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WORKER'S FACILITIES AND BENEFITS AT A GLANCE



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Sr.#	Description	Min. No. of Employee	Level	Limit Salary / Wages	Rate	Coverage & Facilities
1	Bonus Ref. u/s 10 – C Punjab Industrial & Commercial Employment (Standing Orders) Amendment Act 2012	20 or More	All Workers	No Salary Limit	= One month salary / wage	One bonus per year, if company declares profit 1. No profit no bonus 2. If profit is more than one-month wages then one bonus may be disbursed. 3. If profit is equal to one-month wages then 30% bonus may be disbursed. 4. If profit is less than one-month wages then 15% bonus may be disbursed.
2	Compulsory Group Insurance - CGI Ref. u/s 10-B (3) Punjab Industrial & Commercial Employment (Standing Orders) Amendment Act 2012	50 or More	All workers	No Salary Limit	Rs. 500,000/- Per head (This is minimum limit, organization can increase the limit)	Natural / Accidental death / disability coverage (GLI is not mandatory, but compensation is mandatory)
3	Gratuity Ref. u/s 12 (6) Punjab Industrial & Commercial Employment (Standing Orders) Amendment Act 2012	10 or More	All Workers	No Salary Limit	Last drawn gross salary / 26 X30 X No. of years served.	Separation Benefit Becomes Eligible after six months' service, on prorata basis) Ref. 1976 PLC 578

4	Provident Fund Ref. u/s 12(6) Punjab Industrial & Commercial Employment (Standing Orders) Amendment Act 2012	10 or More	All Workers	No Salary Limit	Self-8.33 % of gross pay (or 10% of Basic salary) And the same by the Co. (This is industrial practice. Law's focus on one-month gross salary after completion of one year of service)	Principal amount (Self + Company's Contribution) + profit paid (say - by the bank) at the time of separation
5	Medical Checkup Ref. u/s 23-A Factories Act 1934	10 or More	All Workers	No Salary Limit	Rs. 10/- Twice a year	Inoculation against TB, Cholera
6	Canteen Ref. u/s 24 Factories Act 1934	100 or More	All workers	No Salary Limit		Subsidized food and catering services
7	Overtime Ref. u/s 47 (1) Factories Act 1934	10 or More	All Workers	No Salary Limit	Basic Pay + Statutory Allowances	2 hrs per day @ double, if weekend lost then double OT + 1 Compensatory Leave, if Gazetted holiday lost then double OT + 2 Leaves
8	Leaves Ref. u/s 49 (B) (H) Factories Act 1934	10 or More	All Workers	No Salary Limit	Casual -10 Medical - 8 with full pay Or 16 with half pay Annual -14 After one-year continuous employment	With pay leaves per year

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					Compensatory – CPL Leaves Maternity leaves – 90 days (45 days before and 45 days after the delivery) for female employees Iddat Leaves 4 months and 10 days Male Employee Female Employee Male Employees	Worked against Weekly off days or Gazetted holidays May be made availed with in next 3 days. No limit of deliveries 100% wages for 130 days 30 days leave with full pay 1 st Delivery 180 2 nd Delivery 120 3 rd Delivery 90 7 days with full pay for two deliveries only As per company policy / discretion of the Management
	Section 36 PESSI 1965 U/s 37 (2) PESSI 1965 Maternity and Paternity Leave Act 2020 For Islamabad territory only Paternity Leaves u/s 49 J Factories amendment act 2022 Leave without pay Advance Leave Hajj Leave		Applicable to Islamabad Territory only			

9	Working Hours Ref. u/s 34 Factories Act 1934		All Workers	No Salary Limit	No Salary Limit	48 hours per week, 8 hours per day
10	Appointment of Welfare Officer U/s 24 – A (Factory Act 1934)	500 Workers				Take care the workers welfare
11	Set up of internal dispensary	500 Workers				Set up Internal dispensary to provide emergency medical treatment
12	Annual Leave Encashment Ref. u/s 14 (2) (b) Shop and Establishment Ordinance 1969	10 or More	All Workers	No Salary Limit	14 Annual Leaves, due after completion of one-year continuous employment	Un-availed annual leaves in excess of two years balance i.e 28 days @ gross salary
13	Accumulation of sick leaves U/s 15 (2) Shop and establishment ordinance 1969	10 or More	All workers	No Salary Limit	Up to 16 sick leaves Two years balance	Carry forward sick leave Balance, max 2 years' balance
14	Day care room U/s 10-A Shop and establishment ordinance 1969	25 female workers	All Workers	No salary limit	Children up to the age of 6 years	Establishment of day care room
15	Employees Old Age Benefit Institute EOBI Act 1976 Ref. No. 6455 dated 01.08.2025.	5 or More	All Employees (From Peon to GM) Excluding Directors Retirement from the employe ment is not mandatory	Rs. 40,000/ - pm	Co. 5 % Rs.2000/- Emp.1 %, Rs,400/- Minimum Pension Rs. 11,500/- per month, Max pension is Rs. 22,000/- applicable w.e.f. 1 st Jan 2025.	1. Monthly old age pension, 2. Survivor pension, 3. Lump Sum Grant Etc. Retirement benefit (for pension

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					Pension becomes due at the age Male 60 and female 55 years. No payment of contribution thereafter.	payment of 15 year contributions is must and for death benefits 5 years' payment of contribution is must)
16	Fair Price Shop Ref. The Punjab Fair Price Shops (Factories) Ordinance 1971	100 or More	All Workers	No Salary Limit	No profit, whole sale rate	Provision of essential food items, as per detail provided in the law. (Sale of company products does not fulfil the objectives of the law)
17	Trade Union / CBA Ref. u/s 25 (1)(a) PIRA 2010 (not mandatory)	50 or More	All Workers	No Salary Limit	Executive =<100, 8 =<200, 10 =<300, 12 =<400, 14	Redress of individual grievances, collective bargaining, strike, etc.
18	Shop Steward u/s 28 PIRA 2010 (not mandatory)	50 or more			Elected / nominated for one year	To solve the workers problems at the department level
19	Worker Management Counsel Ref. u/s 29 PIRA 2010 (not mandatory)	50 or More	All Workers	No Salary Limit		Harmonious working condition, redress of grievances at plant level etc.
20	Minimum Wage Ref. Minimum Wage Notification 2025 w.e.f 01 July 2025		All Unskilled Workers		Punjab Rs.40,000 w.e.f 1 st July 2025	Minimum wage for unskilled workers Employer may decide wages of semi-skilled and skilled workers keeping in view

						the market trends
21	Disbursement of wages Ref. u/s 5 (1) (a) Payment of Wages act 1936					In case, the manpower is less than 1000 then by 7 th of next month otherwise by 10 th of next month.
22 *	Punjab Employees Social Security Institution 1965 PESSI Injury benefits	5 or More Workers	All Workers	Salary Range from Rs. 22,000/- Decide d by Lahore High Court date 8 th of July 2025	Co. 6 % (Total Employer's Responsibility) Payment of contribution till continuation of job. No age limit applies.	<ol style="list-style-type: none"> 1. Sickness, 2. Medical, Family and parents covered 3. Hajj – 15 workers every year selected through balloting 4. School Education 5. 100% wages for 180 days in case of long sickness
23	Education Cess Ref. The Workers' Children (Education) Ordinance, 1972	5 or More Workers	All PESSI Covered Workers		Rs.25/- per worker per quarter. Max Rs.100/- per worker per year	For welfare of workers like children education up to PhD level, sewing machines, residential colonies etc.
24	Punjab Workers Welfare Fund				2% of Profit	For workers welfare
25	PESSI – Funeral Expenses Ref. u/s 37 PESSI 1965	5 or More Workers	All Covered Workers		Equal to one minimum wage	Rs.40,000/- Parents covered

26	Workers Compensation Act 1923 Ref. u/s 4	10 or More	All Workers	No Salary Limit	As per schedule Max. Rs. 500,000/-	Compensation against Injuries and death, as per schedule
27*	Company's Profit (Worker's Participation) (Amendment) Ordinance 2 Dec 2020	50 or More	All Workers (with minimum 6 months' employment in the company)	Cat 1- 40,000/- - Cat 2 – 40,001 – 45,000 Cat 3 – 45001 and above remaining all workers	5 % of profit, Max = 4 min wages (Left over amount may be deposited to PESSI)	Worker's share in profit Cat 1 – 4 Units Cat 2 – 2 Units Cat 3 - 1 Unit
28	Death Grant Notification Ref. Punjab Workers Welfare Fund FUND-(GB) 8(141)/2025 07.10.2025 Applicable w.e.f 25.08.2025		All Workers	No Salary Limit	Rs.10,00,000/-	In case of death, may be paid to nominated person / legal heirs of deceased worker
29	Marriage Grant Notification Ref. Punjab Worker's Welfare Fund FUND-(GB) 8(141)/2025 07.10.2025 Applicable w.e.f 25.08.2025		All Workers 3 year service	All daughters – No upper limit	Rs.600,000/- per case	Marriage grant

30	Talent Scholarship Punjab Workers Welfare Board Notification Ref. 3595 dated 29.08.2025	All Employees	All Workers with 3 year service	Workers registered with PESSI or EOBI	Upto Intermediate Graduation to Post-Graduation MS, M. Phill, Ph.D.	Rs. 3,500/- pm Rs. 140,000/- per year to Rs. 200,000/- Per year 100 % Expense on actual
31	Disabled Quota Ref. u/s 10 THE PUNJAB DISABLED PERSONS (EMPLOYMENT AND REHABILITATION) (AMENDMENT) BILL 2015				Organization is bound to provide employment to disables Or Deposit amount = 40,000 x 3 to the Workers Welfare Fund – WWF- Govt. of Punjab.	3% of the existing manpower strength
32	Apprenticeship Ordinance 1962 Age limit Employment		5% of the total manpower		First year stipend 50%, Rs. 20,908/- Second year stipend 60% Rs. 25,089/- Third year stipend 70% Rs. 29,271/- of the skilled worker wages No liability of the employer	Books, Shoes, Toolkit, Uniform, Calculator, drawing instruments and other study material is responsibility of the employer. 15 – 28 years

33	Final settlement (Death case) Payable to the legal heirs through Compensation commissioner	<p>Death Grant Rs.10,00,000/- (Govt. of Punjab) Group Life Insurance Rs.500,000/- by Company Minimum EOBI Pension Rs.11,500/- pm or Lump Sum Grant in case of contribution paid less than 15 years Funeral expenses by PESSI Rs. 40,000/-</p> <p>In addition to the above:</p> <ol style="list-style-type: none"> 1. Provident Fund / Gratuity, 2. Death grant by the company, as per policy 3. Leave encashment, 4. Unpaid wages, bonus and overtime, etc. <p>Note: Payment of final settlement may be made before the expiry of second working day u/s 12 (4) of Standing Order Ordinance 1968 and disbursed through the Compensation Commissioner.</p>
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The Lahore High Court has decided in the case of M/s Azgard Nine Limited Vs Govt. of the Punjab, Vide W.P No. 30280, decided on 08.07.2025 that notification issued by PESSI No. 4128 dated 20.09.2024 to pay contribution @ 37,000/- is illegal. Resultantly, contribution should be paid as per last notification issued by the Govt. of the Punjab i.e Rs. 22,000/-

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WPPF 2023 amendment bill is pending in the national assembly

Note:

The Government of Punjab is going to present a bill "Punjab Labor Code 2024" in the provincial assembly with the objective to simplify and consolidate all the laws under one title.