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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 35616-2025

Replacing GB/T 35616-2017

Categorization of social insurance business handling positions

社会保险经办岗位分类

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Foreword

This document complies with the provisions of GB/T 1.1-2020 "Standardization Work Guidelines Part

1.Structure and Drafting Rules of Standardization Documents". Drafting. This document replaces GB/T 35616-2017 "Classification of Social Insurance Administrator Positions". Compared with GB/T 35616-2017, except for editorial changes... Aside from the modifications, the main structural and technical changes are as follows:

a) The content related to "scope" has been changed (see Chapter 1, Chapter 1 of the.2017 edition);

b) The description of "Terms and Definitions" has been changed (see Chapter 3, Chapter 3 in the.2017 edition);

c) The basic requirements for the classification of social insurance administration positions have been changed (see Chapter 4, Chapter 4 of the.2017 edition);

d) The hierarchical structure of social insurance administration positions has been removed (see Chapter 5 of the.2017 edition);

e) The social insurance administrator position category has been removed (see Chapter 6 of the.2017 edition);

f) Added social insurance administration job categories (see Chapter 5);

g) The classification structure of social insurance administration positions has been changed (see Chapters 6-8, and Chapters 7-10 in the.2017 edition);

h) New positions have been added, including general teller, business handler, security manager, publicity and training officer, business control officer, and audit officer (see

Chapters 6-8);

i) Changes were made to the comprehensive service business, benefit assessment and payment, supervision and management, internal management, pension insurance handling for government agencies and public institutions, and professional services. Technology, social insurance business file management, social insurance standardization management, consulting services, and socialized management services for enterprise retirees. Services, social security card management, social insurance fund anti-fraud, grassroots public service platforms for human resources and social security, social insurance Job duties related to the management of service-related institutions and performance evaluation of social insurance administration (see Chapters 6-8, Chapter 7 of the 2017 edition). Chapter 10);

j) The following have been removed. verification and payment of basic medical insurance and maternity insurance benefits, verification and payment of maternity insurance benefits, designated medical institutions, and designated hospitals. Retail pharmacy management and service positions (see 7.2.3, 7.2.6, and

7.6.6 in the 2017 edition). Please note that some content in this document may involve patents. The issuing organization of this document assumes no responsibility for identifying patents. This document was proposed by the Ministry of Human Resources and Social Security of the People's Republic of China. This document is under the jurisdiction of the National Social Insurance Standardization Technical Committee (SAC/TC474). This document was drafted by: the Social Insurance Management Center of the Ministry of Human Resources and Social Security, and the Information Center of the Ministry of Human Resources and Social Security. Heart, Jiangxi Provincial Social Insurance Management Center, Hebei Provincial Social Insurance Service Center, Gansu Provincial Social Insurance Service Center, Qingdao Municipal Social Security Bureau Insurance Business Center, Chengdu Municipal Social Insurance Administration Bureau, Shanxi Provincial Work Injury Insurance Management and Service Center (Shanxi Provincial Social Security Card Management Center) (Heart), Inner Mongolia Autonomous Region Social Insurance Service Center, Liaoning Province Social Insurance Service Center, Shanghai Municipal Social Insurance Management Center Heart, Ningxia Hui Autonomous Region Social Insurance Administration Bureau, Zhoushan City Social Insurance Administration Center, Xiangyang City Social Pension Insurance Administration Bureau, Yulin Municipal Social Insurance Management Center, Yan'an Municipal Pension Insurance Office, Urumqi Municipal Social Insurance Center, Xianju County Employment Service Center Xin, Sishui County Social Insurance Service Center. The main drafters of this document are. Chen Manxue, Wang Yahan, Zhang Feng, Fu Jianhua, Wang Wei, Wang Ying, Gong Manli, Wang Yujin, Wang Tao, Wang Lijun, and Xu Xiaomeng. Wang Zhiyuan, Zhang Jing, Li Xiangchun, Xia Jingbo, Chen Jun, Huang Fengling, Ren Xiaowen, Wang Zheyu, Zhou Shengyan, Wang Xueping. The release history of this document and the document it replaces is as follows:

---First published in.2017 as GB/T 35616-2017;

1 Scope

GB/T 35616-2025 is the Chinese national standard covering the jobs inside a social insurance office - registration, contribution collection, benefit determination, payment, audit and archives - classified so that separation of duties can be required where money and entitlement decisions meet. It replaces GB/T 35616-2017. It was issued on 31 December 2025 and has been in force since 1 April 2026, replacing GB/T 35616-2017. This page is published from the official record of the 2025 edition; the clause text of a standard this recent is not yet in circulation, and the figures, limits and tables it contains are those of the document itself, delivered in full with the English translation.

This document specifies the basic requirements for the classification of social insurance administration positions, the basis for the classification of social insurance administration positions, and the categories of administration services and administration. The content includes three main categories. management, risk control, and their sub-categories and requirements. This document applies to standardizing and guiding social insurance agencies at all levels in handling pension insurance, unemployment insurance, and work injury insurance (occupational injury insurance). Job classifications and setups for services such as (barrier/security) should be established. Grassroots human resources and social security public service platforms and third-party organizations should refer to these guidelines for implementation.

2 Normative references

The contents of the following documents, through normative references within the text, constitute essential provisions of this document. Dated citations are not included. For references to documents, only the version corresponding to that date applies to this document; for undated references, the latest version (including all amendments) applies. This document.

GB/T 18894 Standard for Electronic Document Archiving and Electronic Records Management

GB/T 31599 Standard for Social Insurance Business Records Management

GB/T 34414 Performance Evaluation of Social Insurance Administration

GB/T 35619 Standard for Auditing Basic Pension Insurance Benefits

GB/T 44856 Service Specification for Certification of Eligibility for Pension Benefit Receipt

LD/T 02-2021 Implementation Guidelines for the Integrated Counter Service System for Social Insurance

LD/T 05-2022 Internal Control Standards for Social Insurance Administration

3 Terms and Definitions

The following terms and definitions apply to this document.

3.1 A position established by a social insurance agency to perform social insurance administration and service tasks.

4 Basic Requirements

4.1 Reasonable Classification Social insurance management positions should be reasonably categorized in accordance with the principles of corresponding rights and responsibilities, separation of government and business functions, and safety and standardization.

4.2 Scientifically Designated Positions Various operational positions should be set up in accordance with the principle of balancing checks and balances with efficiency, so as to provide unified, standardized, efficient operational management services.

4.3 Convenient and accessible The setup of social insurance administration positions should facilitate access to social insurance services for insured units, insured individuals, and other service recipients.