Claim for Injury Benefit”.

21. Disablement Pensions and Disablement Gratuities.- As soon as possible before an award of injury benefit is due to terminate because it will have been in payment for one hundred and eighty days, or by reason of the fact that the beneficiary is no longer of work, the Institution shall arrange for the secured person who has been receiving the payments to be examined by a Medical Board in order that the degree of disablement, if any, remaining at the end of the injury benefit period may be determined, and the secured person shall submit himself for examination as directed by the Local Office.

22. The degree of disablement shall be determined by a Medical Board in accordance with the provisions of the Schedule to these regulations and the Institution shall –

- (i) if the disablement has been assessed at a percentage at least 5% up to and including 20% award a disablement gratuity to the secured person at the rate fixed by Government by notification;
- (ii) if the degree of disablement has been assessed at a percentage of 21% or more, up to and including 100% award a disablement pension to the secured person at the rate fixed by Government notification, for such period as may have been specified by the Medical Board and shall arrange for such further examination as the Board has considered necessary. The pension shall continue in payment at the rate awarded until the death of the

recipient or until it has been determined by the Board that the degree of disablement has changed, in which case the rate of pension shall be adjusted accordingly from the date of the revised assessment:

Provided that, if the degree of disablement falls below 21% the disablement pension shall cease to be payable and subject to sub-clause (i) above, the secured person shall be eligible for a disablement gratuity.

23. No formal claim for a disablement gratuity or pension need be made by a secured person who is in receipt of injury benefit.

24. Survivor's Pension.- (1) If a secured person dies as a result of an employment injury, a claim, on the appropriate form, shall be made to the Institution, and accompanied by a medical certificate signed by a medical practitioner, certifying that the death was the result of an employment injury, together with such evidence of birth, marriage and need as the Institution may require.

(2) Claims for a survivor's pension may be submitted by –

- (a) the widow or widows of the secured person;
- (b) a person having charge of the dependent children of the secured person;
- (c) the needy widower of a secured woman;
- (d) the dependent father of the secured person if he be alive, and if not, the dependent mother provided that there is no widow, or needy widower.

(3) A child of the deceased secured person shall cease to be regarded as a dependent child if he is employed to the extent that his earnings exceed Rs. 40 a month.

25. The widower of a deceased secured person or a father or mother of a deceased secured person, shall not be regarded as a needy widower, or a dependent, as the case may be, unless he can show to

the satisfaction of the Institution, that he has been mainly dependent for his livelihood on the deceased secured person.

26. The second proviso to Section 42 (1) shall be applied as follows :-

The survivor's pension that would have been awarded under the said sub-section in the absence of the said proviso shall be calculated and if the total of such unreduced pensions exceeds the total disablement pension to which the secured person was, or would have been entitled, each survivor's pension as so calculated shall be reduced by the same proportion, that is to say, the proportion required to reduce the total of the survivor's pension to the amount of the said total disablement pension, and each survivor's pension as so reduced shall be the pension payable under the said section.

27. If at any time it becomes necessary to review the amount of survivor's pensions in payment, whether as a result of any additional valid claim for a survivor's pension having been received or on the termination of any survivor's pension under section 42 (3), in order to affect the adjustment required by the said sub-section the method of calculation laid down in the preceding regulation shall be followed in determining the amount of each survivor's pension payable as the result of such review.

28. Death Grant.- If a secured person dies while in receipt of or entitled to receive injury benefit, sickness benefit or medical care at the time of his death or while he is in receipt of a total disablement pension, a claim for a death grant may be made to the Institution, on the appropriate form, by any of the following persons the first named or second named taking precedence over the third –

- (i) the surviving widow or widows;
- (ii) a needy widower, provided he can show to the satisfaction of the Institution, that he was mainly dependent for his livelihood on the earnings of his late wife;
- (iii) the person who provided for the funeral.

29. The claim form, when completed, shall be accompanied by such evidence as the Institution may require including evidence of the identity of the claimant, certificate of death, certificate of marriage or other acceptable evidence of marriage. In the case of a claim by a widower the Institution may require evidence of need, and in the case of a claim by a person who provided for the cost of the funeral, evidence that he had done so.

30. The death grant shall be calculated on the basis of the daily rate of sickness benefit, injury benefit, or total disablement pension in payment, or payable, as the case may be, multiplied by thirty, subject to a minimum payment of Rs.50.00.

31. General.- The rate of cash benefit payable shall be as fixed by Government by notification.

32. If a claimant who is entitled to any cash benefit is unable at any time to draw such benefit in person from a Local Office of the Institution by reason of illness or infirmity, he may, on the appropriate form which may be obtained on request from any Local Office or dispensary, authorize a person to act as agent to draw the benefit on his behalf. The agent so authorised shall present such form of authority, together with the Registration Card of the secured person, to the cashier at the office of payment, and shall sign on behalf of the secured person in acknowledgement of having received payment.

33. If a claimant is unable to produce a birth certificate or other satisfactory evidence of the exact date of birth of any child, the age on the first day of January next following shall be determined by the Institution on the basis of an examination of the child by a medical practitioner. For the purpose of determining the entitlement of the child to a survivor's, pension, his birthday shall, in such cases, be deemed by the Institution to be the first day of January.

34. (1) Cash benefit payments, including pensions, will normally be payable at the Local Office of the Institution at which the relevant claim was made as soon as the entitlement of the claimant to the benefit has been established.

(2) Sickness Benefit or injury benefit will be payable as the second medical certificate of incapacity for work, issued to the secured

person in accordance with the provisions of Regulation 14 of these regulations, has been received at the Local Office of the Institution at which a valid claim for benefit was made in respect of a period of incapacity lasting more than three days. Thereafter, further payments will be made on the days on which any further medical certificates from authorized medical practitioners, are received at the Local Office.

(3) Death Grant or Disablement Gratuity will become payable as soon as entitlement to the benefit has been established and a notice of the amount awarded has been sent to the claimant.

(4) Maternity benefit will be paid at weekly intervals, after the certificates referred to in Regulation 18 have been received in a Local Office in respect of valid claim and a notice of the amount awarded has been sent to the claimant.

(5) Disablement Pensions and Survivor's pensions will be payable at monthly intervals, the first payment becoming due as soon as the title to the benefit has been established, and a notice of the amount awarded has been sent to the claimant.

35. Beneficiaries may request the Local Office to send any cash benefit by post. In such cases, a money order for the amount of the benefit will be sent to the beneficiary to the address given by him to the Local Office of the Institution for this purpose. Any payment so made will be at the risk of the beneficiary and in the event of it not being received by him, the Institution shall not be liable to replace the amount not received.

36. Any benefit claimed, and awarded but not collected, will become void after one year from the date on which it first became payable.

37. Every person in receipt of any cash benefit shall be responsible for notifying the Local Office from which it is paid of any change of circumstances that may affect the title to the cash benefit, without delay. If any overpayment arises through his failure to do so, he will be held liable to refund amount of benefit overpaid.

38. Every secured person shall be supplied with a registration card which he shall be required to produce on applying for any benefit

under the Ordinance. If for any reason a replacement of the card is required the Institution may make a charge of 50 paisa for a new card.

SCHEDULE

DEGREE OF DISABLEMENT

PART – I

For the purpose of the assessment of the degree of disablement in the form of a percentage as provided in section 2(7) of the Ordinance, where as a result of the employment injury the claimant has suffered an injury specified in the first column hereunder then the loss of earning capacity suffered by the claimant as a result of that injury shall be treated as resulting in the degree of disablement set against such employment injury in the second column hereunder :-

Serial No.	Description of injury	Degree of disablement per cent
1.	2.	3.
1.	Loss of both hands or amputation at higher sites.	100
2.	Loss of a hand and a foot.	100
3.	Double amputation through leg or thigh or amputation through leg or thigh on one side and loss of other foot	100
4.	Loss of sight to such an extent as to render the claimant unable to perform any work for which eye-sight is essential.	100
5.	Very severe facial disfigurement	100
6.	Absolute deafness	100
AMPUTATION CASES-UPPER LIMBS (EITHER ARM)		
7.	Amputation through shoulder joint	90
8.	Amputation below shoulder with stump less than 8 inches from tip of acromion	80

9.	Amputation from 8 inches from tip of acromion to less than 8½ inches below tip of olecranon.	70
10.	Loss of a hand or the thumb and four fingers of one hand or amputation from 4 ½ inches below tip of olecranon	60
11.	Loss of thumb	30
12.	Loss of thumb and its metacarpal bone	40
13.	Loss of four fingers of one hand	50
14.	Loss of three fingers of one hand	30
15.	Loss of two fingers of one hand	20
16.	Loss of terminal phalanx of thumb	20

AMPUTATION CASES LOWER LIMBS

17.	Amputation of both feet resulting in end-bearing stumps	90
18.	Amputation through both feet proximal to the metatarso-phalangeal joint.	80
19.	Loss of all toes of both feet through the metatarso-phalangeal joint	40
20.	Loss of all toes of both feet proximal to the proximal inter-phalangeal joint.	30
21.	Loss of all toes of both feet distal to the proximal inter-phalangeal joint	20
22.	Amputation at hip	90
23.	Amputation below hip with stump not exceeding 5 inches in length measured from tip of great trochanter	80

24.	Amputation below tip with stump exceeding 5 inches in length measured from tip of great trochanter, but not beyond middle thigh.	70
25.	Amputation below middle thigh to 3 ½ inches below knee.	60
26.	Amputation below knee stump exceeding 3 ½ inches but not exceeding 5 inches	50
27.	Amputation below knee with stump exceeding 5 inches	40
28.	Amputation of one foot resulting in end-bearing stump	30
29.	Amputation through one foot proximal of the metatarso-phalangeal joint	30
30.	Loss of all toes of one foot through the metatarso-phalangeal joint	20

OTHER INJURIES

31.	Loss of one eye, without complications, the other being normal	40
32.	Loss of vision of one eye, without complication or disfigurement of eyeball, the other being normal.	30

(A) Loss of finger of right or left hand

Index finger –

33.	Whole	14
34.	Two phalanges	11
35.	One phalanx	9

36. Guillotine amputation of tip without loss of bone	5
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Middle finger –

37. Whole	12
38. Two phalanges	9
39. One phalanx	7
40. Guillotine amputation of tip without loss of bone	4

Ring or little finger –

41. Whole	7
42. Two phalanges	6
43. One Phalanx	6
44. Guillotine amputation of tip without loss of bone	2

(B) Toes of right or left foot

Great toe –

45. Through metatarso-phalangeal joint	14
46. Part, with some loss of bone	3

Any other toe –

47. Through metatarso-phalangeal joint	3
48. Part, with some loss of bone	1

Two toes of one foot, excluding great toe-

49. Through metatarso-phalangeal joint	5
50. Part, with some loss of bone	2
51. Through metatarso-phalangeal joint	3
52. Part, with some loss of bone	3

Four toes of one foot, excluding great toe-

53. Through metatarso-phalangeal joint	9
54. Part, with some loss of bone	3

PART -II

In the case of any disablement resulting from any injury not specified in part 1 of this Schedule the extent of such disablement shall be assessed in such manner as may be deemed proper having regard to the nature of the disablement and, where appropriate, to the percentages set out in part 1 of this Schedule.

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**The Provincial Employees' Social Security
(Medical Practitioners & Medical Boards
Appointment and Functions)
Regulations, 1967**

1. Title and application. – (1) These regulations may be called the Provincial Employees' Social Security (Medical Practitioners and Medical Boards Appointment and Functions) Regulations, 1967.

(2) They shall come into force at once.

2. Definitions. - In these regulations, unless the context otherwise –

- (i) The following expressions shall have the meanings respectively assigned to them, that is to say –
 - (a) “Ordinance” means the Provincial Employees’ Social Security Ordinance, 1965;
 - (b) “Section” means a section of the Ordinance;
 - (c) “Hospital” means a Social Security Hospital or any other hospital’s dispensary with which arrangements have been made by the Institution for the treatment of its employees;
- (ii) other expressions shall have the meanings respectively assigned to them in section 2.

PART – I

APPOINTMENT

3. The Commissioner shall appoint such staff for the dispensaries as may be recommended by the Medical Adviser. He shall also appoint Medical Boards consisting of doctors from the Panel prepared by the Medical Adviser.

4. Only those doctors who possess at least an M.B.B.S. Degree from the recognized university and have at least 5 years' experience shall be eligible for appointment as Medical Officers incharge of the Institutions, dispensaries or members of the Medical Boards. This rule may, however, be relaxed in exceptional circumstances on the advice of the Medical Adviser.

5. Each medical practitioner or member of medical board so appointed whether full-time or part-time shall be given a certificate of appointment, which shall specify the salary and conditions of service in the case of full-time appointment, and the fees and allowances payable in the case of a part-time appointment.

6. A medical practitioner shall be responsible for the administration of each dispensary set up by the Institution for the provisions of medical care to secured persons and their dependants.

7. (1) The medical practitioner shall maintain such records as the Institution may direct, and, in particular, a medical case history in respect of each person to whom he gives medical care.

(2) The medical case history of each person treated shall contain in addition to his identifications details of the following data:-

- (a) the data or dates of his attendance;
- (b) the particulars of the certificates of incapacity issued – First, Intermediate or Final certificates of expected or actual confinement;
- (c) the diagnosis of the morbid condition by number as defined in the list set out in the First Schedule to these Regulations;
- (d) the short clinical data; and
- (e) the treatment given and other action taken, if any.

8. A medical practitioner shall, when examining a secured person or his dependant –

- (i) determine, in the case of a secured person, whether he is incapable of attending to his work on account of sickness and, if he is so, furnish to him a certificate to the effect, identifying the cause of such incapacity by its corresponding code number as shown in the List of Causes of Morbidity set out in the First Schedule to these Regulations, on the appropriate form supplied by the Institution; the form shall show either:-
 - (a) the presumptive duration of the incapacity, as a rule for a maximum of one week at a time and no longer, and the date on which the person shall be examined in order to confirm the continuation of the incapacity, or
 - (b) the probable date of the recovery of his capacity for work if it is within one week of the date of examination;
- (ii) decide what further examination if any, for example, by means of X-rays, laboratory examination or other examination is necessary, and make appropriate arrangements;
- (iii) determine his treatment, giving him all instructions regarding behaviour, diet and other matters;
- (iv) prescribe the use of pharmaceutical products as specified in Regulation 10;
- (v) direct him, if necessary, to the hospital which has undertaken to receive secured persons for examination, admission or treatment;
- (vi) complete his medical history;
- (vii) make, if necessary, an appointment for a further medical examination, advising him accordingly;

- (viii)(a) in the case of a secured person in need of dental treatment as the direct result of an employment injury make arrangements with an approved dentist for such treatment to be given;
- (b) in the case of the pregnancy or confinement of a secured person, the medical practitioner shall –
 - (1) conduct such periodical pre-natal medical examinations as is considered necessary;
 - (2) furnish necessary medical care during the confinement;
 - (3) furnish certificates of expected and actual confinement on the approved forms, on request, at the appropriate time.

9. (1) Hours for domiciliary visits shall, except in the case of an emergency, be fixed outside normal dispensary hours.

(2) The visiting medical practitioner shall determine whether the person shall be attended further at his home or at the dispensary.

10. The Institution shall issue from time to time a schedule of pharmaceutical supplies which may be prescribed by a medical practitioner.

11. A Medical Board, examining a person on the direction of the Institution, shall submit its findings to the Institution within three days of the examination, on the appropriate forms. Scales of fees and allowances of chairman and Members of the Medical Board are given in the Second Schedule of these regulations.

12. When a Medical Board is required to assess the degree of disablement of a secured person, it shall express that degree in accordance with the percentages shown in the Schedule to the Provincial Employees' Social Security (Benefit) Regulations, 1967. If in the opinion of the Medical Board, the degree of disablement is likely to fluctuate to the extent that it would be desirable for the rate of any disablement pension awarded as a result of his examination to be

reviewed at some future date, it should indicate this by making its assessment provisional to over a period of six or twelve months, as the case may be.

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FIRST SCHEDULE

List of Causes of Incapacity

1. Tuberculosis of respiratory system
2. Tuberculosis of other forms.
3. Syphilis and its sequelae.
4. Gonococcal infection.
5. Dysentery, all forms.
6. Other infective diseases commonly arising in intestinal tract –
 - 6a Cholera.
 - 6b Enteric fever.
 - 6c Other infective diseases.
7. Certain diseases common among, children –
 - 7a Scarlet fever.
 - 7b Diphtheria
 - 7c Whooping, cough.
 - 7d Measles.
 - 7e Mumps.

- 7f Chicken-pox.
- 8. Typhus and other rickettsial diseases.
- 9. Malaria.
- 10. Diseases due to helminths –
 - 10a Filariasis.
 - 10b Ankylostomiasis
 - 10c Other helminths.
- 11. All other diseases classified as infective and parasitic –
 - 11a Meningococcal infection.
(CEREBROSPINAL FEVER)
 - 11b Plague
 - 11c Small-pox
 - 11d Leprosy.
 - 11e Kala-azar
 - 11f Parasitic skin infections
 - 11g Tetanus.
 - 11h Yaws (Framboesia).
 - 11i Infectious hepatitis (Catarrhal Jaundice)
 - 11j Other infectious and parasitic diseases.
- 12. Malignant neoplasms, including neoplasms of lymphatic and haematopoietic tissues.

13. Benign neoplasms and neoplasms of unspecified nature.
14. Allergic disorders.
15. Diseases of thyroid gland.
16. Diabetes mellitus.
17. Avitaminosis and other deficiency states.
18. Anaemias.
19. Psychoneurosis and psychosis.
20. Vascular lesions affecting central nervous system.
21. Diseases of eye.
 - 21a Trachoma.
 - 21b Cataract.
 - 21c Other diseases.
 - 21d Injury eye.
22. Diseases of ear and mastoid process.
23. Rheumatic fever.
24. Chronic rheumatic heart disease.
25. Arteriosclerotic and degenerative heart disease.
26. Hypertensive.
27. Diseases of veins.
28. Acute Pharyngitis (common cold).

29. Acute Pharyngitis and tonsillitis and hypertrophy of tonsils and adenoids.
30. Influenza.
31. Pneumonia.
32. Bronchitis.
33. Silicois and occupational pulmonary fibrosis.
34. All other respiratory diseases.
35. Diseases of stomach and duodenu, except cancer.
36. Appen dicitis.
37. Hernia of abdominal cavity.
38. Diarrhoea and enteritis.
39. Diseases of gallbladder and bile ducts.
40. Other diseases of digestive system –
 - 40a Diseases of the teeth.
 - 40b Other diseases.
41. Nephritis and nephrosis.
42. Diseases of genital organs –
 - 42a Diseases of male genital organs.
 - 42b Diseases of female genital organs.
43. Deliveries, complications of pregnancy, child-birth and the puerperium –
 - 43a Normal deliveries.

- 43b Complications of pregnancy, child-birth and the puerperium.
- 44. Boil, abscess, cellulites and other skin infections.
- 45. Other diseases of skin.
- 46. Arthritis and rheumatism, except rheumatic fever.
- 47. Diseases of bones and other organs of movement.
- 48. Congenital malformations and diseases peculiar to early infancy.
- 49. Other specified and ill-defined diseases –
 - 49a Epilepsy.
 - 49b Diseases of nerves and peripheral ganglia.
 - 49c Urinary calculus.
 - 49d Other diseases of urinary system.
 - 49e Other specified and illdefined diseases.
- 50. Accident, poisonings and violence –
 - 50a Open fractures (all sites)
 - 50b Closed fractures (all sites)
 - 50c Complicated fractures (all sites and complications)
 - 50d Dislocations (all sites)
 - 50e Head injury excluding fracture.
 - 50f Internal injury, chest, abdomen and pelvis.
 - 50g Lacerated, open and contused wounds.

- 50h Burns and scalds.
- 50i Occupational poisoning.
- 50j Other poisoning
- 50k Other violence

LIST OF CAUSES OF MORBIDITY

Classified Sickness Group			Classified Sickness Group		
A					
Abdominal colic	...	49c	Anal and rectal adscess	...	40b
Abortion	...	43b	Anal fistula or fissute	...	40b
Abortive fever	...	6c	Anaphylactic shock	...	50k
Abscess	...	Accor- ding to cause.	Aneurysm of aorta	...	3
Achlorydria	...	35	Angina pectoris	...	25
Achluric Anacmia	...	18	Angioneurotic cedema	...	14
Accident (not occupational)	...	50 sub- group accor- ding to nature of injury	Anklosis	...	47
Accidents (occupational)	...	50 sub- group accor- ding to nature of injury	Ankylostomiasis	...	10b
Acne	...	45	Anorexia	...	49e
Acromegaly	...	49e	Anteflexion cervic or uterus	...	42b
Actinomycoysis	...	11f	Amntepartum haemorrhage	...	43b
Acute gonorrhoea	...	49	Anthracosis	...	33
Acute oedema of lung	...	49e	Anthrax	...	11j
Addison’s anaemia	...	18	Anxiety	...	19
Adenitis (non-tuberculous)	...	44	Aortic disease	...	24
Agranulocytosis	...	49e	Aplastic anaemia	...	18
Albuminuria	...	41	Apoplexy	...	20
Allergic conjunctivitis	...	14	Appendicitis	...	36
Allergic eczema	...	14	Arteriosclerosis	...	25

Alveolar abscess	...	40a	Ascites	...	49e
Alopecia (Aerata)	...	45	Asthma	...	14
Amanorrhoea	...	42b	Astigmatism	...	21e
Amnesia	...	49e	Athlete's foot	...	11f
Amaemia	...	18	Atrophy acute yellow	...	39
Arteriosclerosis of Kidney	...	26	Atypical pneumonia	...	31
Arrhythmia	...	49e	Auricular fibrillation	...	49e
Arthritis	...	46	Auricular flutter	...	49e
Arthritis gonococeal	...	4	Avitaminosis	...	17
Ascariasis	...	10c			

B

Banti's disease	...	49e	Bilharziasis	...	10c
Bed sore	...	45	Biliousnsa	...	49e
Berberi	...	17	Blackwater fever	...	9
Blepbaritis	...	21c	Brodie'e abscess	...	47
Blindness	...	21c	Bronchietasis	...	34
Boils	...	44	Bronchitis	...	32
Brachial neuritis	...	496	Broncho pneumonia	...	31
Bradycardia	...	49e	Brucellosis	...	6c
Breast abscess	...	42b	Bunion	...	47
Bright's disease	...	41	Burns	...	50h
Brill disease	...	8	Bursitis	...	47

C

Calculus, renal ureteric, bladder	...	49c	Cerebrospinal fever	...	11a
Cancrum oris	...	40b	Cerebrospinal meningitis	...	11a
Cirbuncle	...	44	Cocvical rib	...	48
Carcinoma	...	12	Cervictis	...	42b
Cardiac asthma	...	49e	Chancroid	...	11j
Cardiac conditions	...	49e	Chicken pox	...	7f
Cataract	...	21b	Chilblains	...	49e
Calerrh (Nose and nasopharynx)	...	28	Cholangitis	...	38
Cellutistis	...	44	Cholecystitis	...	39
Cerbral abscess	...	49e	Chlelithiasis	...	39

Cerebral embolism	...	20	Cholera	...	6a
Cerebral Haemorrhage	...	20	Chondritis	...	47
Cerebral Thrombosis	...	20	Chorea	...	23
Cerebral Tumours	...	12 or 13	Choroiditis	...	21
Cirrhosis of liver	...	40b	Chronic bronchitis	...	32
Cleft palate	...	48	Chronic gonorrhoea	...	4
Climacteric	...	42b	Conjunctivitis gonococcal	...	4
Climacteric symptoms	...	42b	Constipation	...	40b
Clubfoot	...	47	Conyusion	...	49e
Coeliac disease	...	17	Cooly's anaemia	...	18
Colitis	...	38	Corneal opacity	...	21c
Collapse	...	49e	Corneal ulcer	...	21c
Colour blindness	...	21c	Corns	...	45
Common cold	...	28	Coronary disease	...	25
Congenital heart disease	...	48	Coronary thrombosis	...	25
Congenital syphilis	...	3	Cor pulmonala	...	49e
Congestive heart failure	...	49e	Coryza	...	25
Conjunctivitic	...	21c	Cough	...	49e
Cretinism	...	15	Coax valga	...	47
Cystitis	...	49d			

D

Daryocystitis	...	21c	Dilatation of stomach	...	35
Deafmutism	...	22	Diphtheria	...	7b
Deafness	...	22	Disseminated sclerosis	...	49e
Debility	...	49e	Distention of stomach	...	35
Derbitus ulcer	...	45	Diverticulitis	...	40b
Deffacted septum	...	34	Dropsy -	...	49e
			Cardiac renal	...	41
Delivery normal	...	43a	Dumdum fever	...	11e
Dementia	...	19	Duodenal ulcer	...	35
Dengue	...	11j	Dwarfism	...	49e
Dental abacess	...	40a	Dysentery -	...	5
			amoebic	...	5
Dental caries	...	40a	bacillary	...	5

Dermatitis	...	45	non-specific	...	5
Dermatophytosis	...	11f	Dysmenorrhoea	...	5
Detachment of retina	...	21c	Dyspepsia	...	35
Dhobie itch	...	11f	Dysphagia	...	According to cause
Diactes	...	16	Diabetic coma	...	16
Diabetes insipidus	...	49e	Diarrhoes	...	38
Diabetes mellitus	...	16			

E

Eclampsia	...	43b	Eosinophilia	...	14
Ectopia vesicae	...	48	Epidemic dropsy	...	17
Ectopia pregnancy	...	43b	Epidemic meningitis	...	11a
Eeczema	...	45	Epididymitis	...	According to cause
Eczema allergic	...	14	Epiphysitis	...	47
Effort syndrome	...	19	Epispadias	...	48
Empyema gallbladdae	...	39	Epistaxis	...	According to cause
Empyema (non tuberculous)	...	34	Epithelioma	...	12
Enelpalltis	...	11j	Erysipelas	...	11a
Endocarditis	...	23	Erythroblastosis	...	48
Endometritis	...	42b	Essential hypertension	...	26
Enlarged prostate	...	42a	Exophthalmic goitre	...	15
Enlarged tonsils	...	29	Extrasystole	...	49e
Enteritis	...	38	Epilepsy	...	49a
Enteritis chronie	...	40b			

F

Facial paralysis	...	49b	Fibrositis	...	46
Faecal fistula	...	40b	Filariasis	...	10a
Favus	...	11f	Flat foot	...	47
Femoral hernia	...	37	Floating kidney	...	49d
Fever (undiagnosed)	...	11j	Flu	...	30

Fibrocystic disease of bone	...	47	Food poisoning	...	6c
Fibroids (uterus)	...	13	Frolich's syndrome	...	49e
Fibroma	...	13	Frontal Sinusitic	...	34
			Forunculosis	...	44

G

Gangrene	...	Accor- ding to cause	Gingivitis	...	40
Gas gangrene	...	11j	Glandular fever	...	11j
Gastric neurosis	...	19	Glaucoma	...	21c
Gastric ulcer	...	35	Glioma	...	12
Gastritis	...	35	Glossitis	...	40a
Castro-enteritis	...	38	Glycosuria	...	49a
General paralysis of insane	...	3	Goitre	...	15
Genu valgum	...	47	Conorrhoea	...	4
Giddiness	...	49e	Gout	...	49c
Gumma	...	3	Guinea worm	...	10c
Gynaecomastia	...	42b			

H

Haematemesis	...	Accor- ding to cause	Hyperthyroidism	...	15
Haematuria	...	49e	Herpes zoster	...	49e
Haemolytic anaemia	...	18	Hiccough	...	49e
Haemophilia	...	49e	Hodgkin's disease	...	12
Haemoptysis	...	Accor- ding to casue	Hookworm	...	10b
Haemorrhoids	...	27	Hydatid disease	...	10c
Hammer toe	...	47	Hydatidiform mole	...	43b
Harelip	...	48	Hydrocele	...	42a
Hayfever	...	14	Hydrocephalus congenital	...	48
Headache	...	49e	Hydronephrosis	...	49d
Heart block	...	49e	Hyperchlorhydria	...	35
Hemiplegia	...	50k	Hypermetropia	...	21c
Hemiplegia	...	49e	Hyperiesis	...	26

Hepatitis Amoebic	...	5	Hyperpyrexia	...	According to cause
Hepatitis infectious	...	11i	Hypertension (Malignant)	...	26
Hernia	...	37	Hypertensive encephalopathy	...	26
Hypertensive heart disease	...	26	Hypostatic pneumonia	...	34
Hysteria	...	19	Hypotension	...	49e

I

Icterus	...	According to cause	Influenza	...	30
Impacted teeth	...	40a	Ingrowing nail	...	45
Imperforate anus	...	48	Inguinal granuloma	...	11j
Impetigo	...	44	Inguinal hernia	...	37
Industrial dermatitis	...	45	Insomnia	...	49e
Infantile diarrhoea	...	38	Intestinal obstruction	...	40b
Infectious hepatitis	...	11i	Intracranial injury	...	48
Infectious warts	...	44	Iritis	...	21c
Iron deficiency anaemia	...	18			

J

Jaundice Haemolytic	...	18			
Infective obstructive	...	11i			
(heoplasm)	...	12			
toxic (non-occupational)	...	40b			
toxic (occupational)	...	50i			
unspecified	...	49e			

K

Kala-azar	...	11e	Kidney disease	...	41
Keratitis	...	21c	Kyphosis	...	47

L

Laryngitis	...	34	Leptospirosis	...	11j
Leishmaniasis			Liver abscess	...	5
ectaneous	...	11j	Local sore	...	11j
visceral	...	11e	Lumbago	...	46
Leprosy	...	11d	Lung abscess	...	34

Leucorrhoea	...	42b	Lymphadenitis	...	44
Leukaemia	...	12	Lymphoid leukemia	...	12
Leukoderma	...	45	Lymphosarcoma	...	12

M

Malaria	...	9	Mediastinitis	...	49e
Malaria Benign tertian	...	9	Meg alocytic anaemia	...	18
Malaria Cerebral	...	9	Melancholia	...	19
Malaria (malarial fever)	...	9	Meniere's disease	...	22
Malaria malignant (Faloiparum)	...	9	Menopausal symptoms	...	42b
Malaria quartan	...	9	Menorrhagia	...	42b
Malignant endocarditis	...	49c	Mental disease	...	19
Malignant hypertension	...	26	Migriaine	...	49e
Malignant jaundice of pregnancy	...	43b	Miscarriage	...	43b
Mallet finger	...	47	Mitral regurgitation	...	24
Malnutrition	...	49c	Molluscum contagibsum	...	44
Malta fever	...	6c	Mumps	...	7e
Mania	...	19	Muscular dystrophy	...	47
Marasmus	...	48	Myalgia	...	46
Mastitis	...	43b	Myasthenia gravis	...	47
Mastoiditis	...	22	Myeloid leukaemia	...	12
Maxillary sinusitis	...	34	Myocardia degeneration	...	25
Measles	...	7d	Myocarditis rheumatic	...	24
Myositis	...	46	Myopia	...	21c
Myxoedema	...	15			

N

Narcolepsy	...	49e	Neuras thenia	...	19
Nasal catarrh	...	28	Neuritis (except pneumatic)	...	40b
Nasal polyp	...	34	Neuro-leprosy	...	11d
Nasopharyngitis	...	28	Neurosis	...	19
Neoplasm benign	...	13	Neurosis bosessional	...	19
Neoplasm malignant	...	12	Occupational	...	19
Nephritis	...	41	Nodular goitre	...	15
Nephrosclerosis	...	26	Nodular leprosy	...	11d

Nephrosis	...	41	Normal delivery	...	43a
Nervous debility	...	19	Nystagmus	...	49e
Nervouaness	...	49e	Nystagmtusminer	...	19
Neuralgia	...	49b			
<u>O</u>					
Obesity	...	49e 2	Oophritis	...	42
Occupational neurosis	...	19	Optic neuritis	...	21c
Oedema	...	Accor- ding to cause	Oral sepsis	...	40a
Onychitis	...	45	Orchitis	...	Accor- ding to casue
Oriental sore	...	11j	Otitis	...	22
Osteitis	...	47	Otitis externa	...	22
Osteis deformans	...	46	Otitis media	...	22
Osteo-arthritis	...	47	Otorrhoea	...	22
Osteochondrosis	...	497	Ovarian dysfunction	...	49e
Ostemomallicia	...	47	Oophritis	...	42b
Osteomyelitis	...	47	Oxaluria	...	42b
Osteo-porosis	...	47	Oxyuriasis	...	10c
<u>P</u>					
Palpitation	...	49e	Playue	...	11b
Panereatitis	...	40b	Plague bubonic	...	11b
Paralytic ileus	...	40b	Plague pneumonic	...	11b
Paralytic stroke	...	20	Pleurisy	...	34
Paralysis agitans	...	49e	Pleurisy effusion	...	1
Parametritis	...	42b	Pleurodynia	...	42e
Paranoia	...	19	Pneumocoiniosis	...	33
Paraplegia	...	49e	Pneumonia	...	31
Paratyphoid fever	...	6b	Pneumothorax	...	34
Paresis	...	49e	Poisoning		
Parkins on's disease	...	49e	alcoholic	...	50j
Parotitis	...	40b	food	...	6c
Paroxysmal tachycardia	...	49e	lead	...	50j

Passive pneumonia	...	34	opium	...	50j
Pediculosis	...	11f	Poliomyelitis	...	11j
Pellagra	...	17	Polyeystic kidney	...	48
Pelvic cellulitis	...	42b	Polyeythemia	...	49e
Pelvic peritonitis	...	42b	Polyneuritis	...	49b
Pemphigus	...	45	Polyuria	...	49e
Perinephric abscess	...	49d	Postpartum hawmorrhage	...	43b
Peptic ulcer	...	35	Post natal asphyxia	...	48
Pericarditis	...	23	Precordial pain	...	49e
Periostitis	...	47	Pre-ehlampsia	...	43b
Peripheral neuritis	...	49b	Pregnany anaemia	...	18
Peritonitis	...	40b	Presbyopia	...	21c
Peritonsillar abscess	...	34	Prickley heat	...	45
Permicious amaemia	...	18	Progressive muscular dystrophy	...	47
Pes planus	...	47	Prolapse rectum	...	40b
Pharyngitis	...	29	Prolapsus uteri	...	42b
Phlebitis	...	27	Prolonged labour	...	43b
Phthisis	...	1	Prostatitis	...	42a
Piles	...	27	Pruritus	...	45
Placenta praevia	...	43b	Pulmonary fibresis	...	33
Psoriasis	...	45	Pulmonary infarction	...	27
Paychoneuresis	...	19	Pulmonary tuberculosis	...	1
Psychosis	...	19	Pulsus alternans	...	49e
Pucrperal eclampsia	...	43b	Purpura	...	49e
Ptervgium	...	21c8	Pyaemia	...	11j
Promaine poisoning	...	6b	Pyelitis	...	49d
Puerperal fever	...	43b	Pyolitis	...	43b
Puerperal infection	...	43b	Pyelocystitis	...	49d
Puerperal phlebitis	...	43b	Pyelonophritis	...	49d
Puerperal pulmonary embolism	...	43b	Pyonephrosis	...	49d
Puerperal psychosis	...	43b	Pyorrhoea	...	40a
Puerperal septicaemia	...	43b	Pyosalpinx	...	42b
Pulmonary collapse	...	34	Pyrexia	...	11j

Pulmonary embolism	...	27		
Q				
Quinsy	...	34	Q-fever	... 8
R				
Rabies	...	11	Rheumatism	... 46
Ranula	...	40b	Rheumatoid arthritis	... 46
Rat-bite, fever	...	11j	Rhinitis	... 28
Raynaud's disease	...	49e	Ricketts	... 27
Refractive errors	...	21e	Ringworm	... 11f
Relapsing fever	...	11j	Rodent ulcer	... 12
Renal calculus	...	49c	Round worms	... 10c
Renal dropsy	...	41	Rocheola	... 7d
Retained placentas	...	43b	Rupture bladder	... 49d
Retinitis	...	21c	Rupture urethra	... 49d
Retroflexion uterus	...	42b	Rupture urethra traumatic	... 50f
Retroversion uterus	...	42b	Rheumatic fever	... 23
S				
Salpingitis	...	42b	Schizophrenia	... 19
Salpingo-oo-horitis	...	42b	Sciatica	... 49b
Salivary calculus	...	40b	Scleroderma	... 45
Soabies	...	11f	Scoliosis	... 47
Scar	...	45	Scrub typhus	... 8
Scarlet fever	...	7a	Scurvy	... 17
Schistosomiasis	...	10c	Scborrhoea	... 45
Seborrhoeic dermatitis	...	45	Splenic anaemia	... 18
Senile psychosis	...	19	Splenomegaly	... 49e
Secondary anaemia	...	18	Spondylitis deformans	... 47
Secondary syphilis	...	3	Sprue	... 17
Septicaemia	...	11j	Sterility	... 42
Serum sickness	...	50k	Still's disease	... 46
Silicosis	...	33	Stomatitis	... 40b
Simmonds' disease	...	49e	Strabismus	... 21e
Sinusitis	...	34	Strangulated hernia	... 37
Small pox	...	11c	Stricture urethra	... 49d

Sore throat	...	29	Stye	...	21c
Spastic infantile paralysis	...	49c	Subaeute gonorrhoea	...	4
Spina bilfida	...	48	Subarachnoid haemorrhage	...	20
Spicterohaemorrhagica	...	11j	Suppurative hepatitis	...	40b
Sporpejaetesis	...		Syphilis	...	3
	...		Syphilitic sore	...	3
T					
Tabes dorsalis	...	3	Tracheitis	...	34
Tachycardia	...	49e	Tracheobronchitis	...	32
Taenia	...	10c	Trachoma	...	21a
Tenosynovitis	...	47	Toxic goitre	...	15
Testicular dysfunction	...	49c	Trematode infestation	...	10e
Tetanus	...	11g	Trench fever	...	8
Thread worm	...	10c	Trichiasis	...	45
Threatened abortion	...	43b	Trichiniasis	...	10e
Thrombo angiitis oblitrens	...	49e	Trigeminal neuralgia	...	47b
Thrombophlebitis	...	27	Tropical ulcer	...	45
Thrombosis	...	27	Trypanosomiasis	...	11j
Thyroid enlargement	...	15	Tuberculosis of -		
Thyrotoxicosis	...	15	meninges	...	2
Tick-born typhus	...	18	intestines	...	2
Tinea	...	11f	bones and joints	...	
Tonsillitis	...	29	Tuberculosis of respiratory system	...	
Tracheitis	...	40a	Tuberculosis of genitor urinary system	...	2
Tortieollis, rheumatic	...	46	Lymphatic system	...	2
Toxaemia	...	Accor- ding to cause	Tumour	...	12 or 13
Toxaemia of pregnancy	...	43b	Typhoid fever	...	6b
			Typhus	...	8
U					
Ulcer	...	Accor- ding to cause	Undulant fever	...	6e

Ulcerative colitis	...	40b	Uraemia	...	49e
Umbilical hernia	...	37	Urethritis	...	49d
Umbilical sepsis	...	48	Uric acid diathesis	...	49e
Undescended testis	...	48	Urticaria	...	14
	...		Uterovaginal prolapse	...	42b

V

Vaginitis	...	42b	Vincent's infection	...	11j
Varicella	...	7f	Viscerotoposis	...	40b
Varicocele	...	27	Vitiligo	...	45
Varicose veins	...	27	Volvulus	...	40b
Variola	...	11e	Vomiting	...	49e
Ventral hernia	...	37	Vulvitis	...	42b
Vertigo	...	49e	Vulvovaginitis	...	42b

W

Wax ear	...	22	Whooping cough	...	7c
Weil's disease	...	11j	Wry neck	...	46
Whitlow	...	44		...	

Y

Yaws	...	11h	Yellow fever	...	11j
------	-----	-----	--------------	-----	-----

SECOND SCHEDULE

SCALES OF FEES AND ALLOWANCES OF CHAIRMAN AND MEMBERS OF MEDICAL BOARD

- | | | |
|---|-----------------------------------|--|
| 1. Chairman and Specialist Medical Board | | Rs.32.00 per case |
| 2. Member, Medical Board | | Rs.20.00 per case |
| 3. Specialist when co-opted as Member | | Rs.32.00 per case |
| 4. Fees payable if special apparatus for examination is used: | | |
| (a) | X-Ray | |
| (b) | Electrocardiogram | |
| (c) | Routine laboratory investigations | ... Paid at prevailing rates. |
| (d) | Travelling Allowance | ... As per first grade employees of the Institution. |

=====

The Provincial Employees' Social Security (Employers' Returns and Records) Regulations, 1967

1. Title and application. (1) These regulations may be called the Provincial Employees' Social Security (Employers' Returns and Records) Regulations, 1967.

(2) They shall apply to all employers included within the scope of any notification issued by Government under the provisions of section 1(3) of the Provincial Employees' Social Security Ordinance, 1965.

(3) They shall come into force at once.

2. Definitions.- In these regulations, unless the context otherwise requires-

(i) the following expressions shall have the meanings respectively assigned to them, that is to say:-

(a) "Ordinance" means the Provincial Employees' Social Security Ordinance, 1965.

(b) "Section" means a Section of that Ordinance.

(c) "Pay Roll" means a form of pay roll or wage sheet approved by the Institution for the purpose of the payment of social security contributions.

(d) "Contribution Schedule" means a form obtainable from the Institution (Form C.1) for the purpose of the payment of social security contributions where the pay roll or wage sheet in use by an employer has not been approved by the Institution or where the employer prefers to use the Contribution Schedule.

(e) "Certificates of contributions" means a form (Form B.2 attached as Appendix I) obtainable from the Institution, to be completed by the employer and submitted by a secured person when claiming benefit.

(f) "Employer's Report of a serious accident" means a form (Form B. 3, attached as Appendix II) obtainable from the

Institution for the purpose of notification that a serious accident has taken place.

(g) “Serious accident” means an industrial accident –

(1) which has caused the death of a secured person,
or

(2) as the result of which the person is likely to be rendered incapable of work for a period of at least three days.

(h) “Rules” means the West Pakistan Employees’ Social Security (Contributions) Rules, 1966.

(i) “Contributions Regulations” means the West Pakistan Employees’ Social Security (Contributions) Regulations, 1967.

(j) “Benefit Regulations” means the Provincial Employees’ Social Security (Benefit) Regulations, 1967.

(ii) Other expressions shall have the meanings respectively assigned to them in Section 2.

3. An employer whose establishment has been brought within the scope of the Ordinance by Government notification under the provisions of section 1 (3) shall complete an application to be registered on the appropriate form (Form R-1 attached as Appendix III) obtainable from the nearest local office of the Institution, indicating thereon the approximate number of his employees liable to become secured persons, and shall send to the said local office within 10 days of the said notification.

4. After his application for registration has been accepted he shall arrange that each of his employees who is liable to become a secured person, and who has not already been registered as such shall complete Secured Person’s Registration Form (Form R-2 attached as Appendix IV) and shall send the form so completed to the local office of the Institution at which his establishment has been registered, within fifteen days of the acceptance of his application for registration, together with a summary of (Form R-3 attached as Appendix V).

5. On receipt of the relevant Secured Person’s Registration Card (Form R-5 attached as Appendix VI), from the Local Office of

the Institution the employer shall distribute them to each of the employees named thereon, ensuring that the signature or thumbprint of the secured person is clearly impressed on the appropriate space on page 1 of the Card.

6. Thereafter, whenever a secured person leaves the employment, the employer will complete the record of his employment on page 2 or 3 of the Card and give it to the employee, without delay.

7. He will complete a registration form (Form R-2) for every new employee who commences to work for him, if he fails to produce a Registration Card (Form R-5) as proof that he has already been registered by the Institution as a secured person. The completed forms will be sent to the Local Office without delay, and he will distribute the Secured Person's Registration Card (Form R-5) to the new employee as soon as it is received from the Local Office.

8. When an employer submits pay roll or contribution schedule (Attached as Appendix VII) to the Institution in accordance with the provisions of paragraph 4 (1) (i) or 4 (1) (ii) of the Rules, he shall retain a copy thereof for a period of at least two years after the date of payment of the wages and shall make them and any relevant documents relating to the payments of wages, available for examination by the official of the Institutions who has been duly authorised by the issue of a Certificate of Authorization as laid down in the West Pakistan Employees' Social Security (Contributions) Regulations, 1966.

9. Whenever a secured person wishes to claim any benefit provided by the Ordinance either for himself or his dependents, his employer shall, on application by the secured person or some one acting on his behalf, cause a Certificate of Contribution (Form B-2, B2-A attached as Appendix I and VIII) to be completed in all respects, without delay. The name and social security number of the employee shall be inserted on the form, together with the other particulars specified. The name and address of the employer shall be inserted, in writing or by means of a rubber stamp impression, and the Certificate of Contributions shall be signed on behalf of the employer, by a responsible person, before it is issued to the employees.

10. If a serious accident occurs on the premises of an employer, he shall cause a copy of an Employers Report of a serious accident (Form B-3 attached as Appendix II) to be completed and sent to the Local Office of the Institution at which he was registered, without delay. This notification of the fact that a serious accident has taken place shall be prepared and despatched irrespective of any other notification, on any other form, that may be required by any other legislation.

APPENDIX I

ادارہ سماجی تحفظ ملازمین (سندھ)



چندرے اور اُجرت کا سٹنٹیفکٹ

(برائے طبی امداد و مالی فوائد)

سوشل سیکوریٹی نمبر

--	--	--	--	--	--	--	--

تحفظ یافتہ شخص کا نام _____

ولد/بنت/زوجہ _____

پیشہ _____ محکمہ شعبہ کارڈ نمبر اور شفٹ وغیرہ _____

تصدیق کی جاتی ہے کہ مندرجہ بالا محنت کش ہماری ملازمت میں ہے اور اس کے گزشتہ ۱۲/۶ مہینوں کے

سوشل سیکوریٹی پیش کش کی ادائیگی کی تفصیلات درج ذیل ہیں۔

نمبر شمار	مہینے	کام کے دن	نمبر شمار	مہینے	کام کے دن
۱					
۲					
۳					
۴					
۵					
۶					
	کل			کل	

☆ یہ محنت کش مورخہ _____ کو حادثے کے وقت میری ملازمت میں تھا۔

☆ اس کے کام کرنے کی آخری تاریخ _____ ہے۔

☆ اس کی آخری اُجرت یہ تھی۔

☆ روپے _____ (مبلغ _____ صرف) یومیہ/ ہفتہ/ پندرہ واڑہ/ ماہانہ

☆ روپے _____ (مبلغ _____ صرف) جو کہ گزشتہ ہفتے/ پندرہ واڑہ/ مہینے میں _____ دن کمائے تھے۔

آجر کار رجسٹریشن نمبر

--	--	--

آجر کے دستخط _____

عہدہ _____

آجر کی نمبر

کالم ضروری ہے اسے پُر کر دیجئے

فارم بی۔ ۲

APPENDIX II

ادارہ سماجی تحفظ ملازمین (سندھ)



آجر کی طرف سے ادارہ سماجی تحفظ کو خطرناک حادثے کی اطلاع
(سوشل سیکوریٹی کے قریبی مقامی دفتر میں حادثے کے ۲۴ گھنٹے کے اندر بھیجی جائے)

فرم کا نام _____

پتہ _____

--	--	--

نئی فون نمبر _____ آجر کا رجسٹریشن نمبر _____

تصدیق کی جاتی ہے کہ مورخہ _____ بوقت _____ صبح/شام کو مسمیٰ

ساکن _____ ماہانہ/یومیہ اجرت _____

جس کا رجسٹریشن نمبر _____ ہے دوران کار شدید حادثہ پیش آیا۔

جس کا مختصر احوال اور نوعیت درج ذیل ہے۔

حادثہ کی وجہ یہ تھی

آجر کی رائے _____

میں تصدیق کرتا ہوں کہ مندرجہ بالا بیانات میرے علم کے مطابق صحیح ہیں اور میں ان صداقت کی ذمہ داری قبول کرتا ہوں۔

دستخط _____

عہدہ _____

فرم کی مہر _____

تاریخ _____

فارم بی-۳

APPENDIX III

Provincial Employees' Social Security Institution

EMPLOYER'S REGISTRATION FORM

Registration Number allotted

--	--	--

(for official use only)

(WRITE ELIGIBLY PLEASE)

Name of firm

Employer's name
(if different)

Address of principal place of business

Telephone Number

Nature of business

Number of employees liable to become secured persons
(approximate)

Signature of employer.....

Date200

STAMP OF FIRM

Form R-1

FOR OFFICIAL USE ONLY

ACTION	ACTION TAKEN	
	INITIAL	DATE
Registration form checked		
Name of employer entered in register		
Registration number allotted as shown over leaf		
Form R-3 and R-4 prepared and issued		

APPENDIX IV

Provincial Employees' Social Security Institution

PARTICULARS OF SECURED PERSON

Name

.....

Address

.....

Sex

*Man	
*Woman	

*Mark with X in appropriate space.

Date of birth (if known) Day Month Year OR Age Years

Place of birth

Father's name

Marital status of Secured person.

Single*		Married*		Widower*		Widow*	
---------	--	----------	--	----------	--	--------	--

*Mark with X in appropriate space.

If married state name of wife or wives
.....
.....

If a married woman, state name of husband

Signature of secured person OR

--	--	--

STAMP OF EMPLOYER

RIGHT THUMB PRINT

FOR OFFICIAL USE ONLY

Social Security Number allotted

A						
---	--	--	--	--	--	--

Form R-2

=====

APPENDIX V

Provincial Employees' Social Security Institution

RETURN OF EMPLOYEES LIABLE TO
BECOME SECURED PERSONS

Name of Employer

Registration Number

--	--	--

Address

I hereby declare that every person employed as an employee within the meaning of Section 2 (8) of the West Pakistan Employee' Social Security Ordinance, 1965, on In this factory/establishment in receipt of remuneration not exceeding Rs.20 per day, has been included in this list (excepting only those employees in respect of whom registration forms (Form R-2) have already been submitted.)

Signature

Title

Date200

Serial No.	Name of Employee	Father's Name	Work Number (if any)	Registration Number allotted by Institution (for official use only)
1.	2.	3.	4.	5.

Enclosures continuation sheets (Forms R 3-A) numbered to Form R-3.

Form R-3

=====

APPENDIX VI

Provincial Employee's Social Security Institution

Secured Person's Registration Card

A						
----------	--	--	--	--	--	--

This is to certify that ... has been registered as a secured person within the meaning of the Provincial Employees' Social Security Ordinance, No.X of 1965 on 200 under the number inscribed above, in respect of his employment by.

This card must be deposited at a Local Office of the Institution when a secured person ceases to work in an establishment to which the above-mentioned Ordinance has been applied.

Signature, Thumb
impression.

Visible Identification Mark
.....

(Keep this card carefully.
If lost, a duplicate may be obtained from the nearest Local Office of the Institution for which a charge of fifty paisa may be made).

Photo

Secured Person's Registration Card

Entries on pages 2 or 3 of this card should be made whenever a secured person starts to work for an employer or leaves his employment.

This Registration Card should be produced by the secured person (or his agent) whenever a benefit is claimed.

Warning: Any person who knowingly makes or causes to be made any false statement or false representation; or produces or furnishes, or causes or knowingly allows to be produced or furnished any document or information which he knows to be false in a material particular, is liable to be punished with imprisonment not exceeding 3 months or by a fine of Rs. 1,000 or both.

The address of your Dispensary:
.....
.....

Record of Employment

Employer's Registration Number	Period of Employment		Employer's Signature and Stamp	Employer's Registration Number	Period of Employment		Employer's Signature and Stamp
	From	To			From	To	

Record of Employment

Form R-5

APPENDIX VII

Provincial Employees' Social Security Institution

Registered No.

Month of200

Name of Employer.....

Serial No.	Social Security Number	Name of employee (insert in numerical order of Social Security Number	Gross Wages per			Time Worked		Amount on which Contributions are payable	
			Day	Week	Month	Number of*		Rs.	Ps.
						Days	Weeks		

Total:

Form C-1

*Use appropriate columns.

*I CERTIFY that this Schedule includes the names of all insurable employees of this firm, and that all information given regarding their employment and wages is correct.

Signature.....

Position in firm

Date.....

*To

APPENDIX VIII

ادارہ سماجی تحفظ ملازمین (سندھ)

حادثے کی صورت میں تصدیق نامہ

۱۔ میں تصدیق کرتا ہوں کہ مذکورہ بالا شخص میں تصدیق کرتا ہوں کہ مذکورہ بالا شخص

..... تاریخ حادثہ یا ملازمتی بیماری Occupational disease کے وقت میری ملازمت میں تھا۔

روپے پیسے

تھی۔

--	--

۲۔ اس کی شرح اجرت

پردی گئی ہے / نہیں دی گئی ہے۔

۳۔ حادثہ کی اطلاع

--	--	--

آجر کار جسٹرو نمبر

تاریخ

.....

آجر کی مہر

..... دستخط برائے آجر

..... عہدہ

فارم (B2-A)

APPENDIX IX

Provincial Employees' Social Security Institution

MEDICAL CERTIFICATE OF INCAPACITY FOR WORK

Mr./Mst./Miss
(name in full)

A						
---	--	--	--	--	--	--

This is to certify that I have examined the person named above
and find that he/she is suffering from
Since which incapacitates him/her from work.
In my opinion, he/she will take about days to resume work.

Date

Medical Practitioner

Form M-1

مطالبہ برائے معاوضہ بیماری / چوٹ

میں مسمیٰ / مسما ساکن بیان کرتا ہوں کہ

(نام جگہ)

(تاریخ)

(۱) میں نے کو آخری دن

میں کام کیا اور صبح / شام پر کام چھوڑا۔

(نام جگہ)

(وقت)

(۲) میری معذوری حادثہ کی وجہ سے ہوئی جو کہ

(وقت)

میں صبح / شام مجھے پیش آیا۔

(۳) میں نے تاریخ معذوری کے دن سے کوئی کام نہیں کیا ہے۔ لہذا مجھے معاوضہ برائے بیماری / چوٹ دیا جائے۔

..... دستخط

یا
نشان انگوشتا

..... تاریخ

Form M-1

APPENDIX X

Provincial Employees' Social Security Institution

MEDICAL CERTIFICATE OF INCAPACITY FOR WORK

Serial No.....

INTERMEDIATE

Mr./Mrs./Miss.....
(name in full)

Certified that I have examined the person named above and find that he/she is still incapable of work which he/she is expected to resume after about..... days/weeks. He/She is required to attend the dispensary on for re-assessment of his/her condition.

Medical Practitioner

Form M-2 (Front)

مطالبہ برائے معاوضہ بیماری / چوٹ

میں مسمیٰ / مسماۃ ساکن بیان کرتا / کرتی ہوں کہ بوجہ معذوری میں نے سابقہ ڈاکٹری سرٹیفکیٹ کی تاریخ کے بعد سے کوئی کام نہیں کیا ہے۔ لہذا معاوضہ کا مطالبہ کرتا / کرتی ہوں۔

..... دستخط



یا
نشان انگوٹھا

Form M-2 (Back)

APPENDIX XI

Provincial Employees' Social Security Institution

CERTIFICATE OF FITNESS TO RESUME WORK

Serial No.....

Mr./Mst./Miss
(name in full)

A						
---	--	--	--	--	--	--

This is to certify that I have examined the person named above and find that he/she is fit to resume work today.

Medical Practitioner

Form M-3 (Front)

Date.....

مطالبہ برائے معاوضہ بیماری / چوٹ

میں مسمیٰ / مسماۃ ساکن بیان کرتا / کرتی ہوں کہ بوجہ معذوری میں نے سابقہ ڈاکٹری سرٹیفکیٹ کی تاریخ کے بعد سے کوئی کام نہیں کیا ہے۔ لہذا معاوضہ کا مطالبہ کرتا / کرتی ہوں۔

..... دستخط

--

یا
نشان انگوٹھا

..... تاریخ

Form M-3 (Back)

**THE PROVINCIAL EMPLOYEES'
SOCIAL SECURITY (OCCUPATIONAL DISEASES)
REGULATIONS, 1967**

1. Title and application. - (1) These Regulations may be called the Provincial Employees' Social Security (Occupational Diseases) Regulations, 1967.

(2) They shall apply to all secured persons employed in establishments included in any notification by Government under section 1 (3) of the Provincial Employees' Social Security Ordinance with effect from the date specified in that notification.

(3) They shall come into force at once.

2. Definitions. - In these regulations, unless the context otherwise requires, the definitions contained in section 2 of the Provincial Employees' Social Security Ordinance, 1965 (thereinafter referred to as the Ordinance) shall apply.

3. The occupational diseases which may cause an employment injury within the definition contained in section 2 (10) of the Ordinance shall be the diseases in column (1) of the attached Schedule.

4. A medical practitioner, before diagnosing a morbid condition as an occupational disease, shall satisfy himself that the secured person is currently employed in the relevant occupation shown in column 3 of the Schedule and has been so employed for an appropriate period, during which the disease could have developed.

SCHEDULE

List of Prescribed Diseases

Name of disease	Abbreviation	Occupation
1. Anthrax	AX	The handling of wool, hair hides or skins or other animal products, or contact with animals infected with anthrax.
2. Twister's cramp	Twist C.	Twisting of cotton (including worsted yarns), involving prolonged periods of repeated muscular action.
3. Byssinosis	BYS	Employment in cotton rooms, blowing or card rooms, in factories where the spinning of raw or waste cotton is carried on, involving exposure to the inhalation of dust containing fibres and foreign matter.

=====

The Provincial Employees' Social Security (Actuarial Present Values) Regulations, 1967

1. Title and date of commencement.- (1) These regulations may be called the Provincial Employees' Social Security (Actuarial Present Values) Regulations, 1967.

(2) They shall come into force at once.

2. Definitions.- In these regulations, unless the context otherwise requires, the definitions contained in Section 2 of the Provincial Employees' Social Security Ordinance, 1965 (hereinafter referred to as the Ordinance) shall apply.

3. Determination of actuarial value.- For the purposes of section 53 of the Ordinance the actuarial present value of periodical payments shall be determined in accordance with the following two sub-regulations :-

(1) The actuarial present value of any disablement pension or of any survivor's pension payable to the widow, widows, needy widower or parent of the secured person shall be determined by multiplying the monthly rate of such pension by the figure indicated in column 2 of Schedule 1 to these regulations corresponding to the age last birthday of the beneficiary on the date of death of the secured person.

(2) The actuarial present value of any survivor's pension payable to a child of the secured person shall be determined by multiplying the monthly rate of such pension by the figure indicated in column 2 of Schedule II corresponding to the age last birthday of the child on the date of the secured person (the age of a posthumous child being reckoned as the last birthday).

SCHEDULE –I

Actuarial present value of disablement pension or of survivor's pension payable to the widow, widows, needy widower or parent of the secured person.

Age last birthday of beneficiary on date of death of the secured person.	Figure by which the monthly rate of benefits is to be multiplied
1.	2.

Below 20 years	207
20 years and above but below 25	194
25 years and above but below 30	181
30 years and above but below 35	168
35 years and above but below 40	155
40 years and above but below 45	142
45 years and above but below 50	129
50 years and above but below 55	116
55 years and above but below 60	103
60 years and above but below 65	90
65 years and above but below 70	74
70 years and above	58

SCHEDULE- II

Actuarial present value of survivor's pension payable to a child of the secured person

Age last birthday of beneficiary on date of death of the secured person.	Figure by which the monthly rate of child pension is to be multiplied
1.	2.

0	..	..	..	..	109
1	..	..	..	..	116
2	..	..	..	..	115
3	..	..	..	..	111
4	..	..	..	..	105
5	..	..	..	..	99
6	..	..	..	..	83
7	..	..	..	..	83
8	..	..	..	..	75
9	..	..	..	..	66
10	..	..	..	..	57
11	..	..	..	..	47
12	..	..	..	..	37
13	..	..	..	..	27
14	..	..	..	..	16
15	..	..	..	..	6

**The Provincial Employees' Social Security
(Time and Places for the Meetings of the
Governing Body and Disqualifications of
Members of the Governing Body Owing
Contributions to the Institution)
Regulations, 1967**

1. Title and commencement.- (1) These regulations may be called the Provincial Employees' Social Security (Time and Places for the Meetings of the Governing Body and Disqualifications of Members of the Governing Body Owing Contributions to the Institution) Regulations, 1967.

(2) They shall come into force at once.

2. Definitions.- In these regulations, unless the context otherwise requires –

(i) the following expressions shall have the meanings respectively assigned to them that is to say-

(a) “Meetings” means a meeting of the Governing Body held in accordance with and for the objects and purposes specified in the Ordinance and the Rules and Regulations framed hereunder ;

(b) “Ordinance” means the Provincial Employees' Social Security Ordinance (No. X of 1965)’

(ii) other expressions shall have the same meaning as have been assigned to them under the Ordinance.

3. Convening of Meetings.- The Chairman shall convene meetings.

4. Time of Meetings.- Meetings shall be held at least once every six months and more frequently if the Chairman so directs or permits.

Provided that if more than one-half of the Members submit to Chairman a requisition in writing that a meeting be held, the Chairman shall convene a meeting within twenty one days of the receipt of such requisition.

5. **Place of Meetings.-** Meetings will originally, be held at the Headquarters Office of the Institution or at any other place in West Pakistan if the Chairman so directs.

6. **Notice of Meetings.-** Members shall be notified of the date, time and place and the agenda for a forthcoming meeting at least fifteen days before such meeting is held. The period of the notice shall commence from the date of issue of such notice.

7. **Disqualifications of Members Owing Contributions to the Institution.-** A person shall be disqualified from being or continuing to be Member if he owes to the Institution an amount of Rs. 500 or more on account of contributions payable to the Institution for at least three months preceding the date of the meeting.

=====

The Provincial Employees' Social Security Institution Servants' (Medical Attendance) Regulations, 1967

1. Title and date of commencement.- (1) These regulations may be called the Provincial Employees' Social Security Institution Servants' (Medical Attendance) Regulations, 1967.

(2) They shall apply to all the employees of the Institution and their families.

(3) They shall come into force at once.

2. Definitions.- In these regulations, unless the context otherwise requires –

- (i) the following expressions shall have the meanings thereby respectively assigned to them-
 - (a) “Authorized Medical Attendant” means the Medical Officer-in-charge of Social Security Dispensary or any other doctor appointed by the Institution to provide medical treatment to its employees.
 - (b) “Family” means the wife/husband, and dependent children of the employees.
 - (c) “Ordinance” means the Provincial Employees' Social Security Ordinance, 1965.
 - (d) “Hospital” means a Social Security Dispensary Hospital or any other hospital/dispensary with which arrangements have been made by the Institution for the treatment of its employees.
 - (e) “Medical Attendance” means attendance in the hospital or at the residence of the employees including use of such pathological, bacteriological, radiological and other methods of investigation for the purpose of diagnosis and reference to specialist

for examination/treatment as are considered necessary by the authorised Medical Attendant.

- (f) “Patient” means an employee or a member of family to whom these regulations apply and who falls ill.
- (g) “Treatment” means the use of medical, surgical, maternity and other facilities available at the hospital and includes –
 - (1) The employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised Medical Attendant.
 - (2) The supply of medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorised Medical Attendant may certify in writing to be essential for the recovery or for the prevention of deterioration in the condition of the patient.
 - (3) Such accommodation as is ordinarily provided in the hospital and is suited to this status.
 - (4) Such nursing as is ordinarily provided to patient in the hospital.
 - (5) Consultation with the specialist.

(ii) Other expressions shall have the meanings hereby respectively assigned to them.

3. Employees of the Institution shall be entitled to free medical attendance by the Authorised Medical Attendant.

4. When an employee of the Institution is entitled under Regulation 3 to receive medical attendance, any amount paid by him on account of such medical attendance shall on the production of a certificate in writing from the Authorised Medical Attendant in this behalf be reimbursed to him by the Institution.

5. If the Authorized Medical Attendant is of the opinion that the condition of the patient is of such a serious or special nature as to require medical attendance by a person other than himself, he may –

- (a) send the patient to the appropriate specialist;
- (b) if the patient is too ill to travel, summon such a Specialist to attend upon him at his residence; and
- (c) recommend treatment abroad.

6. If an employee is treated in a hospital, where he has to pay for his treatment he shall himself make the payment in the first instance and recover the amount from the Institution afterwards. For this, he should obtain from the hospital authorities a copy if possible of the printed tariff of the hospital, a bill in full detail, and also a duly signed receipt in token of having made the payment and present them to his office. The office will check the bill with tariff and after obtaining the advice of the Medical Adviser, if necessary, draw the amount on a contingent bill form, for which the hospital bill and receipt will form the vouchers. The amount shall then be dispursed to the employee.

7. If the Authorized Medical Attendant is of the opinion that owing to the absence or remoteness of a suitable hospital or to the illness an employee cannot be given treatment at the hospital such an employee shall receive treatment at his residence.

8. If any question arises as to whether any service is included in the medical attendance or treatment; it shall be referred to the Medical Adviser and his decision shall be final.

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The West Pakistan Employees' Social Security (Internal Audit) Regulations, 1967

1. Title and commencement.- (1) These regulations may be called the West Pakistan Employees' Social Security (Internal Audit) Regulations, 1967.

(2) They shall come into force at once.

2. Definitions.- In these regulations, unless the context otherwise require-

(i) the following expressions shall have the meanings hereby respectively assigned to them, that is to say-

(a) "Ordinance" means the West Pakistan Employees' Social Security Ordinance, 1965;

(b) "Section" means Section of the Ordinance;

(c) "payment voucher" means the Form (F1, F2 or F3) on which payments may be made by the Institution, other than payments in respect of certain types of benefit and payments out of petty cash, and authorised in writing;

(d) "code of staff instructions" means the instruction issued to the staff by or on the authority of the Commissioner relating to the manner in which the provisions of the Ordinance and of the rules and regulations made thereunder are to be administered.

(ii) other expressions shall have the meanings respectively assigned to them in Section 2.

3. Duties.- The duties to be performed by the internal auditor appointed under section 32 (2) shall be the following –

- (i) to check, before payment, all expenditure authorised on payment vouchers;
- (ii) to satisfy himself by test checks or otherwise that all income due to the Institution has been either received and accounted for or charged against the party from whom the income is due;
- (iii) to satisfy himself, by test checks or otherwise, that all provisions of the Ordinance and of the rules and regulations made thereunder have been observed, and, in particular, that authorisations of benefit comply in all respects with such provisions;
- (iv) to satisfy himself, by test checks or otherwise, that the records of the receipt and issue of stores, including medicines and medical supplies, maintained in accordance with rule 8(2) of the West Pakistan Employees' Social Security (Financial and Accounting) Rules, 1965, are correct and that the annual stock-takings required under the said rule 8(2) have been properly performed;
- (v) to check that the directions contained in the code of staff instructions, particularly those designed to facilitate accounting controls or provide safeguards against error, hand or other malpractices, are continuously observed and intelligently carried out;
- (vi) to check the correctness of the annual accounts of the Institution prepared under rule 10 of the West Pakistan Employees' Social Security (Financial and Accounting) Rules, 1966; and
- (vii) to perform such other duties as the Governing Body or the Commissioner may from time to time require.

4. Powers.- The Internal auditor and any member of his staff shall have authority to inspect any accounts records, registers, statements, files, documents or other papers of the Institution, irrespective of the department or official of the Institution in whose

possession they may be, and without being required to state any reason why inspection of the said papers is desired:

Provided that no payment due to be made by the Institution shall be unreasonably delayed thereby.

5. The internal auditor may delegate to any member of his staff the exercise of any of the powers on the performance of any of the duties conferred or imposed by these regulations.

6. The internal auditor shall have the right to send to the Chairman of the Governing Body or Government or both, a copy of any written report or qualification of any certificate given by him which he deems it desirable to bring to the notice of the Governing Body, or Government, or both.

7. The internal auditor shall submit to the Commissioner for presentation at each of the meetings of the Governing Body a report on his audit to date and its results.

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The Provincial Employees' Social Security (Procurement of Supplies & Property) Regulations, 1967

[APPLICABLE IN THE PROVINCE OF SIND]

1. Title and commencement.- (1) These regulations may be called the Provincial Employees' Social Security (Procurement of Supplies and Property) Regulations, 1967.

(2) They shall come into force at once.

2. Definitions.- In these regulations, unless the context otherwise requires-

(i) the following expressions shall have the meanings hereby respectively assigned to them, that is to say –

(a) “Ordinance” means the Provincial Employees’ Social Security Ordinance, 1965;

(b) “controlled documents” means documents which are serially numbered and for which signatures are required when blank copies of the documents pass from one officer to another;

(ii) other expressions shall have the meanings respectively assigned to them in Section 2 of the Ordinance.

3. Procurement of Supplies. - Subject to rules 7 and 9, in every case where in the opinion of the Commissioner, the cost of supplies to be purchased by the Institution is likely to amount to rupees five thousand or over, Purchase shall be by the method of tender.

4. Purchasing Committee.- A Purchasing Committee shall be established by the commissioner which shall consist of the Vice-Commissioner of the Institution as Chairman, the Head of the Finance and Accounts Department of the Institution, and one other member to be nominated by the Commissioner in relation to the type of supplies to be purchased. In the unavoidable absence of any

member the Commissioner shall appoint a representative to act in his place:

Provided that where purchases of medicines are involved the Purchasing Committee shall be headed by the Medical Advisor of the Institution and may include employers and employees representative of the Governing Body of the Institution, and such other persons, belonging to the medical profession, as the Commissioner may deem fit.

5. Duties of Purchasing Committee.- Where provision for a proposed purchase is included in the budget or the year as approved or deemed to have been approved by Government the Purchasing Committee shall –

- (i) Insert, in at least two newspapers which have wide circulation in West Pakistan –
 - (a) an announcement of the supplies to be purchased;
 - (b) a general invitation to suppliers to apply to the Institution for forms of tender;
 - (c) a statement of the last date for the receipt of tenders;
 - (d) a statement of the time and place of the meeting of the purchasing Committee at which tenders shall be opened, which shall be after the date referred to at (iii) below; and
 - (e) an invitation to tenderers to attend such meeting.
- (ii) Prepare the conditions of tender, which shall include a provision that tenders shall be submitted on the form or forms of tender referred to at (i) (b) above and shall be sent to the Institution in a sealed envelope marked prominently on the outside “Tender No..... for last date for receipt of tenders.....”
- (iii) Fix the date by which tenders must be submitted, which shall not be less than seven days (where the amount

involved in purchases is upto Rs.25,000) and not less than 21 days (where the amount involved in purchases exceeds Rs. 25,000) from the date of announcement referred to at (i) (a) above.

- (iv) Open the tender, at the meeting of the Purchasing Committee intimated at (i) (d) above, in the presence of each of the members of the Committee and such of the tenderers as accept the invitation referred to at (i) (e) above; and
- (v) Examine the tenders and recommend to the Commissioner acceptance of the advantageous offer.

6. Contract for the purchase of the goods shall thereupon be entered into on behalf of the Institution and such contract may cover a specified period in such a way that the Institution may issue partial supply orders from time to time in order to spread the supply over the said period.

7. **Purchase below Rs.5,000.** - Where in opinion of the Chairman of the Purchasing Committee, the cost of supplies to be purchased is likely to be less than rupees five thousand or, where irrespective of the cost, there are likely to be few supplies because the supplies are sold under a brand name or trade-mark, the Purchasing Committee may restrict invitations to tender not fewer than three suppliers be selected by them; the procedure laid down in Regulations 5 and 6 above shall be followed in all other aspects.

Provided that purchase costing not more than rupees one hundred may be without reference to the Purchasing Committee, out of petty cash.

Provided further that total purchases in a month by the Purchasing Committee without inviting tenders will not be more than Rs. 5,000/-.

8. **Splitting Tenders.** - Supplies required shall not, with a view to avoiding the limits laid down in regulations 3 and 7, be announced under regulation 5 (i) (a), in two or more parts, or at two or more times, nor shall the invitation to tender be otherwise split.

9. Medical Supplies.- No Medicines not included in the Schedule of Pharmaceutical Supplies referred to in regulation 10 of the Provincial Employees' Social Security (Medical Practitioner and Medical Boards Appointment and Functions) Regulations, 1967, shall be purchased, except with the authority of the Medical Adviser and the Commissioner.

10. Renting or acquisition of immovable property. - Where provision is included in the budget for the year as approved or deemed to have been approved by Government for the renting or acquisition of immovable property the Purchasing Committee shall inspect suitable properties and shall negotiate the rent or purchase price, as the case may be:

Provided that where the property is situated outside Karachi, the Purchasing Committee may delegate to the Director of Local Office of the Institution the above-mentioned duties subject to such conditions and limitations as may seem to them to be desirable.

11. Disposal of Supplies or Immovable Property.- (1) Tenders for the sale of any supplies or immovable property not required or no longer required by the Institution shall be invited by the Purchasing Committee and the procedure provided in regulation 5 shall be applied, *mutatis mutandis* to such sale:

Provided where, in the opinion of the Chairman of the Purchasing Committee, the proceeds of any such sale are likely to be less than rupees two thousand but more than rupees twenty five the Purchasing Committee may restrict invitations to tender not fewer than three purchasers to be selected by them, and that where, in the opinion of the said Chairman, the proceeds are not likely to be more than rupees twenty five the Purchasing Committee may without inviting tenders, recommend the acceptance of any reasonable offer that may be received.

12. Destruction of Documents.- Destruction of controlled documents or confidential waste shall be carried out by the Purchasing Committee, the member of which shall sign a certificate of destruction which shall identify the documents or confidential waste destroyed.

13. Repairs, etc.- Quotation for repairs of buildings, equipment, furniture, vehicles and provisions of miscellaneous services will be invited in the same manner as for other purchases:

Provided that emergency services and repairs, etc. upto Rs.5000/- at a time, may be carried out by the Purchase Committee without inviting tenders or quotations.

SIND EMPLOYEES' SOCIAL SECURITY EMPLOYEES' BENEVOLENT FUND REGULATIONS, 1979

[Karachi, the 7th March, 1979]

Notification No. SS-Admn.37/56/73. – In exercise of the powers conferred on it under section 80 (1) of the West Pakistan Employees' Social Security Ordinance, 1965 (now applicable to the Province of Sind), the Governing Body of the Sind Employees' Social Security Institution is pleased to make the following Regulations:-

SIND EMPLOYEES' SOCIAL SECURITY EMPLOYEES' BENEVOLENT FUND REGULATIONS, 1979

1. Short title, commencement and application.-

- (i) These Regulations may be called the Sind Employees' Social Security Employees' Benevolent Fund Regulations, 1979.
- (ii) These Regulations shall apply to all the employees of the Institution except the deputationists from Government other Agencies.
- (iii) These Regulations shall come into force immediately. However, cases of death and invalidity of the employees of the Institution occurring before the date of promulgation of these Regulations shall be dealt with and decided by the Governing Body of the Institution under these Regulations.

2. Definitions.- In these Regulations, unless the context otherwise requires the following expressions shall have the meaning hereby respectively assigned to them, that is to say:-

- (a) "Family" in relation to an employee of the institution means his or her:-

- (i) Wife or wives of husband, as the case may be.
- (ii) Legitimate minor children and step-children.
- (iii) Legitimate children and step-children not less than twelve years old.
- (iv) Parents, sisters and minor brothers if residing and wholly dependent upon him or her.
- (b) “Fund” means the Sindh Employees’ Social Security Benevolent Fund constituted under these Regulations.
- (c) “Institution” means Sindh Employees’ Social Security Institution.
- (d) “Prescribed” means prescribed by the Institution.
- (e) “Employee” means an employee of the Institution.

3. **Fund.-**

- (i) As soon as may be the Institution shall constitute a fund to be known as Employees’ Social Security Benevolent Fund.
- (ii) The fund shall consist of –(according to amended SESS Benevolent Fund Regulations effective from 01-05-1993)

(A) i) All employees of the Institution in BS-1 to BS-19.	1% of pay without ceiling restriction.
ii) All employees of the Institution in BS-20 to BS-22.	1.5% of pay without ceiling restriction.
- (b) Such grants as may from time to time be made by the Institution shall initially contribute a lump-sum amount to the fund.
- (c) Other contributions and donations.

- (d) Income from investment made under the Regulations.
- (iii) The money credited to the Fund shall be held in such custody as may be prescribed.

4. The fund shall be utilised for the following specific purposes:-

- (a) Giving financial assistance to the family of a deceased employee.
- (b) Giving financial assistance to the employees invalidated out of service of the Institution.
- (c) Defraying expenditure in respect of management of the fund.
- (d) Defraying expenditure on the marriage of the employee or of his Sister or daughter.

5. A member of the service of the Institution to whom these Regulations are applicable shall cease to be entitled to any benefits under these Regulations, as he ceases, except in the case of death, to hold any post in connection with the affairs of the Institution.

Explanation. – The benefits admissible under these Regulations will be in addition to Gratuity, G.P. Fund and Group Insurance awarded under the Regulations regulating the conditions of the service of the employees.

6. (a) All contributions recovered under clause (a) of Regulations 3 shall be deducted at source from the salaries of the employees concerned.
- (b) The Director Finance at Head Office of the Institution shall be responsible for keeping accounts of the Fund, and audit of assets and of expenditure from the fund will be conducted by such authority as may be prescribed by the Institution.

(c) The Director Finance shall maintain separate Books of Accounts of the Fund.

7. (1) As soon as may be the Institution shall constitute a Board of Management, which shall consist of the following:-

- | | | |
|-----|---|------------------|
| (a) | Vice Commissioner of
the Institution | Chairman |
| (b) | Director Finance | Secretary/Member |
| (c) | Director Administration | Member |
| (d) | Director Audit | Member |
| (e) | An employee of the Institution | Member |

(2) Subject to such directions as may be issued by the Institution, the Board of Management shall be responsible for the management of the Fund and shall have powers to invest money credited to the fund and to incur expenditure there-from. The Chairman and the Secretary of the Board shall jointly operate the fund.

(3) The meetings of the Board of Management shall be held at least once in two months.

(4) A meeting of the Board may be called by the Chairman whenever considered necessary.

(5) The Chairman and any two members of the Board shall form the quorum.

(6) The decisions of the Board shall be taken by Majority of votes. In case of equality of votes, the Chairman shall have a second or casting vote.

(7) All decisions of the Board shall be recorded in a minute Book. The duty of recording of minutes shall be performed by the Secretary and in his absence by any other member of the Board as directed by the Chairman.

8. Subject to the general supervision and control of the Chairman, the Secretary shall be responsible for:-

- (i) the conduct of correspondence on behalf of the Board;
- (ii) maintenance of record of the Board;
- (iii) the disbursement of money from the fund;
- (iv) the maintenance of the accounts;
- (v) preparation of the agenda of the meeting of the Board and giving advance notice of such meeting to the members of the Board;
- (vi) performance of such other functions as may be directed by the Chairman;
- (vii) the members of the Board shall not be entitled to any remuneration from the fund;
- (viii) the institution shall provide necessary staff required in connection with the maintenance of record and accounts of the fund;
- (ix) custody of money. All moneys constituting the fund shall be kept in the Bank account to be opened with any scheduled bank in the name of the fund;
- (x) the Board may invest such moneys constituting the fund as are not required for immediate expenditure in any of the securities described in section 20 of the Trust Act, 1882 or may place them in fixed deposit with any scheduled Bank approved by the Institution.

9. DISBURSEMENT.-

The following grants from the Benevolent Fund shall be admissible according to the amended SESS Benevolent Fund Regulations effective from 01-05-1993 to the employees of the Institution who are subscribers to the fund or their families as a case may be namely:-

1. MAINTENANCE ALLOWANCE.

- (a) Where an employee of the Institution in BS-15 or below is invalidated or expires during service or expires after his

retirement, such employee of the Institution or, as the case may be, his family members shall, from the date of his invalidation or, as the case may be, expiry, be entitled to the grant for life at the rate of Rs.1,000/- per month.

- (b) Where an employee of the Institution in BS-16 or above is invalidated or expires during service or expires after his retirement, such employees of the Institution or, as the case may be, his family members, shall from the date of his invalidation or, as the case may be, expiry, be entitled to the grant for life at the following rates:-

BS-16 to BS-19 Rs. 1,250/= per month

BS-20 and above Rs. 1,500/= per month

The grant under clause (a)/(b) which has expired before 1st May, 1993, shall on making application by the person concerned through the Department concerned be restored for life at the revised rates with effect from the said date.

2. FUNERAL EXPENSES.

- (a) A sum of Rupees Five Thousand shall be admissible to an employee of the Institution in BS-01 to BS-15 for meeting expenses in connection with the death of any member of his family wholly dependent on him on each death and his family members on the death of the employee of the Institution.
- (b) A sum of Rupees Five Thousand shall be admissible to an employee of the Institution in BS-16 for meeting expenses in connection with the death of any member of his family wholly dependent on him on each death and his family members on the death of the employee of the Institution.

3. MARRIAGE EXPENSES.

- (a) A sum of Rupees Ten Thousand shall be admissible to an employee of the Institution in BS-16 on account of

marriage of his two daughters or one daughter and one dependent sister during entire period of his service.

- (b) A sum of Rupees Ten Thousand shall be admissible to an employee of the Institution in BS-01 to BS-15 on account of marriage of his two daughters or one daughter and one dependent sister during entire period of his service.

4. SPECIAL AID.

- (a) A sum of Rupees Ten Thousand shall be admissible to an employee of the Institution in BS-01 to BS-15 during the entire period of his service if he or any member of his family wholly dependent on him has been suffering from prolonged illness on account of Cancer, Polio, Tuberculosis, Diabetes, Heart, Kidney or Liver trouble or has to undergo a serious operation.
- (b) A sum of Rupees Ten Thousand shall be admissible to an employee of the Institution in BS-16 and above during the entire period of his service if he or any member of his family wholly dependent on him has been suffering from prolonged illness on account of Cancer, Polio, Tuberculosis, Diabetes, Heart, Kidney or Liver trouble or has to undergo a serious operation.

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The Sind Employees' Social Security (Procedure for Deciding Complaints & Review of Decisions) Regulations, 1983

Notification No.SS-8-4-83/Regs. - In exercise of the powers conferred on it by section 80 (1) of the West Pakistan Employees' Social Security Ordinance, 1965, (Now applicable to the Province of Sind), the Governing Body of the Sind Employees' Social Security Institution is pleased to make the following Regulations:-

1. Title and Application. - (1) These Regulations may be called the Sind Employees' Social Security (Procedure for Deciding Complaints and Review of Decisions) Regulations, 1983.

(2) These Regulations shall come into force at once.

2. Definitions. - (i) In these Regulations unless the context provides otherwise the following expressions shall have the meaning hereby respectively assigned to them, that is to say:-

- (a) "Complaint" includes a question or a dispute as mentioned in section 57 of the Ordinance;
- (b) "Ordinance" means the W.P.E.S.S. Ordinance, 1965;
- (c) "Section" means a Section of the Ordinance;
- (d) "Local Office" means a Local Office of the Institution entrusted with the administration of a specified Social Security Area;
- (e) "Local Director" means an officer of the Institution assigned the overall administration charge and control of a Local Office and shall also include any other officer higher or lower in rank to Local Director, who for the time being is holding the charge of Local Office or has been entrusted with the duties and functions of a Local Director;

(ii) Other expressions shall have the meanings respectively assigned to them in section 2 of the Ordinance.

3. If any question or dispute arises in respect of any matter enumerated in section 57 of the Ordinance, an aggrieved person may file a complaint before the Commissioner within 90 days of the arising of such question or dispute giving full details thereof and relief sought:

Provided that the Commissioner may on sufficient cause being shown by the aggrieved person extend the said period by a maximum of 30 days.

4. Every Complaint shall –

- (a) be legible, correctly and concisely written, type written or printed;
- (b) state in brief the facts constituting the cause of action;
- (c) be divided into paragraphs; numbered consecutively, each paragraph containing as nearly as may be separate assertion or averment;
- (d) clearly set out the grounds and relief claimed;
- (e) be accompanied by –
 - (i) a copy of letter/order of the local Director against which the Complaint is filed;
 - (ii) a spare copy of the Complaint and documents referred to therein.

5. In case, the question or dispute relates to demand or assessment of the Social Security Contribution, the Complaint shall deposit 25% of the demand/assessment with the Institution.

6. (i) The Commissioner shall decide the Complaint by an order in writing giving reasons for his decision within 90 days of registration of the Complaint, unless he is prevented from doing so by circumstances beyond his control:

Provided that the Commissioner may refer such Complaint to a Local Director or any other Officer of the Institution for investigation or report and decide the case upon such report after giving the parties concerned an opportunity of being heard.

(ii) The Complaint shall be supplied, free of cost, a copy of the order passed within 15 days of passing of such order.

7. The Commissioner, may be an order in writing, authorize the Vice Commissioner to exercise the powers of the Commissioner for deciding the Complaints.

8. The Commissioner or the Vice Commissioner exercising the powers of the Commissioner, may, on new facts being brought to his notice by an application made to him in this behalf by the Complainant review any order passed by himself or any of his predecessor-in-office within 60 days of the passing of such order and in so reviewing modify, reverse or confirm the same.

Provided that the Commissioner or the Vice Commissioner on discovery of new and important matter or evidence may at any time *suo moto* review a decision passed by himself or any of his predecessor-in-office:

Provided further that no order shall be reviewed without giving the parties concerned an opportunity of being heard and adducing evidence in support or against the decision as the case may be.

9. Any person aggrieved by a Decision given under section 57 or a review under section 58 of the Ordinance, may appeal to the appropriate Social Security Court within 30 days of such decision.

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SINDH EMPLOYEES' SOCIAL SECURITY INSTITUTION
(REVISED) SERVICE REGULATIONS, 2006

PART 1 GENERAL

1. SHORT TITLE, COMMENCEMENT AND APPLICATION:

- (i) These Regulations may be called the Sindh Employees' Social Security Institution (Revised) Service Regulations, 2006.
- (ii) They shall come into force at once.
- (iii) They apply to all persons holding posts in the service except Deputationists.

2. DEFINITIONS:

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

- (i) "Appendix" means an appendix to these regulations;
- (ii) "Board" means a board of Secondary or Higher Secondary education established by law in Pakistan or any other educational authority or institution declared by the Institution to be a board for the purposes of these regulations;
- (iii) "Chairman" means the Chairman of the Governing Body of the Institution;
- (iv) "Deputationist" means a Government servant or an employee of a statutory body appointed on deputation to the service;
- (v) "Government" means the Government of Sindh;
- (vi) "Governing Body" means the Governing Body of the Institution;
- (vii) "Head Office" means the Head Office of the Institution;
- (viii) "Institution" means the Sindh Employees' Social Security Institution established under sub-section (1) of Section 3 of the Ordinance X of 1965;
- (ix) "Initial Recruitment" means appointment made otherwise than by promotion or transfer from another post in the Service or by deputation of Government servant or any employees of another statutory body;

- (x) “Directorate” means a Directorate of the Institution other than the Head Office under the charge of a Director and where there is no Director, under the charge of any other officer so authorized;
- (xi) “Circle” means a Medical Circle of the Institution other than the Head Office, under the charge of a Senior Medical Officer and where there is no Senior Medical Officer, under the charge of any other Medical Officer so authorized;
- (xii) “Hospital” means a Hospital of the Institution other than the Head Office under the charge of a Medical Superintendent or Administrator and where there is no Medical Superintendent or Administrator, under the charge of any other officer so authorized;
- (xiii) “Region” means a region in relation to a Directorate/Circle/Hospital as indicated in Appendix-‘B’ or as created by the Governing Body;
- (xiv) “Member” means a person holding a post in the service of the Institution;
- (xv) “Ordinance” means the Provincial Employees’ Social Security Ordinance, 1965 (Ordinance No. X of 1965);
- (xvi) “Post” means any post included in Appendix-‘A’ or as sanctioned by the Governing Body;
- (xvii) “Province” means the Province of Sindh;
- (xviii) “Recognized University” means any university incorporated by law in Pakistan and recognized by the University Grants Commission or Higher Education Commission or any other university declared by the Institution to be recognized university for the purpose of these regulations;
- (xix) “Service” means the Sindh Employees’ Social Security Institution Service excluding employment on deputation;
- (xx) “Selection Board/Departmental Promotion Committee” means a selection board/DPC constituted by the appointing authority for the selection of persons for appointment or promotion to any post in various scales in the Service.

PART II RECRUITMENT

3. CONSTITUTION AND COMPOSITION OF SERVICE:

- (1) The Service shall comprise of the posts specified in column 2 of Appendix-‘A’ and such other posts as may be determined by the Governing Body from time to time.
- (2) Members of one cadre shall not be eligible for promotion to a post borne on any other cadre of the Service.
- (3) The posts in the Service shall be classified as indicated in Appendix-‘A’ and as determined by the Government Body.

4. APPOINTING AUTHORITY:

Appointments to the Service shall be made by the authority mentioned in column 6 of Appendix- ‘A’ in respect of each post. In case such authority is the Governing Body, it may delegate powers to the Commissioner and in case such authority is the Commissioner, he may delegate his powers to an officer not below the rank of BS-18.

5. METHOD OF RECRUITMENT:

- (1) Recruitment to the service shall be made by the method specified in column 4 of Appendix-‘A’ in respect of each post.
- (2) Appointment by initial recruitment and promotion to the posts in BS-5 and above shall be made on the recommendations of respective Selection Board/ DPC.
- (3) Initial recruitment to the posts specified in Appendix-‘A’ shall be made on merit according to rural/ urban quota at the ratio of 60:40 respectively.
- (4) Vacancies of posts in BS-1 to 4 specified in Appendix-‘A’ to be filled by initial recruitment shall be made from amongst the residents of the Region of the Directorate/Circle/Hospital where the vacancies occur.
- (5) Subject to the provisions of Clauses (3) & (4) any member of the service, regardless of his rank and age shall be eligible for appointment by initial recruitment to any vacancy in service, provided he possesses the qualifications prescribed for such post in column 3 of Appendix-‘A’.
- (6) Any member of the service may be required by the appointing authority to appear in a test as and when it may so require during

probation to prove his competence in respect of the post which he may be holding.

- (7) (a) Vacancies in all the posts in the service to be filled by promotion, shall be filled by selection based on Seniority-cum-Fitness within a maximum period of three months from the date the vacancy occurs.
- (b) Vacancies in the posts of Deputy Directors and above in the service to be filled by promotion shall be filled by selection based only on Seniority-cum-Fitness in the relevant cadre.
- (c) In no circumstances a person shall be promoted beyond an immediately higher post unless he completes the length of service required for such post.

6. AGE:

No person shall be appointed to a post in the service by initial recruitment who is less than the minimum age or more than the maximum age specified in respect of the post in column 5 Appendix-‘A’.

The maximum age limit for the purpose of initial recruitment may be relaxed in case of suitable candidates upto one year by the Commissioner and upto five years by the Governing Body or upto the period as may be relaxed by the Government.

7. QUALIFICATION:

No person shall be appointed to a post in the service by initial recruitment unless he:-

- (a) Possesses the qualifications prescribed for the post in column 3 of Appendix-‘A’ (Merit regarding qualification to be determined in the order of precedence prescribed in Appendix-‘C’);
- (b) Produces certificates of good character from two persons, not being his relatives, who are well acquainted with his character and antecedents.
- (c) Produces a certificate of physical fitness from the Medical Officer authorized in this behalf by the Institution.

PART III CONDITIONS OF SERVICE

8. PROBATION:

(1) A person appointed to the service against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed by promotion.

EXPLANATION-

(1) Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(2) On completion of the period of probation of a member of the service, the appointing authority may confirm him in his appointment, or if his work or conduct has, in the opinion of such authority, not been satisfactory :-

(a) in case he has been appointed by initial recruitment, dispense with his service; or

(b) in case he has been appointed, otherwise, revert him to his former post; or

(c) extend the period of probation by a period not exceeding one year, and during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of the initial probationary period; provided that where the appointing authority is the Governing Body or the Commissioner, the period of probation may be extended by one year without assigning any reason.

- Explanation
- | | |
|-----|---|
| I. | If no orders have been passed by the day following the completion of the initial probationary period the period of probation shall be deemed to have been extended, and |
| II. | If no orders have been passed by the day on which the maximum period of probation expires the probation shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended. |

9. SENIORITY:

(1) There shall be a separate seniority list in each cadre and scale of officers and officials.

(2) The appointing authority shall, in the month of January every year, prepare or, as the case may be, revise the seniority list under sub-clause (1) above.

(3) The seniority of a member of the service shall be reckoned from the date of his regular appointment.

(4) No appointment made on adhoc basis shall be regularized retrospectively.

(5) Inter-se-seniority of members of service appointed in a batch or on the same date shall be determined:-

(a) in the case of persons appointed by initial recruitment, in the order of merit assigned by the selection authority, and if such authority is either not competent to assign such order of merit or has omitted to do so and is unable to overcome the omission for reasons beyond its control, the seniority shall be determined by the appointing authority:

Provided further that a person selected in earlier selection shall rank senior to a person selected in a later selection;

(b) in the case of persons appointed by promotion on the basis of their inter-se-seniority in the lower post;

(c) In the case of persons appointed by initial recruitment vis-à-vis persons appointed by promotion, on the basis that the persons appointed by promotion shall rank senior to the persons appointed by initial recruitment;

(d) In the case of persons not covered by clauses (a) to (c) on the basis that persons older in age shall rank senior to persons younger in age.

(6) A person appointed by transfer, shall rank junior to all other persons appointed before him on the regular basis and the persons appointed with him in the same batch or on the same day by promotion or initial recruitment;

(7) A member of the service who is not promoted on his turn on the ground that:-

(i) his seniority is under dispute or is not determined; or

(ii) he is on deputation, training or leave; or

(iii) disciplinary proceedings are pending against him; or

(iv) he is not considered for promotion for any reason other than his unfitness for promotions; shall on subsequent promotion,

subject to any order made by the competent authority in this behalf, for the purpose of inter-se-seniority in the higher post be deemed to have been promoted in the same batch as his juniors.

10. LIABILITY TO TRANSFER AND SERVE:

Members of the Service shall be liable to transfer and to serve in any other equivalent post in the same cadre in the service within the province.

11. TERMINATION OF SERVICES AFTER CONFIRMATION:

The services of a confirmed employee shall be liable for termination in accordance with the provisions of the Removal from Service (Special Powers) Sindh Ordinance, 2000 or any other law as may be adopted by the Institution.

12. SELECTION BOARD:

(1) In case of posts 18 & above, selection board will be as decided by the Governing Body.

(2) In case of all other posts, the Commissioner may constitute selection committee of not less than three members.

13. GROUP INSURANCE COVER:

The employees of the Institutions shall be entitled to the Group Insurance cover in accordance with the Government Rules as may be revised from time to time.

14. GENERAL RULES:

In all matters not expressly provided in these Regulations, members of the service shall be governed by such other Regulations or orders as have been or may hereafter be prescribed or passed by the Governing Body and made applicable to them. The Governing Body may pass any order in emergent circumstances in the interest of the Institution.

15. DELEGATION:

The Governing Body may delegate its powers under these regulations to the Commissioner of the Institution, and the Commissioner may delegate his powers under these Regulations to an Officer of the Institution, not below the rank of Officer of BPS-18.

16. POWERS TO SAFEGUARD RIGHTS OF THE MEMBERS OF THE SERVICE:

Whenever in the application of these Regulations the terms and conditions of service of any member of the service as guaranteed by any law, rule or regulation for the time being in force are likely to be adversely affected, the Governing Body shall cause appropriate orders to be made to safeguard the constitutional and legal rights of such members.

17. EXEMPTION:

The Governing Body may exempt the enforcement of any or all of the regulations in the interests of the Institution.

18. RETIREMENT:

The Institution shall follow the same age of retirement for its employees as fixed by the Government.

19. Two per centum of total appointment shall be made from amongst the disabled persons as defined in Disabled Persons (Employment and Rehabilitation) Ordinance, 1981.

20. The Governing Body or committee constituted by it shall act as Appellate Authority in matters/dispute arising out of and in the implementation of these Regulations.

21. The Institution shall get guidance and possibly follow the rules of the Government in all matters relating to the service not expressly provided herein.

22. The Sindh Employees' Social Security Institution Service Regulations 1976, shall be repealed on final publication of these Regulations.

APPENDIX- 'A'
(See Regulations 3, 4, 5, 6 &7)

Serial. No.	Nomenclature of the Post	Minimum Qualification prescribed for appointment by initial recruitment	Method of recruitment	Minimum and maximum age prescribed for appointment by initial recruitment	Appointing Authority in case of initial recruitment
1	2	3	4	5	6
1	<u>ADMINISTRATION</u> Director (Administration) BS-19	-	By promotion from amongst the members of service holding posts of Directors in BS-18 having atleast 12 years service in BS-17 and above on seniority-cum-fitness basis.	-	Governing Body
2	Director (Contribution & Benefits) BS-19	-	-do-	-	-do-
3	Director BS-19	-	-do-	-	-do-
4	Director BS-19 (Audit/Finance/Accounts)	-	By promotion from amongst the members of service holding posts of Directors in BS-18 (Audit/Finance/Accounts) having atleast 12 years service in BS-17 and above on seniority-cum-fitness basis.	-	-do-
5	Director BS-18	-	By promotion from amongst the members of service holding posts of Deputy Directors having atleast 3 years experience in BS-17 on seniority-cum-fitness basis.	-	-do-
6	Director BS-18 (Audit/Finance/Accounts)	-	By promotion from amongst the members of service holding posts of Deputy Directors (Audit/Finance/Accounts cadre) having atleast three years experience in BS-17 on seniority-cum-fitness basis.	-	-do-

7	Director Engineering BS-18	B.E. (Civil) 2nd class with atleast seven years experience in the field.	By promotion from amongst the members of service holding posts of Site Engineers/Assistant Engineers on seniority-cum-fitness basis possessing required qualification. If no suitable candidate is available with in the service, then by direct recruitment.	25-35 years	Governing Body
8	Director Public Relations Wing-cum-Training & Research Institute BS-18 (Ex-cadre)	Master degree 2 nd class in Journalism/Mass Communication with minimum five years experience in the relevant field.	By promotion from amongst the members of service holding posts of Deputy Directors PRW-cum-TRI possessing required qualification. If no suitable candidate is available with in the service, then by direct recruitment.	-do-	-do-
9	Director Information Technology BS-18 (Ex-cadre)	Master degree 2nd class in Computer Science/Bachelor of Computer and Information Systems Engineering programme with minimum three years experience in the relevant field.	By initial recruitment.	25-35 years	-do-
10	Media Consultant Female BS-18 (Ex-cadre)	Master degree 2nd class in Mass Communication with minimum three years experience in the relevant field.	By initial recruitment.	-do-	-do-
11	Deputy Director/Administrative-cum-Security Officer/Administrative Officer BS-17	-	By promotion from amongst the members of service holding posts of Social Security Officer and P.S. to Chairman/Commissioner, having atleast 3 years service as such.	-	Commissioner
12	Deputy Director (Audit/Accounts cadre) BS-17	-	By promotion from amongst the members of service holding posts of Accounts/Audit Officers, having 3 years minimum service as such.	-	-do-
13	Deputy Director (Public Relations) BS-17 (Ex-cadre)	Master degree 2nd class in Journalism/Mass Communication with atleast	By initial recruitment.	25-35 years	-do-

		three years experience in the relevant field.			
14	Deputy Director (Research & Statistics) BS-17 (Ex-cadre)	Master's degree 2nd class in Statistics with atleast three years experience in the relevant field.	By initial recruitment.	25-35 years	Commissioner
15	Deputy Director Training BS-17 (Ex-cadre)	Master's degree 2nd class in any of the Social Science preferably Sociology, Social Work with atleast three years experience of teaching and research.	-do-	-do-	-do-
16	Audit/Accounts Officer BS-17 (Against 25% up-graded posts)	-	By promotion from amongst the members of service holding posts of Audit/Accounts Officers in BS-16 on seniority-cum-fitness basis.	-	-do-
17	Social Security Officer BS-17 (Against 25% up-graded posts)	-	By promotion from amongst the members of service holding posts of Social Security Officers in BS-16 on seniority-cum-fitness basis.	-	-do-
18	Computer Programmer BS-17	Degree 2nd class in Computer Science with one year Diploma in Computer Programming and three years experience in the relevant field.	By promotion from amongst members of the service holding posts of Data Entry Operators possessing required qualification and experience on seniority-cum-fitness basis. If no suitable candidate is available with in the service, then by direct recruitment.	25-35 years	-do-
19	Statistical Officer BS-17 (Ex-cadre)	M.Sc. in Statistics with three years experience in the relevant field.	By initial recruitment.	25-35 years	-do-
20	Assistant Engineer BS-16	B.E. (Civil) with three years experience in the relevant field.	By promotion from amongst members of the service holding posts of Site Engineers possessing required qualification & experience on seniority-cum-fitness basis. If no suitable candidate is available with in the service, then by direct recruitment.	-do-	-do-

21	Law Officer BS-16	Law Graduate 2nd class, having atleast three years experience in the field.	By initial recruitment.	-do-	Commissioner
22	Social Security Officer BS-16	M.A. 2nd class in Social Science having three years experience.	i) 50% by initial recruitment ii) 50% by promotion (40% from Assistants and 10% from Stenographers or Graduate Data Entry Operators having atleast 10 years service) on seniority-cum-fitness basis.	-do-	-do-
23	Accounts/Audit Officer BS-16	B.Com 2nd Division preferably with 5 years experience of accounts and audit work.	i) 25% by initial recruitment ii) 75% by promotion from amongst the members of service holding post of Cashiers on seniority-cum-fitness basis.	25-35 years	-do-
24	Social Welfare Officer BS-16 (Ex-cadre)	M.A. 2nd class in Social Work or Sociology with three years experience in the relevant field.	By initial recruitment.	-do-	-do-
25	P.S. to Chairman Governing Body BS-16	Graduate 2nd class preferably knowing shorthand and its transcription.	By direct recruitment according to the choice of the Chairman, Governing Body.	-do-	-do-
26	P.S. to Commissioner BS-16	Graduate 2nd class knowing shorthand at a speed of 120 w.p.m. and transcription at a speed of 40 w. p.m. preferably with five years experience as a Stenographer.	By promotion from amongst the members of service holding posts of Stenographers in BS-16 on seniority-cum-fitness basis or by direct recruitment.	-do-	-do-
27	Transport Officer BS-16	Diploma of Associate Engineer (Auto) with three years experience in the relevant field.	By initial recruitment.	-do-	-do-
28	Site Engineer BS-16	Diploma of Associate Engineer (Civil) with 5 years experience in the relevant field.	By promotion from amongst members of service holding posts of Sub-Engineers possessing required qualification and experience on seniority-cum-fitness basis. If no suitable candidate is available with in the service, then by direct recruitment.	25-35 years	-do-

29	Stenographer BS-15	Matric 2nd class knowing shorthand at a speed of 100 w.p.m. and transcription at a speed of 30 w.p.m. preferably with 2 years experience as Stenographer.	50% by initial recruitment and 50% by promotion from amongst members of service holding posts of Stenotypists on seniority-cum-fitness basis.	18-30 years	Commissioner
30	Stenotypist BS-12	Matric 2nd class knowing short hand at a speed of 80 w.p.m. and transcription at a speed of 30 w.p.m. preferably with 2 years experience as Stenotypist.	By initial recruitment.	-do-	-do-
31	Cashier BS-12	-	By promotion from amongst the members of service holding posts of Accounts/Audit Assistant on seniority-cum-fitness basis.	-	-do-
32	Pesh Imam BS-12	Dars-e-Nizami, with three years experience.	By initial recruitment.	18-35 years	-do-
33	Data Entry Operator BS-12	Intermediate 2nd class and diploma in Information Technology/Computer Science with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
34	Sub-Engineer BS-11	Diploma of Associate Engineer (Civil/Electrical) with 3 years experience in the relevant field.	By initial recruitment.	-do-	-do-
35	Assistant BS-11	Graduate 2nd class preferably with 2 years experience and computer knowledge.	50% by initial recruitment and 50% by promotion from amongst members of service holding posts of Junior Clerks possessing B.Com. on seniority-cum-fitness basis.	-do-	-do-
36	Accounts/Audit Assistant BS-11	B.Com. 2nd class preferably with 2 years experience of accounts and audit work.	50% by initial recruitment and 50% by promotion from amongst members of service holding posts of Junior Clerks possessing B.Com. on seniority-cum-fitness basis.	-do-	-do-

37	Librarian BS-11	Graduate 2nd class and Diploma in Library Science preferably with 3 years experience in the relevant field.	By initial recruitment.	18-30 years	Commissioner
38	Photographer BS-11	Intermediate with two years experience as photographer.	-do-	-do-	-do-
39	Supervisor BS-9	Matriculate and certificate of Civil Engineering with 3 years experience in the relevant field.	-do-	-do-	-do-
40	Draughtsman BS-9	Matriculate and certificate of Draughtsmanship with 3 years experience in the relevant field.	-do	-do-	-do-
41	Estimator BS-9	Matriculate and certificate of Estimator with 3 years experience in the relevant field.	-do-	-do-	-do-
42	Security Supervisor BS-8	Matric with five years experience as Chowkidar/ Security Supervisor.	By promotion from amongst the members of service holding posts of Head Chowkidars/Supervisors.	-	-do-
43	Generator Operator BS-7	Wireman Licence with 3 years experience in the relevant field.	By initial recruitment.	18-30 years	-do-
44	Auto Mechanic BS-6	Certificate in Auto Technology from recognized Polytechnic Institute with 3 years practical experience.	-do-	-do-	-do-
45	Junior Clerk BS-5	Matriculate knowing typing at a speed of 30 w.p.m.	By initial recruitment. 25% from amongst the members of service possessing required qualification.	-do-	-do-
46	Driver/Dispatch Rider BS-5	Driving Licence and special certificate of physical fitness with 3years experience in the relevant field.	By initial recruitment.	-do-	-do-

47	Work Mistry BS-5	Literate with 2 years experience in the relevant field.	By initial recruitment.	-do-	Commissioner
48	Lift Operator BS-5	Literate with 3 years experience as Lift Operator.	-do-	-do-	-do-
49	Electrician BS-5	Wireman licence with 3 years experience as Electrician.	-do-	18-30 years	-do-
50	Plumber BS-5	License of plumbing with 3 years experience in the relevant field.	-do-	-do-	-do-
51	Carpenter BS-5	Literate with five years experience in carpentry work.	-do-	-do-	-do-
52	Telephone Operator BS-5	Matriculate having 2 years experience as Telephone Operator.	-do-	-do-	-do-
53	Photo Copier BS-5	Matriculate having 2 years experience in the relevant field.	-do-	-do-	-do-
54	Mason BS-4	Literate with five years experience in Masonry work.	-do-	-do-	-do-
55	Cushion Maker BS-4	Literate with five years experience in the relevant field.	-do-	-do-	-do-
56	Painter BS-3	Literate with five years experience in painting work.	-do-	18-30 years	-do-
57	Daftari BS-2	Middle with practical knowledge of operating a duplicating machine.	By promotion from amongst the members of service holding posts of Naib Qasids/ Chowkidars possessing required qualification.	-do-	-do-
58	Tailor BS-2	Literate with some experience in the relevant field.	By initial recruitment.	-do-	-do-
59	* Head Qasid BS-2	Literate with experience in the relevant field.	-do-	-do-	-do-
60	Head Chowkidar/Supervisor BS-2	Literate with experience in the relevant field.	By promotion from amongst the members of service holding posts of Chowkidars.	-	-do-

61	Assistant Electrician BS-1	Literate with some practical experience.	By initial recruitment.	18-30 years	Commissioner
62	Naib Qasid BS-1	Literate, should be able to ride bicycle.	-do-	-do-	-do-
63	Helper BS-1	Literate, should be able to ride bicycle.	-do-	18-30 years	-do-
64	Pump Operator BS-1	Literate with some practical experience.	-do-	-do-	-do-
65	Mali BS-1	Literate with some practical experience.	-do-	-do-	-do-
66	Mehtar BS-1	Literate.	-do-	-do-	-do-
67	Welder BS-1	Literate with three years in the relevant field, preferably Diploma in Welding.	-do-	-do-	-do-
68	Workshop Helper BS-1	Literate, should be able to ride bicycle.	-do-	-do-	-do-
69	Chowkidar BS-1	Literate with some practical experience.	-do-	-do-	-do-

MEDICAL SIDE

70	Medical Superintendent BS-19	M.B.B.S. with 12 years experience of hospital administration. Preferably Post Graduation degree or Diploma.	By transfer from amongst the members of service holding equivalent posts in BS-19 on seniority-cum-fitness basis. If no suitable candidate is available within the service, then by direct recruitment.	30-45 years	By Governing Body
71	Senior Medical Officer BS-19/20	-	By transfer from amongst the members of service holding posts of M.Os./ L. M.Os. in BS-19 on seniority-cum-fitness basis.	-	-do-
72	Administrator BS-18 (Ex-cadre)	MBA 2nd class from a recognized Institute and Diploma in Hospital Management with three years practical experience.	By initial recruitment.	30-40 years	-do-
73	Director Medical Administration BS-18/19	-	By transfer from amongst the members of service holding posts of Director on Administration side.	-	-do-
74	Deputy Medical Superintendent BS-18	-	By transfer from amongst the members of service holding posts of BS-18 on seniority-cum-fitness basis.	-	-do-
75	Dermatologist(Skin Specialist) BS-18	M.B.B.S., M .R. C.P./ F.C.P.S./ M.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-
76	Chest Physician BS-18	M.B.B.S., M.R.C.P./ F.C.P.S. or D.T.C.D./ M.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-
77	Psychiatrist BS-18	M.B.B.S., M.R.C.P.(Psyc), F.C.P.S. or M.C.P./ D.P.M. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-
78	Pediatrician BS-18	M.B.B.S., M.R.C.P./ F.C.P.S. or D.C.H. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-
79	Surgeon(General) BS-18	M.B.B.S., F.R.C.S. or	By initial recruitment.	30-40 years	-do-

		F.C.P.S. or M.C.P.S. or equivalent with 3 years post diploma experience.			
80	Surgeon (Orthopedic) BS -18	M.B.B.S., F.R.C.S. (Ortho) or F.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	By Governing Body
81	ENT Specialist BS-18	M.B.B.S.,F.R.C.S/ F.C.P.S or D.L.O./M.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-
82	Physician (General Medicine) BS-18	M.B.B.S., M.R.C.P. or F.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-
83	Neuro Physician BS-18	M.B.B.S., M.C.P.S., F.C.P.S./ M.R.C.P. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-
84	Pathologist BS-18	M.B.B.S., M. Phil / F.C.P.S. or D. Path/ M.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-
85	Sonologist BS-18	M.B.B.S / F.C.P.S. or D.M.R.E / D.M.R.D/ M.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-
86	Cardiologist BS-18	M.B.B.S. /F.R.C.P./M.R.C.P. or F.C.P.S. in cardiology or diploma in cardiology or equivalent with 3 years post diploma experience	By initial recruitment.	30-40 years	-do-
87	Anaesthetist`BS-18	M.B.B.S. /F.A.R.C.S/F.C.P.S. or D.A./M.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-

88	Gynaecologist BS-18	M.B.B.S., M.R.C.O.G or F.C.P.S., D.G.O./ D.R.C.O.G./M.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	By Governing Body
89	Eye Specialist BS-18	M.B.B.S., F.R.C.S. or D.O./ M.C.P.S. or equivalent with 3 years post diploma experience	By initial recruitment.	30-40 years	-do-
90	Radiologist BS-18	M.B.B.S., F.C.P.S. or D.M.R.E./D.M.R.D./M.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	30-40 years	-do-
91	Senior Registrar BS-18	M.B.B.S., F.C.P.S. or M.C.P.S. or equivalent with 3 years post diploma experience.	By initial recruitment.	25-35 years	-do-
92	Medical Officer / Lady Medical Officer BS-17	-	By transfer from amongst the members of service holding posts of R.M.O.s/L.R.M.O.s on seniority-cum-fitness basis.	-	Commissioner
93	Dental Surgeon BS-17	B.D.S. with atleast three years experience in the relevant field.	By initial recruitment.	22-30 years	-do-
94	Resident Medical Officer/ Lady Resident Medical Officer (3-4 years tenure post) BS-17	M.B.B.S. with one year House Job (atleast six months in the relevant specialty)	By initial recruitment.	22-30 years	-do-
95	Matron BS-17	-	By promotion from amongst the member of service holding posts of Nursing Sisters on seniority-cum-fitness basis.	-	-do-
96	Deputy Senior Medical Officer (Admn) BS-17	-	By transfer from amongst the members of service holding posts of M.O.s/L.M .O.s.	-	-do-
97	Physiotherapist BS-17	B.Sc. (Physiotherapy)/ 2nd class with three years experience in the relevant field.	By initial recruitment.	22-30 years	-do-

98	Pharmacist BS-17	M. Pharmacy 2nd class or B. Pharmacy 2nd class with three years experience in the relevant field.	By initial recruitment.	22-30 years	Commissioner
99	Tutor Sister BS-17	-	By promotion from amongst the member of service holding posts of Nursing Sisters on seniority-cum-fitness basis.	-	-do-
100	Occupational Therapist BS-17	B.Sc. 2nd class in Occupational Therapy with 3 years experience or B.Sc. 2nd class with Diploma in Occupational Therapy and 3 years experience , relaxable upto 2 years in case suitable candidate is not available.	By initial recruitment.	22-30 years	-do-
101	Medical Technologist BS-17	M. Sc. 2nd class (Micro-Biology or Bio-Chemistry or B. Sc. 2nd class Medical Technology with three years experience in the relevant field.	By initial recruitment.	22-30 years	-do-
102	Dietician BS-17	M.A., M. Sc. 2nd class in Home Economics or B.Sc. 2nd class in Home Economic with three years experience in hospital of good repute.	By initial recruitment.	22-30 years	-do-
103	X-Ray Technologist BS-17	B.Sc. 2nd class and Diploma in the relevant field from a recognized University/ Institution with at last 3 years professional experience.	By initial recruitment.	22-30 years	-do-
104	C.T. Scan Technologist BS-16	B.Sc. 2nd class and Diploma in the relevant field from a recognized University /Institution with at last 3 years professional experience.	By initial recruitment.	22-30 years	-do-
105	Bio-Medical Technologist BS-16	B. Sc. 2nd class in Bio-Medical Technology or DAE	By initial recruitment.	22-30 years	-do-

		in relevant field with three years practical experience.			
106	Psychologist BS-16	M.A./ M. Sc. (Psychology) 2nd class with three years clinical experience.	By initial recruitment.	22-30 years	Commissioner
107	Nursing Sister BS-16	Registered 'A' Grade Nurse, Registered Midwife Diploma in Ward Administration and Diploma in teaching from recognized Institute with 3 years experience after registration excluding training period.	50% by direct recruitment and 50% by promotion from amongst the members of service holding posts of staff Nurses on seniority-cum-fitness basis.	22-30 years	-do-
108	Staff Nurse BS-14	Matric 2nd class & Diploma in Nursing and Midwifery with 3 years experience. Condition of Midwifery relaxable in case qualified from SESSI Nursing School.	By initial recruitment.	18-30 years	-do-
109	Assistant Diet Supervisor BS-11	B. Sc. 2nd class and Diploma in Cookery from recognized Institute with 3 years experience of Kitchen work. Experience relaxable in case suitable candidate is not available.	By initial recruitment.	18-30 years	-do-
110	House Keeper BS-10	Matric 2nd class with 3 years experience of house-keeping in a hospital.	By initial recruitment.	18-30 years	-do-
111	Store Keeper BS-10	-	By promotion from amongst the members of service holding posts of Assistant Store Keeper on seniority-cum-fitness basis and in case no suitable candidate is available, then from amongst the members of service holding posts of Dispensers on seniority-cum-fitness basis.	-	-do-

112	Operation Theatre Technician BS-9	Matric Science 2nd class and Certificate from Sindh State Medical Faculty with one year experience in the relevant field.	50% by direct recruitment and 50% by promotion from amongst the members of service holding posts of Assistant Operation Theater Technicians possessing required qualification on seniority-cum-fitness basis.	18-30 years	Commissioner
113	Laboratory Technician BS-9	Matric Science 2nd class and Certificate from Sindh State Medical Faculty with one year experience in the relevant field.	50% by direct recruitment and 50% by promotion from amongst the members of service holding posts of Laboratory Assistants possessing required qualification on seniority-cum-fitness basis.	18-30 years	-do-
114	Dental Technician BS-9	Matric Science 2nd class and Diploma in Dentistry from a recognized Institute with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
115	Physiotherapy Technician BS-9	Matric Science 2nd class and Certificate from Sindh State Medical Faculty with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
116	Phacoyag Technician BS-9	Matric Science 2nd class and Certificate from Sindh State Medical Faculty with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
117	Echo Technician BS-9	Matric Science 2nd class and Certificate from Sindh State Medical Faculty with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
118	Dialysis Technician BS-9	Matric Science 2nd class and Certificate from Sindh State Medical Faculty or from SIUT with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-

119	E.C.G Technician BS-9	Matric Science 2nd class and Certificate from Sindh State Medical Faculty with one year experience in the relevant field.	By initial recruitment.	18-30 years	Commissioner
120	Audiometrician BS-9	Matric Science 2nd class and Certificate from Sindh State Medical Faculty or atleast five years experience of working with any E.N.T. Specialist.	By initial recruitment.	18-30 years	-do-
121	X-Ray Technician BS-9	Matric Science 2nd class and Certificate from Sindh State Medical Faculty with one year experience in the relevant field.	50% by direct recruitment and 50% by promotion from amongst the members of service holding posts of Dark Room Assistants possessing required qualification on seniority- cum-fitness basis.	18-30 years	-do-
122	Assistant Store Keeper BS-8	-	By promotion from amongst the members of service holding posts of Ward Masters on seniority-cum-fitness basis.	-	-do-
123	Steward BS-8	-	By promotion from amongst the members of service holding posts of Ward Masters on seniority-cum-fitness basis.	-	-do-
124	Ward Master BS-7	Matric 2nd class with 3years experience in the relevant field.	By initial recruitment.	18-30 years	-do-
125	Laboratory Assistant BS-6	Matric 2nd class with atleast 2 years experience in the relevant field.	By initial recruitment.	18-30 years	-do-
126	Assistant Operation Theatre Technician BS-6	Matric Science 2nd class with three years experience in the relevant field.	By initial recruitment.	18-30 years	-do-
127	Assistant Occupational Therapy Technician BS-6	Matric Science 2nd class with three years experience in the relevant field.	By initial recruitment.	18-30 years	-do-
128	Refractionist BS-6	Matric Science 2nd class and Certificate from Eye	By initial recruitment.	18-30 years	-do-

		Specialist of repute with three years experience in the relevant field.			
129	Head Cook BS-6	Matric with atleast three years experience in cooking.	By promotion from amongst the members of service holding posts of cook possessing the required qualification.	18-30 years	Commissioner
130	Dispenser BS-6	Matric Science 2nd class and Certificate from Sindh State Medical Faculty with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
131	Midwife BS-6	Matric 2nd class and Diploma in Midwifery from Pakistan Nursing Council or its equivalent with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
132	*Lady Health Visitor BS-6	Matric 2nd class and Diploma in Midwifery from Pakistan Nursing Council or its equivalent with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
133	* Dresser BS-5	Matric Science 2nd class and Certificate from Sindh State Medical Faculty with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
134	* Junior Nurse BS-5	Matric Science 2nd class with three years experience in the relevant field.	By initial recruitment.	18-30 years	-do-
135	Dark Room Assistant BS-5	Matric Science 2nd class with three years experience in the relevant field.	By initial recruitment.	18-30 years	-do-
136	Nurse Aid BS-4 (50% Male & 50% Female)	Matric Science 2nd class and Certificate of Nurse Aid Training from recognized	By initial recruitment.	18-30 years	-do-

		Institution with one year experience in the relevant field.			
137	* Nursing Orderly BS-4	Matric Science 2nd class and Certificate of Nurse Aid Training from recognized Institution with one year experienced in the relevant field.	By initial recruitment.	18-30 years	Commissioner
138	Ward Boy BS-4	Matric Science 2nd class with one year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
139	Cook BS-3	Literate with two years experience in the relevant field.	By initial recruitment.	18-30 years	-do-
140	* Ward Boy BS-2	Non-Matric with some experience in the relevant field.	By initial recruitment.	18-30 years	-do-
141	* Dai BS-2	Literate with atleast two years experience in the relevant field.	By initial recruitment.	18-30 years	-do-
142	Assistant Cook BS-1	Literate with atleast One year experience in the relevant field.	By initial recruitment.	18-30 years	-do-
143	Ward Bearer BS-1	Literate with some experience in the relevant field.	By initial recruitment.	18-30 years	-do-
144	Lady Attendant BS-1	Literate with some experience in the relevant field	By initial recruitment.	18-30 years	-do-

*** Note: Dying posts. No fresh appointments are to be made.**

APPENDIX-‘B’**(See Regulation-2 (xiii))**

Directorates/Circles/Hospitals		Region
Directorates	SITE(West), SITE(East), City, West Wharf , F.B. Area, Korangi, Landhi	Karachi
Circles	SITE, City, Landhi, Korangi	
Hospitals	K.V.S.S. SITE, S.S. Landhi.	
Directorate	Hyderabad	Hyderabad
Circle	Hyderabad	
Hospital	Hyderabad	
Directorate	Kotri	Dadu
Circle	Kotri	
Directorate	Sukkur	Sukkur
Circle	Sukkur	

APPENDIX-‘C’
[See Regulation 7(a)]

ORDER OF PRECEDENCE OF ACADEMIC QUALIFICATIONS FOR NON-TECHNICAL POSTS

SPECIAL DEGREES

- 1) D. Sc., LL.D., D.Litt.
- 2) Ph. D, D. Phil
- 3) M.A. or B.A. from Oxford or Cambridge or M. Sc. from London School of Economics.
- 4) M.A. or M. Sc. of Universities in U.S.A. and Canada.
- 5) M.A. or M. Sc. of European Universities.

Ordinary Degrees of Indo/Pak Universities		Class				
6)	1.	M.A. Social Work	I	II	III	
	2.	M.A. Sociology	I	II	III	
	3.	M. Sc. or M.A. Mathematics or Statistics	I	II	III	
	4.	M.A. Economics	I	II	III	
	5.	M.A. Public Administration	I	II	III	
	6.	M.B.A.	I	II	III	
	7.	M.A. Political Science, Philosophy, Geography		I	II	III
	8.	M.A. History, Languages, Literature, Library Science, etc.			I	II III
7)	1.	B.A. with Social Work	I	II	III	
	2.	B.A. with Sociology	I	II	III	
	3.	B.Sc. or B.A. with Mathematics or Statistics	I	II	III	
	4.	B.A. Economics	I	II	III	
	5.	B.A. Public Administration	I	II	III	
	6.	B.A. Business Administration	I	II	III	
	7.	B.A. Political Science, Philosophy, Geography,		I	II	III
	8.	B.A. History, Languages, Literature, Library Science, etc.			I	II III

NOTE No. 1.- This order of precedence is only for purpose of recruitment to non-technical services of the Sindh Employees’ Social Security Institution and has been prepared with a view to giving preference to these subjects the knowledge of which may be useful for the Institution. It

should not be taken to mean that the Institution regards this gradation as absolute for all purposes.

NOTE No. 2.- This order of precedence shall not apply to persons with professional qualifications prescribed in column 3 of Appendix-‘A’.