

**THE PROVINCIAL EMPLOYEES' SOCIAL SECURITY (EMPLOYERS'
RETURNS AND RECORDS) REGULATION, 1967**

CONTENTS

1. Title and application

2. Definitions

3. ****

4. ****

5. ****

6. ****

7. ****

8. ****

9. ****

10. ****

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 Contribution where the pay roll or wage sheet in use by an employer has not been approved by the Institution or where the employer refers to use the Contribution Schedule .

(e) "Certificate of contributions" means a form (Form B-2 attached as Appendix 1) 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 attaches 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 employee named thereon, ensuring that the signature or thumb-print of the secured person is clearly impressed on the appropriate space on page 1 to the Card.

6. Thereafter, whenever a secured person leaves the employment, the employer will complete the record of his employment on pages 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 submit 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 payment of wages available for examination by the official of the Institutions who has been duly authorized 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 someone acting on his behalf, cause a Certificate of Contribution (Form B-2, B-2-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 dispatched irrespective of any other notification, on any other form, that may be required by any other legislation.