

THE PROVINCIAL EMPLOYEES SOCIAL SECURITY
(SELF-ASSESSMENT SCHEME) BALLOTING REGULATIONS, 2021

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The Governing Body of the Punjab Employees Social Security Institution, in accordance with mandate provided under Section 22 and in exercise of the powers conferred on it by Section 80 of the Punjab Employees Social Security Institution Ordinance, 1965 have approved the following regulations for Registration, Regulation and Inspection through Balloting of Establishments which opt for Self-Assessment Scheme.

1. **Title and Application:** (1) These Regulations may be called the Provincial Employees Social Security (Self-Assessment Scheme) Balloting Regulations, 2021.
(2) They shall only apply to the establishments registered under Self-Assessment Scheme in accordance with Section 20A of the Provincial Employees Social Security Ordinance, 1965.
(3) They shall come into force at once and apply to those establishments that opted for Self-Assessment Scheme.
2. **Definitions:** In these Regulations, unless the context otherwise requires the following expressions shall have the meaning respectively, assigned to them, that is to say:
 - (a) **“Balloting”** includes electronic random balloting carried out by the Institution in accordance with these regulations;
 - (b) **“Commissioner”** means Commissioner, Punjab Employees Social Security Institution;
 - (c) **“Committee”** means Committee constituted under these regulations for determination of parameters and criteria of balloting and supervision and administration of balloting process of Establishments opting for Self-Assessment Scheme;
 - (d) **“Director”** means the Director of concerned Directorate of Social Security established by the Institution;

- (e) **“Employer”** means Employer as defined under Section 2(9) of the Ordinance;
- (f) **“Establishment”** means Establishment as defined under Section 2(11) of the Ordinance;
- (g) **“Governing Body”** means the Governing Body as defined under Section 2(13) of the Ordinance;
- (h) **“Institution”** means Institution as defined under Section 2(16) of the Ordinance;
- (i) **“Online Business Registration Portal”** means web portal established by the Government of the Punjab;
- (j) **“Online Contribution Portal”** means an online portal being maintained by the Institution;
- (k) **“Ordinance”** means Provincial Employees Social Security Ordinance, 1965;
- (l) **“Section”** means a section of Ordinance; and
- (m) **“Self-Assessment Scheme”** means a scheme of social security benefits as defined under Section 2(25a) of the Ordinance.

3. Registration under Self-Assessment Scheme (1) An Establishment which opts for Self-Assessment Scheme shall register at “Online Business Registration Portal” <https://www.register.business.punjab.gov.pk/>, <https://www.chrmis.pessi.gop.pk/>, <https://www.pessi.gop.pk/>.

(2) An Employer who opts for Self-Assessment Scheme shall accurately provide all the details of employees securable under social security scheme.

(3) Upon successful registration with the Institution, the employer shall deposit its contribution under Self-Assessment Scheme from the date of its registration.

(4) All contributions made by the Employers registered under Self-Assessment Scheme shall be deposited through Online Contribution Portal.

4. Procedure of Balloting for Inspection (1) The Institution shall finalize through electronic balloting 20% Employers annually for inspection in accordance with selection criteria determined by the Committee.

- (2) The balloting shall be conducted in presence of a Committee comprising of following:
 - (i) Vice Commissioner of the Institution
 - (ii) Director (Audit) of PESSI, Head Office
 - (iii) Director (C&B) of PESSI, Head Office
 - (iv) One Member of Governing Body from Employers side (Notified by the Governing Body).
 - (v) One Member of Governing Body from Employees side (Notified by the Governing Body).

- (3) The presence of three members of the committee shall constitute a quorum at its meeting. The presence of one member of Governing Body PESSI, either from employer side or employee side, will be mandatory.
- (4) Balloting shall be held bi-annually in June and December in the first half of the months at Head Office of the Institution in the presence of committee members and its recording shall be provided to all concerned upon demand at any time by the Institution.
- (5) The Committee shall supervise and administer the electronic balloting process designed and proposed by contribution wing and authorized by the Commissioner.
- (6) Any Establishment selected for Inspection through balloting in one financial year shall not be included in the balloting process for the next four balloting exercises i.e. for the period of 2-years from the date of its selection for audit in the balloting. However, after two years or in the 5th balloting exercise, whichever is earlier, the establishment may be selected for inspection through balloting as provided in Section 22.
- (7) The Institution shall ensure the integrity of electronic balloting system and publicize details of suitable technological modes adopted for public information and to the satisfaction of the employers.
- (8) The responsibility of in-time balloting, periodically, in the calendar months June & December (1st half i.e. from 1st -15th of these months) will be responsibility of DG (HQ) under the overall supervision of Commissioner PESSI.

5. Selection and Conduct of Balloting: (1)The following steps shall be followed by the Committee for selection of Establishments for inspection through balloting:

- (a) Data of all establishments which opted for self-assessment scheme w.e.f. date of adoption shall be utilized as a basic data;
- (b) Before each balloting process, the criteria determined by the Committee shall be publicized through PESSI web-portal prior to the balloting process;
- (c) The whole balloting system for inspection purposes shall be based on registration number assigned to each employer by the Institution; and
- (d) The registration numbers of the employers selected for audit shall be communicated to the concerned Director.

6. Institution to Check Employer's Books:

The Institution may, for the purpose of inquiring into the correctness of any of the particular stated in the records or returns submitted by the employer under Self-Assessment Scheme, conduct audit of the employer and if the employer found guilty of misreporting or committing fraud with reference to submission of correct total number of securable employees and payment of monthly contributions to the Institution during the period under reporting, the employer shall be dealt as under:-

- (i) The employer shall be served a demand notice by the Director, Directorate of Social Security concerned for payment of such outstanding amount of contribution detected after checking of record as specified in the Ordinance.

- (ii) Such establishments shall be inspected quarterly for next consecutive three years after completion of such Audit Report.
- (iii) The amount of increase shall be imposed as provided in Section 23 of Ordinance on detected principal amount worked out as a result of audit on such establishments conducted by Director concerned himself. The amount of decrease shall be imposed from date of last the inspection under regular mode of payment as provided under section 20 of the Ordinance or from the date of registration under Self-Assessment Scheme whichever is later,
- (iv) Without prejudice to any other remedy, the amount of the contribution due, together with the increase may be recovered as arrears of Land Revenue.

7 Subsequent decrease in number of secured employees:

- i. Once an employer submits contribution of total secured employees after opting-in of Self-Assessment Scheme, any subsequent monthly reporting showing decrease of more than 3% in number of secured employees. The employer shall intimate to Director concerned in writing by 15-days of submission of next month contribution.
- ii. Such decrease shall not be permissible without random prior inspection and authorization of the Director concerned himself.

SLAB OF ESTABLISHMENTS AND PERCENTAGE OF BALLOTING FOR AUDIT SELECTION WHO OPT SELF-ASSESSMENT SCHEME

Criteria:- 20% Selection out of Total Establishments

Sr.	Employment Level	Percentage of Selection
1.	01 – 25	20%
2.	26 – 50	20%
3.	51 – 100	20%
4.	101 – 250	20%
5.	251 – 500	20%
6.	501 – 1000	20%
7.	1001 – 2000	20%
8.	2001 – 5000	20%
9.	5001 & above	20%
10.	Establishments against whom the complaints are received through G.B Members or from any other source from the date of previous balloting	100%

8 Special Audit on the request of employer: If any establishment registered under Self-Assessment Scheme requests the concerned Director to get itself audited for any particular year

to meet the compliance requirements of their export order, the concerned Director with the permission of Director General (HQ) may undertake a special audit and submit the report to the concerned establishment as well as Head Office.

9. Determination of questions and disputes: If any complaint is received or any question or dispute arises as to conduct of balloting or result thereof, the Commissioner shall be Competent Authority to decide the same and such decision shall be final.