

**A P S R T C EMPLOYEES PROVIDENT FUND TRUST**  
**(RegdNo 375/IV/1990)**

No PFT/Acctt (5)/96 97/AD

Office of the  
Managing Director  
Finance Wing P F Trust  
Mushirabad dt 3 7 1997

**C I R C U L A R**

Sub SETTLEMENTS Submission of MTD 481 along with necessary enclosures  
Delays in settlement of P F due to incomplete data certain common  
omissions Reg

- Ref 1) Dy CAO(T&S) Cir No A/PF(T)/Misc 85 dt 3 8 85  
2) CPMs Memorandum No ST 4/548(l)/87 PO IV dt 1 6 1989  
3) ED (A) Circular No 1 dt 2-4 90  
4) VC & MDs CirNo PD 114/1994 dt 20 10 94

It has been the practice to arrange P F settlement to the retiring Staff on the last working day In other cases also (Removal/Resigned/Death etc ) we have to settle the accounts as early as possible

Unit Officers are therefore requested to send the required documents for expeditious settlement of P F accounts In spite of repeated circulars most of the Units are not complying with the requirements The documents are either not received in time or sent with an incomplete data In some cases the essential pre requisites such as MTD 481 form advance stamped receipt original nomination in case of deceased employee etc are not sent along with claim forms Attestation of Unit Officer on the claim forms is not done in several cases These omissions are resulting in delay in settling the P F Cases expeditiously Consequently the retired staff/ families of the deceased are put to hardship

Keeping the past experience with regard to certain omissions and delays in view the requirements notified earlier are reiterated for your guidance

## **I RETIREMENTS**

- 1) Claim forms shall invariably be sent atleast 2 months in advance along with following enclosures
  - a) Claim forms advance stamped Receipts signed by the claimants and attested by the Unit Officer
  - b) Xerox copy of the Bank Pass Book 1st page showing the Bank A/C No / Bank Name Place and Bank Code No
  - c) MTD 481 form filled has to be signed by Unit Officer
  - d) Notification copy notifying retirement/resignation/death/removal
- 2) Date of birth shall be furnished at column No 4 in the MTD 481
- 3) Badge No if any should be furnished along with Staff No of the Member in the MTD 481
- 4) No column shall be left blank in the MTD 481 without furnishing the required information
- 5) MTD 481 shall be sent in the prescribed proforma but not in a self designed manner
- 6) Unsettled issues if any as per the version of the employees has to be obtained in writing or NIL grievance letter in case of no grievance will facilitate satisfactory service to the retiring employees

## **II NOMINATIONS**

Invalid Nominations cause inordinate delay in settling the P F Cases of deceased **members** The **nominations executed** in favour of other than the Family member where one or more family members are alive is considered to be invalid

The persons who can be nominated under EPF Scheme are clearly mentioned in Note A in the Nomination forms (reverse) it is to be ensured that the nominations so executed are properly executed The Nomination forms shall be scrutinized before filing in P Case (and transmission of P F (T) copy to P F Trust Office) to ensure that there are no omissions The P F Trust copy of the Nomination form shall invariably be sent to P F Trust for record

- 1 The Nomination shall clearly indicate the age and relationship of the Nominee and the date of execution of Nomination there of

- 2 If the Nominee happens to be father or mother, the marital status at the time of death of the employee is to be furnished through a separate letter by the Unit Officer
- 3 The distribution of shares to be clearly mentioned by the member when nominees are more than one
- 4 Whenever there are additions or alterations in the Nomination form such entries shall be attested by the employee and Unit Officer with date
- 5 In many cases it is seen that either the Unit Officer or the employee fails to sign on the Nomination form Care shall be taken to avoid such omission as the Nomination form is not valid without signature of employee and attestation of Officer

**III** The following documents (in death cases) are to be sent to P F Trust in addition to the requirements mentioned in para I & II above

- 1 Death certificate/Death notification shall be sent along with MTD 481 and other claim forms
- 2 In the absence of Nomination form Legal heir certificate issued by MRO and attested by Unit Officer and family member certificate issued by the Unit Officer depending on the information available in the S R and declaration given by the employee is to be submitted Particulars of Name age relationship with the deceased employee shall be shown in the Family member certificate
- 3 As per the EPF Act further an Indemnity Bond of Rs 30/ if the balance of P F is below Rs 10,000/-) or Rs 50/ (if the balance of P F is over Rs 10 000/-) shall be submitted by the claimant when there is no nomination All folios of the Indemnity Bond shall invariably be signed by the claimant, sureties and Unit Officer
- 4 A guardianship certificate issued by the Court of Law shall be closed in case of a minor child under Muslim personal Law

**IV REMOVALS**

- 1 In case of reinstatement and subsequent removal/retirement the previous reinstatement order supported by claim forms shall be sent along with previous settlement remittance particulars (To ensure the credits are properly accounted in the name of the employee)

V **FINAL SETTLEMENTS** Form 4 shall be sent soon after the settlement P F subscription is remitted to Secretary P F Trust duly indicating the P F recoveries made till the date of last P F recovery with Credit Advice No etc Copy of fresh Bank pass book shall be enclosed to the claim forms along with application submitted by the claimant in case of a change in Bank A/C The copy shall contain Bank Code No

All the Depot Managers/Unit Officers are requested to comply with the above requirements in order to avoid delays in settlement of P F cases more so in view of EPS Scheme any irregularity in dealing with P F matter the retired employee will have problems in receiving eligible pension amount Any complaint from employee on non receipt of pension shall attract avoidable criticism

Sd/ T N Swamy  
CHIEF AUDITOR