MANUAL

ON

PROVIDENT FUND ACCOUNTS

AND

OTHER ALLIED SCHEMES

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FOOD CORPORATION OF INDIA

FINANCE DIVISION (CPF-GPF WING)

JULY, 2006

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CHAPTER I

INTRODUCTION

The Corporation maintains two types of Provident Fund Accounts viz. (1) General Provident Fund Account in respect of those Food Transferees who opt for the pensionary benefits of the Government, and (2) Contributory Provident Fund Account in respect of other employees covered under the FCI CPF Regulations, 1967. The maintenance of both these accounts is centralised in Head Office at New Delhi, except in respect of departmental labour and Cat II, III, IV employees whose CPF accounts are maintained by the respective Zonal Offices. In this manual, the basic features as well as the detailed accounting procedures of both the types of Provident Funds have been enumerated. So far as the GPF is concerned, it is expected of every concerned officer/official of the Corporation to keep an up-to-date copy of the Government of India GPF (CS) Rules, 1960. This 1 manual should also be kept up-to-date insofar as instructions regarding the accounting treatment to be given in respect of both the Provident Fund Accounts are concerned, by incorporating amendment, advices that may be issued from time to time by the Head Office.

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CHAPTER II

CONTRIBUTORY PROVIDENT FUND

1. Membership:

i. The membership of FCI CPF and operation of the Fund are governed by the FCI CPF Regulations, 1967 which are reproduced at Annexure 'A'.

ii. *Under orders of the Managing Director, persons re-employed on superannuation* from service of the Centre or any State Government or of the FCI for a period of more than 60 working days during a continuous period of three months or less in the Corporation shall be eligible to become members of the Fund from the date of re-employment.

2. Admission to CPF:

As soon as an employee becomes eligible to be admitted as a member of CPF, details in respect of such employee will be furnished in Annexure 'I' to the Head Office (respective Zonal Office in the case of departmental labour) Cat II, III, IV officers/officials by the concerned Head of Office along with the Form (Annexure B) prescribed for the purpose. It will be expedient for the Heads of Offices to send a composite form every month in respect of all the employees becoming eligible for admission to CPF during that month. After a scrutiny of this form, particularly with regard to the date of eligibility, CPF Account Nos. will be assigned to the employees concerned, and intimated to their respective Heads of Offices for (i) communication to the employees, and (ii) keeping a note thereof in the salary Control Register and Service Record.

3. Agreement:

As prescribed in Regulation 14 of the FCI CPF Regulations, every employee, on his admission to CPF, will execute an agreement in form at Annexure 'C' which, duly completed in all respects, will be forwarded to Head Office (respective Zonal Office in the case of Departmental labour) Cat II, III, IV officers/officials.

4. Nomination:

i. The nomination made in accordance with Rule 20 of the CPF Regulations will be forwarded to Head Office (respective Zonal Office in the case of Department labour). The forwarding authority will, however, make sure that the nomination is in order and complete in all respects. Particular attention should be paid to ensure the following :-

   a. If the member has no family one of the contingencies on the happening of which the nomination shall become invalid must be "in the event of acquiring a family".

   b. The nominee's name, relationship and age must be given in the space provided therefore.

   c. The share of accumulations payable to each of the nominees must be indicated in the relevant column.

   d. In the case of a widow or widower having no children, the fact should be indicated against item No. 9 of the nomination form.

e. All corrections/cuttings in the nomination form should be duly attested under full signature of the member.

ii. The Head Office (Zonal Office in the case of Departmental labour) will scrutinize the nomination, and if found in order, admit the same under the initials of the Assistant General Manager In charge of CPF. The nomination, thus admitted, will be recorded in a separate file (to be kept in safe custody with the Manager concerned) in chronological order of A/c Nos., and the fact of nomination having been received and admitted also noted in the ledger account of the member concerned.

5. Recovery of Subscriptions and payment of contribution:

i. As soon as an employee is admitted to CPF, the drawing and disbursing officer should start recovery of the member's compulsory subscription as well as voluntary subscription, if any, from the salary of the member. There may be cases where the admission of an employee to CPF takes effect retrospectively for one reason or the other. In such cases, the arrear subscriptions should be recovered in installments not exceeding eight in the case of Category IV employees, and six in the case of others. The amount of each installment of arrear subscription should not, nominally, exceed the amount of regular subscription, and, for that purpose, the recovery may be affected, with the approval of the Board of Trustees, in installment in excess of the number mentioned above. The Corporation's matching contribution, together with interest accrued thereon, should be paid simultaneously.

ii. In the case of re-employed persons who are admitted to CPF, the amounts of monthly CPF subscriptions/contribution will be determined, (with effect from the 3rd May, 1974) after including in the Pay of such persons the element of pension/pensionary equivalent of retirement benefits by which the pay has been reduced in pursuance of the orders regarding fixation of pay of re-employed persons.

iii. *No subscription will be deducted while the member under suspension.

6. Remittance or CPF amounts and monthly schedules:

i. In order to ensure that the contributions of the CPF are receive into the Fund in time, the procedure for obtaining the contribution was changed from 1st December, 1 80. Prior to this change in procedure, the remittances were being received through Demand Drafts from the various Unit offices of the Corporation. As per the revised procedure, the Fund's contributions are obtained centrally from the Headquarters before the 15th of the month on the basis of the amount due for the previous month. The adjustments based on the actual for the months are made subsequently. The unit offices should submit the CPF schedules for the amount of subscriptions recovered from the monthly salary of the members together with corporation contribution so as to reach Headquarters before fifteenth of the following month.

ii. The CPF deductions along with Corporation Contributions in respect of members made from their supplementary or arrears payment during a month, (other than the regular monthly salary) should be remitted to Headquarters in respect of Cat I Officers and to respective Zone in respect of Cat II, III, IV the relevant CPF schedule within seven days after making such deductions.

iii. While filing in the schedule, which is to be drawn up in quadruplicate-the first three

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* Circular No. EP. 41(5)/98 dated 08.10.2003.

copies to be sent to Head Office and the quadruplicate copy to be retained by the Unit concerned the instructions printed on the back of Annexure 'D' should be strictly adhered to. These instructions are also reproduced on the reverse of the quadruplicate copy of the schedule for facility of reference on each occasion a schedule is to be drawn up.

7. **Provisions regarding Food Transferees:**

i. A Food Transferee will be admitted to CPF only if he has either (1) specifically opted for FCI Regulations, or (2) failed to exercise necessary option within the prescribed period. The Heads of Offices will furnish a statement to Head Office (CPF Section) in respect to Food Transferees to be admitted to CPF. These statements should give, besides the information contemplated in the form at Annexure 'B', the previous GPF A/c No. of the transferee, the name of the Pay & Accounts Office maintaining that account, and the S. No. and No. and date of the Gazette Notification in which final transfer of the official to the Corporation stands notified.

ii. The CPF A/c No. allotted to a Food transfer, besides being communicated to the respective Head of office, will also be intimated to the Pay & Accounts Officer, maintaining the previous GPF A/c with the request to transfer the balance at credit in the official's GPF A/c with him to the Trustees, FCI CPF, for credit to the member's CPF A/c in the Corporation.

iii. The Government's contribution, together will interest thereon towards CPF in respect of past service rendered by these transferees under the Government have to be credited to their CPF A/c in me FCI. Necessary remittance in this regard, as and when received from the unit offices, should be credited to the respective accounts.

iv. The Food transferees will be admitted to FCI CPF with effect from 1.4.1973 or the actual date or their joining the FCI, if it is later than 1.4.1973. These persons would have been subscribing towards GPF at least @ 6 per cent of their emoluments as defined in Rule (2) of GPF (CS) Rules, whereas compulsory subscriptions towards CPF is 8.33 10% w.e.f. 01.06.1989 and 12% w.e.f. 22.09.1997 per cent of 'Pay' as defined in Regulation 2(b) of FCI Contributory Provident Fund Regulations. The GPF subscriptions thus already made for the period from the date of admission to FCI CPF will be adjusted as compulsory subscription for the corresponding period towards CPF, and shortfall, if any, will be recovered in easy installments, not exceeding twenty, at the discretion of the member.

v. The Corporation's contribution towards CPF along with the interest accrued thereon from time to time with effect from the date of admission of the transferee concerned to FCI CPF will be paid by the Corporation in lump sum to the Contributory Provident Fund Trust for credit to the respective CPF A/c.

vi. Where a Food Transferee has already retired from service, or died, the recovery of arrears of subscription in his case is just a formality, as the subscription together with the employer's contribution will the employer's contribution together with interest thereon to the CPF Trust indicating that the arrear subscription of the employee could not be recovered from the salary of the member consequent on his retirement/death.

8. **Authorities competent to sanction advances/withdrawals:**

i. The power to sanction advances under Regulation 21 has been delegated by the Board of Trustees to the Ex-Officio Trustee(s), at Headquarters, in respect of regular employees and to the respective Executive Director (Zones), who are ex-officio

Trustees or the Fund in the case of Departmental labour and Cat II, III, IV. However w.e.f. 1.10.86, the Executive Directors (Zones) of Eastern, Southern and West Zone has also been delegated with powers to sanction Temporary Advances to regular employees working in their respective Zone.

ii. The powers to sanction withdrawals under Regulation 23 have been delegated by the Board of Trustees to the Ex-Officio Trustee(s) at Headquarters in respect of regular employees and to the respective Executive Directors (Zones) in the case of Departmental Labour.

9. Application for advance:

i. A member desiring a temporary advance from his Fund will submit to his Head of Office an application in the prescribed form as at Annexure 'E'. While forwarding the application to Head Office/Zonal office, it should be ensured, besides other things, that :-

a. The entries in col. 1 to 5 & 8 of the application form have been verified, and a certificate to that effect duly recorded on the application.

b. Made in Col. 7 of the application on the body of the application itself.

c. The date of ceremony etc. is duly indicated against Col. 9(b) (ii) of the application.

d. In case the advance is required for medical treatment, the name of the disease, duration of the treatment as well as the total estimated expenditure likely to be incurred are indicated, and, wherever possible, the application is supported by a certificate from the Medical Practitioner.

e. No previous advance, together with interest thereon is outstanding.

f. The payment of the advance, if sanctioned, is likely to be received by the member well before the occurrence of the event for which tile advance has been applied for.

NB: The "Head of Office in relation to a member applying for advance will be the latter's Controlling Officer for purpose of Temporary Advance, etc. In so far as the members working in Head Office are concerned, their applications for advance from CPF should be routed through their respective Controlling Officers, namely, Heads of Divisions, except when a member himself is his own Controlling Officer, in which case the question of a specific recommendation from the superior authority will not arise.

ii. As the authority competent to recommend the advance has to satisfy himself not only about the justification for the amount of advance applied for but also regarding the admissibility of the claim and correctness of other particulars given in the application relevant to the same, the following procedure should be followed in respect of application from members working in Head Office :-

a. To facilitate the requisite verification by the recommending authority, the application should be accompanied by the latest Pay Statement and the latest accounts slip of CPF balance of the applicant.'

b. To ensure that the Pay Statement does not suffer from any omissions, the position regarding column No.8 of the application (particulars of advance last drawn etc.) must be confirmed by the Bills Section with reference to their records- when referred to by the recommending officer. This reference may be

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obviated if the Pay Statement specifies the number of installments recovered and also indicates collection of interest.

c. The procedure detailed is without prejudice to the responsibility of the CPF Section in Head office to examine the admissibility of advance and correctness of the particulars given in column No.8 of the ' application.

10. Application (or withdrawal/conversion or advance into withdrawal :

i. a. An application for withdrawal or conversion of advance into withdrawal under Regulation 23 and Regulation 24 respectively of the FCI, CPF Regulations should be submitted in the prescribed Performa [as per Annexure E (i)] along with supporting documents.

b. The application for conversion of an advance into a withdrawal under Regulation 24 should also give full particulars of the advance and the balance outstanding against it which is desired to be converted into a withdrawal, besides the particulars required 10 be furnished for withdrawal under Regulation 23.

ii. The provisions of Para 9 in regard to the scrutiny by the Controlling Officer will apply mutates-mutandis to applications for withdrawal and conversion of an advance into a withdrawal.

11. Utilization of advance/withdrawal:

The Heads of Offices will satisfy in due course that the amount of advance/withdrawal has been utilized by the member for the purpose for which it was sanctioned.

12. Final Payment:

It is the duty of Heads of Offices to ensure personally that immediately after a member of CPF ceases to be an employee of the Corporation, the case for final payment of the accumulated balance standing to his/her credit is initiated with utmost promptitude in accordance with the following guidelines :-

a. A formal application for final payment of the accumulated balance of CPF in respect of CPF member should be obtained from the ex-member, or, in the event of death of the ex-member from his/her nominee, or if no nomination subsists from members [his family as indicated in Regulation 26(ii) of the FCI CPF Regulations, or, from the 1egal heir, if the ex. member leaves no family.

b. If the ex-member, after relinquishing his job in the Corporation, joins another Establishment covered under the E.P.F. Act, 1952, and desires the balance In his CPF account to be transferred to his new employer, the application must be supported by a letter from the new employer intimating the fact of the ex-member having been admitted to CPF at his end and also conveying his concurrence for acceptance of the CPF balance from the Food Corporation of India.

c. The application should be forwarded to the Trustees, FCI, CPF, in Head Office (Zonal Office in the case of Departmental labour) under a self-contained letter from the Head of Office indicating, interalia

i. The name & designation of the ex-member.

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ii. The date of joining the FCI.

iii. The date of admission to CPF.

iv. The CPF A/c No.

v. Full particulars of the last recovery of CPF made from the officials salary and sent to Trustees, FCI Contributory Provident Fund. (i.e. the month, Demand Draft/Cheque No. and date and the amount etc.)

vi. The members total contribution up to the date of cessation of membership, if available.

vii. Whether the official had resigned from FCI to take up a job elsewhere, and, if so, the name of the present employer.

viii. Whether the balance is transferable to the new employer.

ix. The mode of payment and the nearest branch of the State Bank of India on which payment is desired.

d. An attested copy of Office relevant to the official's retirement, resignation etc. should invariably be forwarded along with the application. In case of death, and attested copy of the death certificate issued by the Local Municipal Authority should be furnished.

e. A "No Demand Certificate" from the Head of Office where the ex-member last served to the effect that nothing is outstanding against the official either in case or in kind should also be forwarded with the application. In case any dues are outstanding against the Ex-Member, and the same, being not susceptible of recovery from any other pending claims of the ex-member, are required to be deducted from his/her CPF balance, the exact amount and nature thereof should be indicated.

f. Except in cases of death, and other cases where the accumulated balance of CPF with FCI is to be transferred to the new employer of the ex-members, the particulars of taxable income and the total amount of tax already deducted from year should also be furnished where the ex-member had rendered less than five years' service in the Corporation.

13. Deductions:

a. In pursuance of the provisions of Regulation 27 of the FCI CPF Regulations, the Managing Director has prescribed the following graduated scale for deduction of corporation's share of contribution and interest thereon in cases where a member resigns his employment under the Corporation within five years of the commencement thereof :

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Length of Service	Corporation's share of contribution and interest thereon to be deducted
Less than three years	75%
Between three & four years	50%
Between four & five years	25%

b. Under instructions from the Regional Provident Fund Commissioner, the accumulated balances of an ex-member, if required to be passed on to another Organization covered under the E.P.F. Act, 1952, for credit to the new CPF account of the ex-member, are to be transferred in full irrespective of the length of service rendered by the ex-member in the corporation.

14. i. The forfeiture of Corporation's contribution in cases of dismissal from the service of the Corporation will be restricted to a maximum of the Corporation's contribution (including interest thereon) for the current year i.e. the year of dismissal, and that of the two preceding years. DELETED

NB: The year in this context means financial year.

ii. Before taking a decision in regard to the amount to be deducted, the ex-member will be called upon by notice in writing to show cause why the deduction should not be made. The representation made by the ex-member in response to this notice will be submitted to the competent authority for a decision.

15. Intimation of final payment to Personnel Division:

The F.C.I. (Death cum Retirement Gratuity) Regulations, 1967, provide, vide Regulation 5(3) ibid, that "the amount of gratuity payable in case of death in accordance with the scales laid down in Sub-Regulation (2) to the credit of the employee in the Contributory Provident Fund_____". It is necessary, therefore, that, in all cases of death, the amount of Corporation's contribution together with interest thereon included in the accumulated CPF balance of the deceased member is duly intimated to the concerned officer in the Personnel Division so as to enable him to determine the amount of gratuity.

16. Investment of CP Fund:

i. The CPF accumulations have to be invested in Government Securities, Post Office Time Deposits, etc. in accordance with the pattern prescribed by the government from time to time. It has to be ensured that no amount remains un-invested for more than 15 days in any case. For this purpose, the Section responsible for investment will maintain a close liaison with the Section maintaining the cash book. The securities/Pass Books will be kept in safe custody with a responsible officer.

ii. As and when an investment is made, a suitable note thereof indicating, interalia, the particulars of the relevant security etc. will be kept in a register to be maintained for the purpose. The realization of interest on different types of securities/deposits will be noted in the relevant folios (earmarked month wise) for the month in which the interest falls due.

17. Watch on remittances due from different Units:

The concerned Section in Head Office will maintain a suitable record unit wise and month wise wherein the fact of receipt of CPF amounts will be noted immediately on receipt of the relevant schedules/remittances. In the event of non-receipt of the CPF schedules by the 15th from any Unit, the matter will be reported to the concerned ED (Zones)/GM (Region)/ Area Manager immediately. On the last day of each month, a statement will be prepared listing the names of the defaulting offices, including those from where the remittances of

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* Amended Vide notification No. 41-1/85-E.P. dt. 10.02.89

CPF schedule was received belatedly i.e. after the 15th.

18. Maintenance of Accounts in Headquarters:

i. The CPF wing of Headquarters will assess/estimate the amount receivable from the FCI on account of Subscription/Contribution and recovery of advances etc. in respect of a particular month on the basis of the schedules for the previous month and will requisition the amount from the Bills Section of the Headquarters by the last day of the month. Immediately on receipt of such requisition, the Bills Section of Hqrs. will release the payment debiting the Accounting Head 5.127/5.128, as the case may be.

ii. On receipt of the monthly CPF schedules from unit offices, the CPF Division will review the position and take steps for the adjustments on account of difference between the amount received and receivable on a monthly basis.

iii. On receipt of a regular CPF schedule or remittances with a supported schedule, the Accounts Section will enter the amount of regular schedule or the amount of remittances of supplementary schedule in the "Valuable Register" and note the VR No. & date on all the copies of the supporting schedule. the Demand Draft/Cheque if any is noted in the receipt Cash Book and sent to the Bank forthwith for credit to the account of the Trust

NB: (In respect of Departmental labour, whose CPF A/Cs are maintained by the respective Zonal Offices, only Demand Drafts will be received for credit to the A/Cs of the Trustees).

iv. One copy (original) of the schedule will be retained by this Section and kept on record in chronological orders of VR Nos. for future reference. After ensuring that the amount of remittances duly tallies with the total amount of the supporting schedule, this Section will pass on the remaining two copies of the schedule to Family Pension Section. The Family Pension Section will check these schedules with reference to their own records with a view to ensuring that recovery of subscription and contribution towards Family Pension is duly indicated therein against every subscriber who is governed by the Scheme. Where necessary, the F.P. Section will effect corrections in each of the two copies of the schedule, and pass on one of the corrected copies (i.e. triplicate) to the CPF Section, retaining the duplicate for posting their own broadsheets.

19. Maintenance of Individual Accounts:

i. On the basis of the triplicate copy of the schedule received from Family Pension Section, the CPF Section will post the broadsheets (Annex 'F') which will be maintained office-wise, and the individual ledger account, Annex 'G' (to be maintained in duplicate in chronological order of CPF A/Cs Nos.) The broadsheets will be closed every month, and the monthly totals reconciled with the amounts of respective Vouchers etc. After the close of the financial year, the entries in the broadsheets and the individual ledger accounts will be completed by inclusion of the amount of interest accruing for the year to each subscriber. It will have to be ensured that the in each individual case. One copy of the individual ledger account, which will constitute annual A/c slip, will then be sent to-the concerned member through his Head of Office. It will devolve on the member to point out discrepancies, if any, in the A/c slip through his drawing and disbursing officer to Assistant General Manager (CPF), in Head Office for rectification. The Head of Office, while referring the matter

to Assistant General Manager (CPF), will duly indicate particulars of the Demand Draft/Cheque and S.No. Etc. of the relevant schedule to facilitate rectification of the discrepancies by CPF.

ii. After introduction of Computer assistance for maintenance of CPF Accounts at the Headquarters level since 1980-81 onwards, on receipt of the copy of schedule, the CPF section shall scrutinize the various columns and correctness of the schedules and prepare a Batch slip and forward the same to Computer Cell for punching processing. On receipt of the printouts from the Computer Cell for monthly/annual entries of the individuals account they should be scrutinized and sent to Computer Cell after making necessary Corrections for preparation of Account Slips. One copy of such final annual account slips shall be sent to the concerned member through his Head of Office for acknowledgement and pointing out the discrepancies if any.

20. Payment of advances/withdrawals:

Payment of advances/withdrawals will be arranged through DDs/Cheques drawn in favor of drawing and disbursing officer of the member, except that in the case of members working in Head Office the payment of advances/withdrawals will be effected by cheques drawn in favor of the Assistant General Manager (Bills) in Head Office. A separate record will be maintained for all the advances/withdrawals paid from time to time. All these payments as also any other payment e.g. final payments, payment of Family Pension amounts to the Regional Provident Fund Commissioner, payments for the purpose of investment in securities etc. will be noted in a payment cash book maintained for the purpose.

21. Submission of Returns and payment of inspection charges to the RPFC:

The concerned CPF Section in Head Office will compile the prescribed monthly returns on all India basis, and transmit the same to the RPFC on due date. The inspection charges payable to RPFC will also be arranged to be remitted by this Section on the due date. For this purpose, a request embodying full particulars/details of the inspection charges will be sent to Assistant General Manager (Bills), through Assistant General Manager (General) well in time.

CHAPTER III

FAMILY PENSION - CUM - LIFE ASSURANCE SCHEME

(Ceased w.e.f. 15.11.1995)

General:

1. This scheme was introduced by the Government of India in 1971 with the object of providing a recurring financial benefit to the families of its members in the unfortunate event of the pre-mature death of the member while is service. The salient features of the Scheme are given in Annexure 'H'.

Membership:

2. All those employees who have become members of the Contributory Provident Fund on or after 1.3.7.1 are compulsorily brought under the Scheme. Such of the employees as were already members of the Contributory Provident Fund on 28.02.1971 will be governed by the Scheme if they have specifically opted by 31.08.1971 to become members of the Scheme. The following categories of employees will not, however, be covered by the Family Pension Scheme irrespective of the date of their admission to the Contributory Provident Fund:-

   i. Persons re-employed in the Corporation after attaining the age of superannuation

   ii. Persons who are in receipt of pay, reckoned for the purpose of contributory provident fund under EPF Scheme, exceeding Rs. 1000/- from 1.3.71 to 29.1176, Rs. 1,600/- from 30.11.76 to 31.8.85 and Rs. 2,500/- from 1.9.85 onward per month, at the time of their admission of FCI, CPF.

   Note : In the case of those members of family pension scheme, whose pay, subsequent to their admission to FPS, exceeds Rs. 1,000/- from 1.3.71 to 29.11.76 Rs. 1,600/- from 30.11.76 to 31.08.85 and Rs. 2,500/- from 1.9.85 onwards, will not be exempted or excluded from the scheme. They will continue to be members of the scheme but their contribution shall be restricted up to pay of only Rs. 1,000/- Rs. 1,600/-, Rs. 2,500/- as applicable from the respective dates.

Declaration and Nomination:

3. Every person who is entitled to become a member of the Family Pension Fund is required to be asked forthwith by his employer to furnish the particulars of himself and his family in the prescribed from as at Annexure I.

4. The information collected by the Head of Offices in the form as at Annex. I will be duly forwarded by them to the Head Office.

Returns to be submitted to RPFC:

5. Under the Scheme, the employer is required to send a monthly return of the employees entitled to allowance including the cash value of any food concessions paid to such employees. Similarly, a return of the employees leaving service of the employer during the preceding month is required to be submitted. Therefore, every Head of Office is to send to the Head Office the above mentioned returns in the forms prescribed at Annexure' J' and Annexure 'K' respectively for transmission to the Regional Provident Fund Commissioner.

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6. A monthly consolidated statement of contributions for every month, in the form at Annex. 'L' will be prepared by Head Office and forwarded to the Regional Provident Fund Commissioner. This return will be prepared on the basis of (a) the monthly totals struck in the broadsheets, which will be maintained in the form at Annexure 'M' by the Family Pension Section, and posted from the monthly schedules, and (b) information received from the Zonal Offices in respect of Departmental labour.

7. The employer is required to prepare a Family Pension Fund Contribution card in respect of every employee in his employment, who has become a member of the E.P.F. The form of the card is as shown as at Annexure 'N'. In addition, an annual statement of the contributions is required to be prepared in respect of the employees who have joined the Family Pension Scheme. This statement will be in the form provided at. Annexure 'O'. Both the cards and the statement will be prepared by Head Office and submitted to the Regional Provident Fund Commissioner.

8. Under the scheme, an employer is required, before taking any person into employment, to obtain in of; writing from that person, information as to whether or not he is a member of the Family Pension Fund, and if be is, his account number, name, and particulars of the last employer etc. This information will be obtained in the form at Annexure 'P'.

9. If the person is unable to furnish the account number, it is the duty of the employer to require such person to furnish to him particulars regarding him and his Family in the form as already prescribed at Annex. 'I'. Every Head of Office will ensure that the forms either as at Annex. 'P' or at Annex 'I', as the case I may be, is obtained and sent to Head Office for transmission to the Regional Provident Fund Commissioner.

10. The authorised members of the family entitled to claim Family Pension-cum-Life Assurance benefits under the Scheme wilt make an application in the form at Annexure 'Q' through the employer to the Regional Provident Fund Commissioner. The Head of Office will obtain the applications in this prescribed form and forward the same to the Head Office, duly signed, for transmission to the Regional Provident Fund Commissioner.

11. A member of the Family Pension Scheme claiming retirement benefit or withdrawal benefit under Family Pension Scheme will make an application to the Regional Provident Fund Commissioner in the form I as at Annexure 'R' through the employer. The Head of Office will ensure that the applications are made in the prescribed form and forward the same duly signed, to Head Office, for transmission to the Regional Provident Fund Commissioner for action. The instructions given both in form 'Q' and form 'R' should be scrupulously followed before forwarding the applications to the Head Office for transmission to the Regional Provident Fund Commissioner.

CHAPTER IV

GENERAL PROVIDENT FUND

Membership:

1. Since the operation of GPF in the Corporation is governed by the Government of India GPF (CS) Rules, 1960, the membership of this Fund is confined to the Food transferees whose services have been finally transferred to the FCI from the erstwhile Regional Directorates (Food) functioning under the Department of Food of the Government of India, and who specifically opt, within a period of six months from the date of issue of the notification regarding their final transfer to the FCI to be governed by Government of India -GPF (CS) Rules, 1960.

Allotment or Account Nos. :

2. As soon as the requisite option is received, the Head of Office concerned has to send to the Head Office (GPF Section) full particulars of the employees exercising the option indicating, interalia, the old GPF A/c No. maintained by the concerned Pay & Account-; Office, the name and location of the Pay & Accounts Office, and also the S.No. & No. and date of Gazette Notification in which final transfer of the official to the Corporation is notified, so as to facilitate allotment of new GPF A/c Nos. to be maintained in the books of the FCI. The Head Office (GPF Section) will, on allotment of new Nos., communicate the same to the concerned Head of Office, under advice to the Pay & Accounts Office where the old accounts of the employees concerned were maintained. Simultaneously, the Pay & Accounts Office would be requested by the Head of Office/Drawing & Disbursing & Officer to transfer the credit balance standing in the name of the employee in the old GPF A/c to the concerned office of the FCI by Cheque/Demand Draft.

Operation or GP Fund & accounting treatment:

3. The broad types of transactions involved in the operation of GP Fund are as follows:

   a. Remittances from various Pay & Accounts Offices by way of transfer of GPF balances of the employees concerned in the accounts maintained with such offices

   b. Subscriptions to the GPF from the members concerned

   c. Refunds of advances realized from the members.

   d. Advances drawn by the members from the GPF from time to time.

   e. Withdrawals made by the members from the Fund.

4. While requesting the Pay & Accounts Office to transfer the existing balances in the old GPF accounts, the Head of Office/Drawing & Disbursing Officer will also call for a detailed

statement from such office of the Cheque /Demand Draft vide which the balances are transferred to the FCI. On receipt of Cheque /Demand Draft, the Head of Office /Drawing & Disbursing Officer will account for such remittances by crediting "0.405 -Inter Office General Provident Fund Account". Simultaneously, an intimation will be sent by him through credit advices, as per specimen at Annexure 'S' to the GPF Section in Head Office.

5. Recoveries on account of refunds of advances will generally be made by the accounting units from the salary of subscribers. These recoveries as also cash realizations, if any, from the subscribers on this account will be classified under "0.405-Inter Office General Provident Fund Account." Details of such recoveries will be enumerated in "Schedule of GPF recoveries" in the form provided at Annexure 'T'. These schedules will be prepared in triplicate.

6. Advances paid and withdrawals allowed by the accounting units against the sanction of competent will be also be classified under "0.405-Inter Office GPF Account". Details of such advances/withdrawals will be maintained in a register on a monthly basis in this form at Annexure 'U'. At the end of each month entries in this register will be transcribed in a schedule of advances/withdrawals a form of which is provided at Annexure 'V'. These schedules will be prepared in triplicate.

7. The monthly schedules in respect of recoveries on account of subscriptions and refunds of advances as also payment of advances/withdrawals will be forwarded by the various accounting units to the Head Office (GPF Section) under cover of advices a specimen of which is at Annexure 'W'. These advices will be drawn up in triplicate separately for credits and debits. The advices and schedules will be sent to Head Office in duplicate. Duplicate copies of the advices will be returned to the accounting unit concerned after recording acceptance thereof. So far as the schedules are concerned, both the copies will be retained in the Head Office, one for posting the broadsheets and the other for making entries in Ledger Folios of the subscribers concerned. The accounting units will retain, as office copies, the third copy of advices and schedules. With a view to facilitating reconciliation of the amounts booked under "Inter Office GPF Accounts", the advice shown at Annexure 'W" provides for indication therein of the progressive total of credit or debit, as the case may be, during the year upto the date of advice. Further, in order to enable detection of the non-receipt/non-dispatch of any advice, the accounting unit will maintain separate chronological record of the debit advices and credit advices issued by them and accord numbers in the same order with "Name of the Office/Debit" or "Name of the Office/Credit" as a prefix. These records maintained by the accounting units will indicate, besides the amount of particular advices, the progressive total as explained.

8. In the Head Office, two separate Inter-Office GPF Ledgers will be maintained, one for credit advices and the other for debit advices. Separate pages will be allotted to the respective accounting units. Particulars of each advice as well as progressive total from time to time will be noted in these ledgers. And discrepancy, as for example, discontinuity in the issue

number of advice and/or error of progressive total will be taken up with the concerned accounting units' immediately on detection and settled without delay. At the end of each month, consolidated journal entries one to clear credits under Inter-Office GPF Account and the other to clear debits under this head will be prepared as follows and passed on to Head Office compilation Section:

0.405 - I.O.G.P.F. Account-Debit/Credit (giving advice wise break-up)
5.132 G.P.F. -Cr. /Dr.

Maintenance or individual account

9. On the basis of the schedules received from different units the GPF Sections in Head Office will post the broad-sheets (Annexure 'X'), which will be maintained officewise, and the individual ledger accounts (Annexure 'Y') to be maintained in chronological order of GPF A/c Nos. The broad-sheets will be closed every month and reconciled with the credit debit advices received from each of the Units. After the close of the financial year, the entries in the broad-sheets and the individual ledger accounts will be completed by inclusion of the amount of interest accruing for the year to each subscriber. It will have to be ensured that the closing balance as per the individual ledger account is duly tallied with the closing balance as struck in the broad-sheet in each individual case.

Issuance or annual A/c slips:

10. An account slip in the form at Annexure 'Z' will be supplied by GPF Section in Head Office to each subscriber, through his respective Head of Office, as soon as possible after the close of the financial year. It will devolve on the subscriber to point out discrepancies, if any, in the account slip, through his Drawing and Disbursing Officer, to Head Office (GPF Section) for rectification. The Head of Office while referring the matter to Head Office will duly indicate particulars of the credit/debit advice and the S.No. etc. of the relevant schedule to facilitate rectification of the discrepancies by GPF Section in Head Office.

Treatment or interest in accounts:

11. After the close of a year, when the amount of interest accruing Of the year has been worked out and credited to the individual accounts of the subscribers, the total amount of interest thus credited will be accounted for by the Head Office GPF Section as under :-

28.03 - Interest (paid/payable) GPF balance debit
5.132 - G.P.F. - Credit

12. A journal entry in this regard will be prepared by the GPF Section in Head Office immediately after the year is over, and passed on to the Head Office Compilation Section for incorporation in the accounts.

Competent authorities for granting advances / withdrawals:

13. The power to grant temporary advances / withdrawals to the various categories of employees' vests in the authorities as indicated in the table below:-

S. No.	Category	Office	Authority competent to grant ordinary advances	Advance for special reason/withdrawals/ final withdrawal
1.	II, III & IV	District office/ Regional Office/ Modern Rice Mills	General Manager (Regions) / Deputy General Manager (Regions)	General Manager (Zone)
		Port Operations	Deputy General Manager (PO)	General Manager (Zone)
		Zonal Office	Deputy General Manager (Admn.)	General Manager (Zone)
		Head Office/ Central Training Institute/PID Office	Deputy General Manager (Estt.)	Executive Director (Personnel)
2.	I		Executive Director (Personnel)	Managing Director

Sanction of advances / withdrawals:

14. Every Officer / Official forwarding an application for sanction of advance / withdrawal should indicate the position of the balance amount standing to the credit of the applicant as on the date of application. The authority competent to sanction advance / withdrawal should satisfy himself about the correctness of the position of the credit balance available in the account of the employee on the date of sanction before according the sanction.

15. Final withdrawal from the GPF should be ordered only after obtaining a certificate regarding the exact balance lying at credit of the employee from the JM (GPF) in Head Office.

16. All orders conveying the sanction in respect of advances/withdrawals will be addressed to the; I concerned Heads of Offices/Drawing and Disbursing officers for office ting payment. Copies of these orders will also be endorsed to the GPF Section in Head Office for the purpose of facilitating linking of the corresponding debits.

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Financing of Insurance Policies:

17. Some of the Food transferees were enjoying the facility of their Life Insurance Policies being financed from their GPF. The Insurance Policies in such cases had been assigned in favor of the President of India. In case any employee, who opts to be governed by G.P.F. Rules of the Government of India, desires to continue financing his insurance policy from the GPF he has to get the policy released from the Government and reassign the same in the name of FCI. This has to be completed by him within a period of six months from the date of first withdrawal from the Fund in FCI in respect of the relevant policy. In the meantime, payments towards insurance premium would be made by the Corporation in such cases on a provisional basis. No new policies however, would be financed from the GPF.

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ANNEXURE -A

THE FOOD CORPORATION OF INDIA
CONTRIBUTORY PROVIDENT FUND REGULATIONS

IndiaCode

[This edition includes the Regulations as published in Part III Section 4 of the Gazette of India dated 27.05.1967 and subsequent ten amendments issued from time to time up to 10th February, 1989]

(Amended up to July, 2006)

THE FOOD CORPORATION OF INDIA
CONTRIBUTORY PROVIDENT FUND REGULATIONS

No. 9(2)/650 - Rules - In exercise of the powers conferred by Sub-Section (1) of Section 45, of the Food Corporation Act. 1964 (37 of 1964) and with the previous sanction of the Central Government the Food Corporation of India hereby makes the following Regulations to be called the "FOOD CORPORATION OF INDIA (CONTRIBUTORY PROVIDENT FUND) RECULTIONS 1967".

1. **Short title, commencement and application:**

1. These Regulations may be called the Food Corporation of India (Contributory Provident Fund) Regulations, 1967.

2. They shall be demand have come into force on the 1st day of April, 1965.

REGULATION 1 (3).

(3) They shall apply:

i. to an employees of the Corporation regularly appointed to its service under sub-clause (a) of clause (1) of Regulation 7 of the Food Corporation of India (Staff) Regulations, 1971;

ii. to all employees of the Corporation appointed to its service under sub-clause (b) of clause 1 of Regulation 7 of the Food Corporation of India (Staff) Regulations, 1971, other than those who opt for the pensionary benefits of the Government;

iii. to deputationists absorbed permanently in the service of the Corporation under sub-clause (c) of clause (1) of Regulation 7 of the Food Corporation of India (Staff), Regulations, 1971;

iv. to the departmental workers engaged in the service of the Corporation; and

v. to such employees of the Corporation as were appointed on temporary/casual basis, "but have actually worked for not less than[1] [60 days during a period of 3 months or less] and w.e.f 01.05.1995 from the date of joining the Corporation.

vi. to the direct system worker in 56 depots as notified by the Govt. of the India vide notification no. 23013 (1)/88-LW dated 29.06.1989 and to such depots as may be similarly notified in the behalf.

4. Notwithstanding anything contained above, the Managing Director may, by general or special order, direct that the application of these Regulations be extended to employees of the Corporation, other than those specified in clause (3), subject to such terms and conditions as he may specify in such order.

Explanation: The Regulations shall not be applicable to an employee on deputation to the Corporation who is entitled to any pensionary benefits under the rules of the Central/State Government

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** Notification No. 82 dated 12.07.2000 issued from file No. EP 4(1)/2000.

1 [240 working days during a period of 12 months or less prior to 1.8.74, or 120 days during a period of 6 months or less the period from 1.8.74 to 5.7.1988]

2. **Definitions:**

(a) 'Act' means the Food Corporations Act, 1964.

(b) (a) 'Pay' includes, where admissible, special pay or personal pay, dearness allowance (including dearness pay), training allowance, if any, and cash value of food concession admissible thereon* [and CCA] but does not include any other allowance to which the employee may be entitled".

(c) 'Board' means the Board of Trustees constituted under these Regulations.

(d) 'Contribution' means any contribution payable by the Corporation as an employer in respect of a member under these Regulations.

(e) Corporation' means the Food Corporation of India established under Section 3 of the Act

(f) 'Family' means:-

1. In the case of a male member, the wife or wives and children of such member and the widow or widows and children of a pre deceased son of such member and her dependent parents.

   Provided that if a member proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a part of the member's family in matters to which these Regulations relate unless the member subsequently intimates in writing to the Board d1at she shall continue to be so regarded.

2. In the case of a female member, the husband and children of the member, her dependent parents, her husband dependent parents and the widow or widows and children of a pre-deceased son of a member:

   Provided that if a member by notice in writing to the Board expresses he desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a part of the member's family in matters to which these Regulations relate, unless the member subsequently cancels such notice in writing.

   [1]Explanation, in either of the above two cases, if the child of a member. or as the case may be the child of deceased son of the member, has been adopted by another person if under the personal law of the adopter, adoption is legally recognized, such a child shall be considered as excluded from the family of the member.

NOTE: 'Child' means a legitimate child, and includes an adopted child, where adoption is recognized by the personal law governing the member.

(g) 'Fund' means the Food Corporation of India Contributory Provident Fund established under these Regulations.

(h) 'Managing Director' means the Managing Director of the Corporation.

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* Excluded w.e.f. 1.6.76 in respect of employees other than port and godown workers.

[1] Amended vide notification No. 62 dt. 20.292 circulated vide no. 13(I)/92-BC dated 05.04.92 effective from 20.02-92.

(i) 'Member' means an employee of the Corporation who is required or is entitled to become a member of the Fund.

(j) 'President' means the President of the Board.

(k) 'Secretary' means the Secretary to the Board.

(l) 'Subscription' means a subscription to the Fund made by a member.

(m) 'Trustee' means a member of the Board of Trustees.

(n) 'Year' means the. Financial year of the Corporation beginning on the 1st day of April.

3. Constitution of the Fund:

(1) The Corporation shall constitute a fund to be called the Food Corporation of India, Contributory Provident Fund.

(2) The Fund shall be maintained in rupees subject to these Regulations.

(3) The Fund shall constitute an irrevocable trust for the benefit of the members thereof.

4. Assets of the Fund:

The Fund shall consist of:-

(a) Contribution to be made by the Corporation and subscriptions to be made by the members in terms of these Regulations;

(b) Interest which may accrue on such contributions and subscriptions;

(c) Balance transferred from any other Provident Fund where such transfers are authorised by the Managing Director;

(d) Moneys lapsed to the Fund in accordance with the provisions of Regulation 26 or sub-regulation (2) of Regulation 27.

(e) Other receipts (including donations from the Corporation) if any.

5. *Board of Trustees:

(1) "The Fund established under these Regulations shall be administered by a Board of Trustees consisting of the following members; namely:-

i. The " Executive Director (Finance) of the Corporation, who will be the ex-officio President.

ii. An Officer dealing with the Establishment/Personnel matters nominated by the Managing Director who will be an ex-officio Trustee.

Note: Officer so nominated would not be lower than the rank of a General Manager.

iii. An Officer of the Finance Division nominated by the Executive Director (Finance), who will be an ex- officio Trustee.

Note: Officer so nominated would not be lower than the rank of a General Manager.

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* Amended Vide notification No. 27-1/80-E.P. dt. 8.1.82 effective from 23.1.82

" Amended vide notification No. 59 dated 09.08.91 effective from 09.08.91 issued from file No. EP 16(2)/86.

iv. *Five Executive Director of the Corporation posted at Bombay, Calcutta, Madras, Guwahati and New Delhi, who will be ex-officio Trustees.

v. Five representatives of the officers/officials of the Corporation to be nominated by the Managing Director from amongst the members of the Fund.

vi. Three representatives of Departmental Workers to be nominated by the Managing Director from amongst the members of the Fund.

Note: Every nomination of a representative of officials/Departmental workers shall be notified in the Official Gazette.

(2) An Officer of the Finance Division in the Head Office of the Corporation nominated by the President of the Trust shall discharge the functions of the Secretary to the Board. The Secretary shall have the assistance of such staff provided by the Corporation from time to time. It shall be the duty of the Secretary to convene meetings of the Board, keep the records thereof, maintain accounts of the C.P.F. and carry out the decisions taken by the Board from time to time".

6. Term of office:

(1) Every Trustee other than an ex-officio shall, subject to these regulations hold office for a period of two years commencing from the date on which his nomination in notified in the official Gazette;

(2) Where any casual vacancy occurs in the office of a Trustee (other than an ex-officio Trustee) the Managing Director may nominate a member of the Fund as Trustee to fill such vacancy and any Trustee so nominated shall hold office for the un-expired term of office of the Trustee in whose place he is nominated;

(3) An out-going Trustee shall be eligible for re-nomination.

7. Resignation and cessation of Trustee:

(1) Trustee other than an ex-officio Trustee may resign his office by a letter addressed to the Managing Director and his office shall become vacant from the date on which the resignation is accepted by the Managing Director.

(2) If a Trustee other than an ex-officio Trustee fails to attend three consecutive meetings of the Board without obtaining leave of absence from the President, he shall cease to be a Trustee. Provided that the Board may of its own motion or on an application made by such Trustee in this behalf restore a Trustee to his office if it is satisfied that there were reasonable grounds for the absence.

8. Disqualifications for Trusteeship and Removal:

(1) A person shall be disqualified for being a Trustee, under category (d) of clause (1) of Regulation 5.

i. If he is declared to be of unsound mind by a competent Court;

ii. If he is an un-discharged insolvent;

iii. If he has been convicted of an offence involving moral turpitude;

iv. If he ceases to be an employee of the Corporation, or if he ceases, for any reason, to be a member of the Fund.

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* Amended vide notification No. 66 dated 17.01.92 effective from 17.11.92 issued from file No. EP 41-2/87.

(2) If any question arises whether any person is disqualified under clause (1) it shall be referred to the Managing Director, whose declaration on the question shall be final.

(3) The Managing Director may remove from office any Trustee other than an ex-officio Trustee if in his opinion such Trustee has ceased to represent the interest which he purports to represent on the Board after giving him a reasonable opportunity of making any representation against the purposed action.

9. Meetings:

1. The Board shall meet at such place and such time as may be appointed in this behalf by the President. The President may whenever he thinks fit, and shall within 15 days of the receipt of a requisition in writing from not less than 3 Trustees, call for a meeting of the Board.

2. Notice of not less than fifteen days in respect of a meeting of the Board, shall be given to every Trustee. Provided that when the President calls for a meeting for consideration of any matter which, in his opinion, is urgent, at a notice shorter than fifteen days, such shorter notice shall be deemed to be sufficient notice for the purpose of this Regulation.

3. The President shall preside at every meeting of the Board. In his absence, the Trustees shall elect one of the members present to preside the meeting and the person so elected shall have all the powers of the President at such meeting.

10. Quorum:

1. No business shall be transacted at a meeting of the Board unless at least Five Trustees are present, of whom at least two shall be from among the representative-members.

2. If at any meeting a quorum is not present, the President shall adjourn the meeting informing the Trustees of the time and place of the adjourned meeting and it shall there upon be lawful to dispose of the business at such adjourned meeting irrespective of the number of Trustees present thereat.

3. Every question considered at a meeting of the Board shall be decided by a majority of votes of the Trustees present and voting, and in the event of an equality of votes the President shall have and shall exercise a second or casting vote.

11. Minutes of the meeting:

The minutes of the meeting of the Board shall be kept by the Secretary.

On the confirmation of such minutes, with or without modifications, at the next meeting of the Board, the minutes so confirmed shall be recorded in the minute book and signed by the President and the minutes sc recorded and signed shall be the proof of the correctness thereof;

12. Fees and Allowances:

1. All expenses relating to the administration of the Fund including the pay and allowances of the staff appointed for the purpose of administering the Fund shall be borne by the Corporation and shall not be charged to the Fund.

2. The grant of traveling allowances to a Trustee in respect of journey performed by

him for attending the meeting of the Board shall be governed by the Regulations applicable to him for journeys performed on official duty and shall be paid by the Corporation.

13. Membership of the Fund:

1. Every member of the Corporation covered under sub-clause 3(1) and sub-clause 3(iv) of Regulation, as also every person covered under sub-clause 3(v) ibid shall be entitled and required to become a member of the Fund from the beginning of the month following that in which he/she has completed[1] [Three months continuous service or has actually worked for not less than 60 day" during the period of 3 months or less] in the Corporation.[2]

EXPLANATION: If person referred to above has been a member of a CPF covered under the E.P.F. Schemes, 1952, and has not withdrawn the Provident Fund amount standing to his/her credit at the time of his/her joining the Corporation, he/she shall be eligible to become a member of the Fund from the dare of his/her appointment, in the Corporation.

2. Every employee of the Corporation covered under sub-clause 3(ii) and sub-clause 3 (iii) of Regulation shall be entitled/required to become a member of the Fund with effect from the date of his/her appointment/absorption in the service of the Corporation.

EXPLANATION : [3][Sundays, and other holidays intervening the days of actual work shall be taken into amount for the purpose of counting 60 working days for computing eligibility of membership. Authorised leave is, also to be included.]

14. Agreement to be executed by Members:

Every employee on becoming a member of the Fund shall execute an agreement in the following form:-

I hereby declare that I have read and understood the Food Corporation of India (Contributory Provident Fund) Regulations, 1967 and I hereby undertake to subscribe the Fund and agree to be bound by the said Regulation.

Witness.....Signature in Full.....

Date..... Name.....

Designation.....

Address.....

15. Rates of subscription and contribution:

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1 [One year's continues service or has actually worked for not less than 240 working days during the period of 12 months or less prior to 1.8.74. 6 months continues service or actually worked for not less than 120 days during the period of 6 months or less, for the period from 1.8.74 to 5.7.1988].

2 Amended vide circular No. EP-13.1.98/BC dated 1.8.2000.
and from the date of joining on his / her appointment in the corporation w.e.f. 1.5.95

3 Sundays, closed holidays & Gazetted holidays are not to be taken into account for the purpose of containing 240 working days for computing eligibility of membership. Authorised leave is, however, to be included prior to 1-8-74.

(1) Every member shall subscribe to the fund each month at the rate of[1] 8.33%, 10% w.e.f. 01.06.89, (12 percent) 22.09.97[2] of the pay earned by him for the month. In addition to this, a member may subscribe towards C.P.F. any amount subject to the condition that his total subscription will not, in any case, exceed his total emoluments.

(2) Every member shall give intimation as to the amount of his monthly subscription (in case he desires to subscribe more than 8.33 per cent) in March every year so as to become effective from 1st April & 12% w.e.f. 22.9.97. The amount of subscription so intimated may be enhanced or reduced once at any time during the course of the year provided that when the amount of subscription is so reduced it shall not be less than 8.33 per cent of the pay earned by him for the month.

(3) The Corporation shall contribute to the fund an amount equal to[3] 12% per cent of the pay earned by the member during the month as the employer's contribution.

(4) The subscription and contribution shall be rounded off to the next higher rupee.

16. Realization of subscriptions:

When pay is drawn by a member from the Corporation recovery of subscription on account of such pay and of the principal and the interest of any advance shall be made from the pay itself.

17. Administration of Fund, Accounts and Audit:

(1) The total amounts received as the employer's contributions and towards the employees' subscriptions to the Fund shall be credited to respective accounts.

(2) All amounts lapsed to the Fund and net profits or losses, if any, from the sale, of the investments, shall be transferred to the 'lapse Account'.

(3) All interests, rent and any other income accrued or realized, as the case may be, shall be credited to an account to be called the 'Interest Income Account.

(4) All moneys belonging to the Fund shall be deposited in the Reserve Bank or the State Bank of India or shall be invested in Central Government Securities.

(5) The Accounts of the Fund shall be audited by the Authority auditing the Accounts of the Corporation.

18. Interest:

The Board shall as soon as possible after the expiry of every year-

i. Determine and notify, with the approval of the Managing Director the rate at which interest shall be allowed during the year on all deposits standing to the credit of every member of the Fund;

ii. prepare an account of the total interest accrued and received on the investments of the Fund during that year; and

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1 [Prior to 1.1.79, the rate of subscription & contribution was @ 8 percent].

2 Amended vide notification No. 82 dated 12.7.2000 issued from the file No. EP-41(1)/2000.

3 Amended w.e.f. 1.4.93 vide notification no. 72 dated 17.1.95 issued from file no. EP 41-2/87

iii. Credit to the account of every member with effect from the 31st day of March, of each year the amount of interest worked out on the monthly balances i.e. the balance at the close of each month in the course of the year :

*PROVIDED THAT in the case of a member ceasing to be such member in the course of the year interest shall be allowed up to the end of the month preceding the date on which the final payment is authorised.

19. Members' Accounts:

(1) An individual account for each member shall be maintained in the form prescribed by the Board and allotted a separate number. All accounts shall be maintained at zonal offices or any other offices of the Corporation as may be decided by the Corporation[1].

(2) As soon as may be after the close of the year every member shall be supplied with a statement of his account in duplicate showing therein the opening balances for the year of subscriptions and contributions to the credit of his account including interest thereon, the amount of subscriptions and contributions for the year, die interest. credited to his account for the year and die total amounts of subscriptions and contributions including interest thereon to his credit at die end of the year.

(3) Every member shall return the duplicate copy of die statement of his account duly signed by him after satisfying himself as to die correctness of the entries made therein, not later than two months from the date of receipt thereof.

(4) An abstract for the year of the individual account of each member .in respect of whom a return is required to be furnished under the Income Tax Rules, 1962 shall be furnished to the Income-tax Officer concerned in such form and within such dates as may be required by the provisions of the said Rules.

20. Nominations:

(1) Every member shall, as may be after joining the Fund make a nomination in the form set out in Annexure-I conferring one or more persons die right to receive the amount which may stand to his credit in the Fund in the event of his death before that amount has become payable or having becomes payable has not been actually paid. Provided that if, at the time of making nomination the member has a family, the nomination shall not be in favor of any person or persons other than the members of his family. [2]Where the nomination is in favor of a minor, the member may, for the purpose of these regulations, appoint a major person of his family, as defined in Regulation 2(f) to be the guardian of the minor nominee in the event of a member pre-deceasing the nominee in the event of a member pre-deceasing the nominee 52 and the guardian so appointed. If there is no major person in the family, the member may at his discretion appoint any other person to be a guardian of a minor nominee.

(2) If a member nominates more than one person under sub-regulation (1), he shall specify in the nomination the amount of share payable to each of the nominees in

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* As Amended Vide notification No. 15-6/79-E.P. Dt. 21.4.1983, Effective from 7.5.1983.

1 Amended w.e.f. 1.4.93 vide notification no. 72 dated 17.1.95 issued from file No. EP-41-2/87

2 As amended vide notification No. 82 dated 12.7.2000 issued from file No. EP 41(1)/2000.

such manner as to cover the whole of the amount which may stand to his credit in the Fund at any time.

(3) A member may at any lime cancel or modify a nomination by notice in writing; Provided that the member shall along with such notice, send a fresh nomination made in accordance with the provisions or this Regulation (in the form set out in Annexure-II).

(4) A member may provide in a nomination :

(a) That in the event of any specified nominee predeceasing the member, the right to confer upon that nominee shall pass to such other person or persons as may be specified in the nomination.

(b) Provided that where the member has the family such nominee, shall also be a member of the family; provided also that where the member has no family, the provisions or the proviso to sub-clause (B) shall apply.

(c) That the nomination shall become invalid in the event of the happening of a contingency specified therein. Provided that if at the time or making the nomination the member has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(5) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-regulation (4), or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-regulation (4), the member shall send to the Secretary a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provision of this regulation.

(6) Every nomination made, and every notice of cancellation given, by a member shall be communicated to the [1]Officer in charge of CPF A/C (not below the rank of AGM at Hqrs of Zonal Office, as the case may be and to the extent that it is valid, take effect on the date on which it is received by the officer in charge of CPF A/C (not below the rank of AGM at Hqrs or Zonal Office, as the case may be.

(7) Expect as otherwise provided in this Regulation no employee shall assign or create a charge upon his beneficial interest in the Fund.

21. Advance from the Fund:

(1) The Board may sanction the payment to any member of an advance for any of the purposes listed in Col. 2 of the statement below up to the limits and subject to special conditions, if any, set out in col. 3 and col. 4 respectively.

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1 As amended vide notification No. 72 dated 17.1.1995 issued from file No. EP-41-2/87

Sl. No.	Purpose	Limit up to which advance may be sanctioned	Special Conditions
1	2	3	4
1.	To pay for the cost of passage to a place out of India of an employee or any member of his family.	3 months Pay or half of the amount of subscription and interest thereon standing to the credit of the member in the Fund, whichever is less.	
2.	To pay obligatory expenses on a scale appropriate to the status which by customary usage the member has to incur in connection with :		
	a. The marriage of himself or of his children or of any other person actually dependent on him.	a. 6 months pay or half of the amount or subscription and interest thereon standing to the credit of the member in the Fund, whichever is less.	
	b. Other Ceremonies connected with himself or of his children or of any other person actually dependent upon him or in connection with the funeral ceremonies of his parents, or of any other person dependent on him.	b. 3 months pay or half of the amount of subscription and interest thereon standing to the credit of the member in the Fund, whichever is less.	
3.	To pay any expenses in connection with illness or a disability including where necessary, travelling expenses of the subscriber or any person actually dependent on him.	3 months pay or half of the amount of subscription and interest thereon standing to the credit of the member in the Fund, whichever is less.	
4	For any other purpose authorised by the Income Tax Rules.*	3 months pay or half of the amount of subscription and interest thereon standing to the credit of the member in the Fund, whichever is less.	* Prior sanction of the Managing Director is necessary

(2) The advance shall not be granted to any member until the repayment of the last instalment of any previous advance.

(3) A member who has been sanctioned an advance from me Fund shall satisfy the sanctioning authority within such period as may be specified by mat authority that me money has been utilized for the purpose for which it was sanctioned and. if he fails to do so the whole sum so Sanctioned or so much thereof as has not applied for the purpose for which it was sanctioned Shall forthwith be repaid in one lump sum together with interest thereon at the rate specified under sub-regulation (3) or Regulation 22 by the member of the Fund and in default of such payment shall be ordered by the sanctioning authority to be recovered from his emoluments either in

one lump sum or in such number of monthly installments as, may be determined by such authority.

22. **Recovery or Advances:**

(1) An advance shall be recovered from the member in such number of equal monthly instalment as the sanctioning authority may direct but such number shall not be less than 12 unless the member so elects and more than 36. A member may at his option make repayment in a smaller number of installments than that prescribed. The amount of each instalment shall be fixed in terms of whole rupees the amount of the advance being raised or reduced if necessary to admit or such fixation.

(2) Recovery shall be made in the manner provided in regulation 16 and shall commence from the first occasion after the advance is made on which the member draws pay for a full month. Recovery shall however not be made except with the member's consent while he is in receipt of subsistence grant or on sick leave and/or extra-ordinary leave exceeding 30 days.

(3) Interest shall be charged on advances and recovered in accordance with the provisions or rule 71 of the Income-Tax Rules. 1962.

*23. **Withdrawals:**

The Board, or where so authorised by the Board, any Trustee may on an application from a member in such form as may be prescribed and subject to the conditions prescribed in this paragraph, sanction from the amount standing to the credit of the member in the Fund, a withdrawal;

1. a. For Purchasing a dwelling house/flat, including a flat in a building owned jointly with other (out-right or on hire purchase basis or for constructing a dwelling house including the acquisition of suitable site for the purpose from the Central Government, the State Government, a Cooperative Society, an institution, a trust, a Local Body or a Housing Finance Corporation (hereinafter referred to as the agency / agencies);

OR

b. For purchasing a dwelling site for the purpose of construction of a dwelling house or a ready-built dwelling house/flat from any individual, provided the said house/flat to be purchased in new and unlived one;

OR

c. For the construction of a dwelling house on a site owned by the member or the spouse of the member or jointly by the member and the spouse, or for completing / continuing the construction of a dwelling house already commenced by the member or the spouse, on such site.

Explanation 1 - in this paragraph, the expression, Cooperative Society means a society registered or deemed to be registered under the Cooperative Societies Act, 1912 (2 of 1912 or under any other law for the time being in force in any State relating to Cooperative Societies.

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* As Substituted vide Notification No. 27-1/79-E.P. dt. 24.8.1983. Effective from 27.8.83.

Explanation 2 - In this paragraph, the fact of a new and unlived in house/flat shall be determined with reference to the certificates relating to the number and date of approval of the building plan, the date of commencement and completion of the house/flat, and the tax bills and receipts issued by the appropriate authorities and wherever necessary by neighbourhood enquiries.

2 (a) No withdrawal under this paragraph shall be granted unless -

i. The member has completed five years membership of the fund;

ii. The member's own share of contribution with interest thereon in the amount standing to his credit in the Fund in not less than one thousand rupees;

iii. The dwelling site or the dwelling, house/flat or the house under construction in free from encumbrance:

Provided that where a dwelling site or a dwelling house/flat is mortgaged to any of the agencies referred to in clause (a) of sub-paragraph (1), solely for having obtained funds for the purchase of dwelling house/flat or for the construction of a dwelling house including the acquisition of a suitable site for the purpose, such a dwelling site or a dwelling house/flat as the case may be shall not be deemed to be an encumbered property:

Provided further that a land acquired on a perpetual lease or on lease for a period of not less than 30 years for constructing a dwelling house / flat, or a house/flat built on such a leased land, shall also not be deemed to be an encumbered property:

Provided also that where the site of the dwelling house/flat is hold in the name of any agency referred to in clause (a) of sub-paragraph (I) and the allottee is precluded from transferring or otherwise disposing of. the house/flat, without me prior approval of such agency, the mere fact that the allottee does not have absolute right of ownership of the house/flat and the Site is held in the name of the agency shall not be a bar to the giving of an withdrawal under clause (a) of sub-paragraph (1) if the other conditions mentioned in this paragraph are satisfied.

(b) No withdrawal shall be granted for purchasing a share in a joint property or for constructing a house on a site owned jointly, except on a site owned jointly with the spouse.

3. Subject to the limitation prescribed in sub-paragraph 11.

(a) Where the withdrawal is for the purchase of a dwelling house/flat or a dwelling site from an agency referred to in clause [a] of sub-paragraph [1], the payment of withdrawal shall not be made to the member but shall be made direct to the agency, in one or more installments, as may be authorised by the members.

(b) Where the withdrawal is for the construction of a dwelling house. it may be sanctioned in such number of installments as the Board or where so authorised by the Board any Trustee, thinks fit

(c) Where the withdrawal is for the acquisition of a dwelling site for the purpose of construction of a dwelling house thereon from any individual or any agency, the amount shall be paid in not less than two equal insta1ments. The first installment at the time of the acquisition of the dwelling site and the remaining at his request at the time of the construction of a dwelling house on such dwelling site.

4. Where a withdrawal is sanctioned for the construction of a dwelling house the

construction shall commence within six months 'of withdrawal of the first installment and shall be completed within twelve months of the final instalment. Where the advance is sanctioned for the purchase of dwelling house/flat or for the acquisition of a dwelling site, the purchase or acquisition as the case may be shall be completed within six months of the withdrawal of the amount.

Provided that this provision shall not be applicable in case of purchase of a dwelling house/flat on hire purchase basis and in cases where a dwelling site is to be acquired or houses are to be constructed by a cooperative society on behalf of its members with a view to their allotment to the members.

5. Except in the cases specified in sub-paragraph (6) no further withdrawal shall be admissible to a member under this paragraph.

6. An additional withdrawal up to twelve* months basic wages and dearness allowance or the members own share of contribution with interest there on, in the amount standing to his credit in the Fund, whichever is less may be granted once and in once installment only, for additions, substantial alterations or ' improvements necessary to the dwelling house owned by the member or by the spouse or jointly by the member and spouse: Provided that the withdrawal shall be admissible only after a period of five years from the date of completion of the dwelling house.

7. The member shall produce the title deed and such other documents as may be required for inspection which shall be returned to the member after the grant of withdrawal.

8. (a) If the withdrawal granted under this paragraph exceeds the amount actually spent for the purpose for which it was sanctioned, the excess amount shall be refunded by the member to the Fund in one lump-sum within thirty days of the finalization of the purchase or the completion or the construction of or necessary additions, alteration or improvements to a dwelling house, as the case may be. The amount so refunded shall be credited to the employer's share of contribution in the members account in the Fund, to the extent of advance granted out of the said share and the balance, if any, shall be credited to the member's share of contributions in his account.

(b) In the event of the member not having been allotted a dwelling site/dwelling house/flat, or in the event of the cancellation of an allotment made to the member and of the refund of the amount by the agency referred to in clause (a) of sub-paragraph (1) or in the event of the member not being able to acquire the dwelling site or to purchase the dwelling house/flat from any individual or to construct the dwelling house, the member shall be liable to refund to the Fund in one lump-sum and in such manner as may be specified, by the Board, or where so authorised by the Board, any Trustee, the amount of withdrawal remitted under this paragraph to him or as the case may be, to the agency referred to in Clause (a) of sub-paragraph (1). The amount so refunded shall be credited to the employer's shall of contribution in the member's account in the Fund, to the extent of withdrawal granted out of the said share, and the balance, if any, shall be credited to the member's own share of contributions in his account.

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* As amended vide notification No. 27-1/79-E.P. Dt. 1-9-1987. Effective from 3-9-1987.

9. If the Board, or where so authorised by the Board, any Trustee, is satisfied that the, withdrawal granted under this paragraph has been utilized for a purpose other than that for which it was granted or that the member refused to accept an allotment or to acquire a dwelling site or that the conditions of withdrawals have not been fulfilled or that there is reasonable apprehension that they will not be fulfilled, wholly or partly, or that the excess amount will not be refunded in terms of clause (a) of sub-paragraph (8), or that the amount remitted back to the member by any agency referred to in clause (a) of sub-paragraph (I), will not be refunded in terms of clause (b) of sub-paragraph (8), the Board or where so authorised by the Board any Trust, shall forthwith take steps to recover the amount due, with penal interest thereon at the rate of two percent per annum, from the wages of the member in such number of installments as the Board, or where so authorised by the Board any Trustee, may determine. For the purpose of such recovery the Board or where so authorised by the Board, any Trustee may direct the employer to deduct such instalment from the wages of the member and on receipt of such direction, the employer shall deduct accordingly, The amount, so deducted shall be remitted by the employer to the Board or where so 'authorised by the Board, any Trustee within such time and in such manner as may be specified in the direction. The amount so refunded, excluding the penal interest, shall be credited to the employer's share of contributions in the member's account in the Fund, to the extent of withdrawal granted out of said share, and the balance, if any, shall be credited to the member's own share of contribution in his account. The amount of penal interest shall, however, by credit to the interest suspense Account.

10. Where any withdrawal granted under this paragraph has been misused by the member, no further withdrawal shall be granted to him under this paragraph within a period of there years from the date of grant of the said withdrawal or till the full recovery of the amount of the said withdrawal with penal interest thereon, which is later.

11. The amount of withdrawal shall not exceed the member's basic wages and dearness allowance for thirty six* months or the member's own share of contribution, together with that amount of the employer's share of contributions admissible under Regulation 27 (1) (b), had the member been allowed to withdraw his accumulation on the date of authorization of payment with interest thereon, or the actual cost towards the acquisition of the dwelling site or the purchase of the dwelling house/flat or the construction of the dwelling house, whichever is the least.

24. Conversion or an advance into a withdrawal:

A member who has already drawn an advance under Regulation 21 may convert, at his discretion, by written request addressed to the President through the Secretary the balance outstanding against it into a withdrawal on his satisfying the conditions laid down in Regulation 23.

25. Final withdrawals or accumulations in the Fund:

(1) When a member quits the service of the Corporation, the accumulated balance standing to his credit in the Fund shall, subject to the deduction of Income-tax that may be due and payable by him according to the provisions of the Income-tax Act and also subject to any deductions under Regulation 27 become payable to him.

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* As amended vide Notification No. 271/79-E.P. Dt. 1-9-1987. Effective from 3-9-87

(2) Notwithstanding anything contained in Regulations 21 to 25, it shall be open to the Board to permit the withdrawal of ninety per cent of the amount standing at the credit of an employee if the employee takes leave preparatory to retirement, provided that if he rejoins duty on the expiry of leave he shall refund the amount drawn together with interest at the rate allowed by the Fund.

2-A Not with standing anything continued in Regulation 21 to 25, it shall be open to the Board to permit at any time within twelve months before the date of retirement on superannuation of an employee, the withdrawal of up to **Ninety percent** of the amount standing at the credit of the employees.

26. Procedure on death of member:

Subject to any deduction under Regulation 27, on the death of a member before the amount standing to his credit has become payable or where the amount has become payable before actual payment has been made-

i. if a nomination made by the member in accordance with Regulation 20 subsists, the amount standing to his credit in the Fund or that part thereof to which the nomination relates, shall become payable to his nominee or nominees in accordance with such nomination; or

ii. if no nomination subsists or if the nomination relates only to a part of the amount standing to his credit in the fund the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall become payable to the members of his family in equal shares :

Provided that no share shall be payable to-

(a) sons who have attained majority;

(b) sons of a deceased son who have attained majority;

(c) married daughters whose husbands are alive;

(d) married daughters of a deceased son whose husbands are alive;

If there is any member of the family other than those specified in clauses (a), (b), (c) and (d) :

Provided further that the widow or widows, and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the member and had not attained the age of majority at the time of the member's death.

(iii) in any case, to which the provision of clauses (i) and (ii) do not apply the whole amount shall be payable to the person legally entitled to it.

Explanation - For the purpose of this paragraph a member's posthumous child, if born alive, shall be treated in the same way as a surviving child horn before the member's death.

27. Deductions:

(1) Subject to site condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the Corporation with interest thereon, before the amount standing to the credit of a member in the Fund is paid

out of the Fund. The Managing Director/Personnel Manager/Commerce and all [1]General Manager / General (Estt.) and ED (Zones), as the case may be, may direct the deductions therefrom of -

a. any amount, if a member has been dismissed from the service of the Corporation;

DELETED

b. any amount, if a member resigns his employment under the Corporation within 5 years of the commencement thereof. Provided that the employer's contribution in cases of voluntary retirement or resignation of any member from the service of the Corporation is payable at the following reduced scale:-

DELETED

Length of Service	Corporation's share of contribution
Less than three years	75%
Between three & four years	50%
Between four & five years	75%

Provided, however, that in cases of death, the employer's contribution would be paid in full.

c. Any amount due under a liability incurred by the member to the Corporation.

(2) All amounts deducted under clause (a) or clause (b) of sub-regulation (1) shall lapse to the Fund.

DELETED

(3) All amounts deducted under clause (c) of sub-regulation (1) shall be paid into the credit of the Corporation.

(4) [2] The Competent authority as mentioned in sub regulation (1) above may permit a member to withdraw the full amount standing to his/her credit in the fund on ceasing to be an employee of the corporation, provided that he/she has not been employed in any organization/establishment to which the EPF Act applies for a continuous period of net loss than two months immediately preceding the date on which he/she makes an application for withdrawal. The requirements of two months waiting period shall net, however, apply in cases of female members resigning from the services of the corporation for the purpose of getting married.

Note: The Managing Director will exercise this power in respect of the members of the Fund of the rank of Executive Director or equivalent rank, the Executive Director (Personnel) will exercise this power in respect of the members of the fund of the rank of General Manager. The General Manager (Personnel Establishment) will exercise this power in respect of the members of the fund of the rank of Deputy General Manager and below. The Executive Directors (Zones) will exercise this power in respect of the departmental labour.

The Managing Director will exercise this power in respect of the members of the Fund of the rank of ED (P), ED (G) (Storage), ED (F) or equivalent rank.

The ED (P), ED (G) (Storage) will exercise this power in respect of the members of the fund of the rank of General Manager.

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1 Deleted vide notification No. 67 dated 15.06.1993 issued from file No. EP-41-1/85 effected from 17.06.1993.

2 As amended vide notification No. 72 dated 17.1.1995 issued from file No. EP 41-2/87 w.e.f. 1.4.1993.

The General Manager (Estt) will exercise this power in respect of the members of the Fund of the rank of Deputy General Manager and below.

The Executive Director (Zones) or officer so authorized not below the rank of Manager (now General Manager) will exercise this power in respect of the departmental labour.*

28. **Manner of Payment of amount in the Fund:**

(1) When the amount standing to the credit of a member in the Fund or the balance thereof, after any deduction under Regulation 27 becomes payable, it shall be the duty of the "Officer In charge of CPF account (not below the rank of AGM at Hqrs are Zonal Office as the case may be).

(2) It the person to whom under these Regulations any amount is to be paid is a 'lunatic' for whose estate a Manager has been appointed under the Indian Lunatic Act, 1912 the payment will be made to such Manager and not to the lunatic.

(3) Any person who desires to claim payment under this Regulations shall send a written application in that behalf to the Officer in charge of CPF accounts (not below the rank of AGM at Hqrs of Zonal Office as the case may be) payment of amounts withdrawn shall be made in India only. The Persons to whom the amounts are payable shall make their own arrangements to receive payments in India.

29. **Delegations of powers:**

The Board may delegate any of its powers under these Regulations to the President or to any ex-officio trustee subject to such conditions and modifications, as it may deem fit to impose.

30. **Interpretation:**

If any question arises relating to the interpretation of these Regulations, it shall be referred to the Managing Director whose decision thereon shall be final.

31. **Winding up:**

The Fund shall not be closed except when the Corporation is wound up. In the event of the dissolution of the Corporation, the Fund shall be closed and the moneys after payment of amounts due to be paid but not yet paid under these Regulations, shall be distributed amongst the members then existing by payment to each of them a sum which shall bear the same Proportion to the aggregate market value of proceeds of securities and unvested cash then constituting the Fund as the amount then standing to the credit of the member in his individual account bears to the aggregate of the amounts, then standing to the credit of the individual accounts of all such members.

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* As amended vide Notification No. 41-1/85-E.P. Dt. 10-2-89. Effective from 10.2.89.

" Amended vide notification no. 72 dated 17.1.95 issued from file number EP 41-2/87.

ANNEXURE I

THE FOOD CORPORATION OF INDIA
(CONTRIBUTORY PROVIDENT FUND)
(Regulations, 1967)

1. Name (in block letters)..... Surname.....
2. Caste.....3. Sex.....4. Religion .....
5. Occupation ..... / Establishment/Department.....
6. Height .....
7. Father's Name .....
8. Husband's Name .....
   (For married women employees only)
9. Marital Status.....
10. Date of Birth: Day ..... Month ..... Year .....
11. Mark of Identification
12. Permanent Address:

    Village ..... Thana .....

    Taluk / Sub-div. .....

    District ..... State .....
13. I hereby nominate the person or persons mentioned below to receive the amount standing to my credit in the Fund in the event of my death before that amount has become payable or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

Name and Address of the Nominee or nominees	Nominee's relationship with the member	Age of Nominee	Amount of Share of accumulation in the Fund to be paid to each nominee	Contingencies on the happening of which the nomination shall become invalid
1	2	3	4	5

Contd.....

IndiaCode

ANNEXURE I (Contd.)

14. I hereby direct that in the event of my death during the minority of my above named nominee, the person whose particulars are given below shall be deemed to be the graduation of the minor nominee for the purpose of C.P.F. Rules.

Name & Address of the Guardian	Age of the guardian	Relationship of the guardian with the nominee
1	2	4

Date .....

Signature or left hand thumb Impression of the member

Certified that the above declaration has been signed by ..... employed in the Corporation before me he has read the entries.

The entries have been read out to him by me.

Date .....

.....

Signature of the authorised Officer

Designation .....

Name .....

Address .....

Where exact particulars are not available, approximate may be indicated in consultation with the Medical Officer of the Corporation.

IndiaCode

ANNEXURE II

THE FOOD CORPORATION OF INDIA
(CONTRIBUTORY PROVIDENT FUND)
(Regulations, 1967)

I ..... Hereby, cancel the nomination made by me on the ..... as regards the disposal in the event of my death, of the amount sanding to my credit in the Fund and hereby nominate the person or persons mentioned below to receive the amount standing to my credit in the fund, in the event of my death before that amount has become payable or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown against their names :-

Name and Address of the Nominee or nominees	Nominee's relationship with the member	Age of Nominee	Amount of Share of accumulation in the Fund to be paid to each nominee	Contingencies on the happening of which the nomination shall become invalid
1	2	3	4	5

IndiaCode

.....

Signature of left hand thumb impression of member

Certified that the above declaration has been signed before me by ..... employed in ..... Date .....

.....

Signature of the authorised Officer

Date .....

Designation .....

Name .....

Address.....

ANNEXURE 'B'

THE FOOD CORPORATION OF INDIA

Statement of employees eligible for admission to the FCI-CPF Form No. C.P.F. II

Sl. No	Name of the employee/s	Designation	Date of First Appointment	Date of satisfactory completion of 60 Actual working days	Date of which eligible to subscribe to the Fund	Pay on the date of eligibility to join Fund	Account No. assigned

Note : In case of Food Transferee the old GPF A/c No., Name of the PAO and Sl. No. in Gazette Notification may also be furnished.

N.B. - It is certified that the Official(s) mentioned above has/have not been allotted any C.P. Fund A/c No. so far.

IndiaCode

No. .....

Station .....

Date .....

Forwarded to :

The Assistant General Manager (CPF)
Food Corporation of India,
Head Office,
New Delhi.

ESTABLISHMENT OFFICER / DEPUTY GENERAL MANAGER (REGION) / AREA MANAGER

ANNEXURE 'C'

FORM NO. CPF I
THE FOOD CORPORATION OF INDIA
AGREEMENT FROM FOR SUBSCRIPTION TO CONTRIBUTORY
PROVIDENT FUND
(RULE - 14)

To

The Board of Trustees,
Food Corporation of India,
Contributory Provident Fund,
New Delhi.

I hereby declare that I have read and understood the "Food Corporation of India Contributory Provident Fund Registrations, 1967" and I hereby undertake to subscribe to the Fund and agree to be bound by the said regulations (for the time being in force and as may from time to time be prescribed).

1. Name in Full ..... (Block Letters)
2. Father's Name .....
3. Nature of appointment .....
4. Date of Joining Service .....
5. Date of completion of probation .....
6. Pay / Wagers per mensem .....
7. Rate of subscription ..... (4.102)

SIGNATURE OF WITNESS : SIGNATURE OR THUMB IMPRESSION

DATE .....

NAME OF WITNESS .....(BLOCK LETTERS)

DESIGNATION .....

ADDRESS .....

Contd....

ANNEXURE 'C' (Contd.)

Certified that Shri./Smt./Kumar ..... has satisfactorily completed actual working of 60 days in the post of ..... on .....

The particulars furnished by the applicants against S. No. (4) and (6) have been verified and found correct.

ESTABLISHMENT OFFICER DEPUTY
GENERAL MANAGER (REGION)/ AREA MANAGER

(FOR OFFICE USE ONLY)

ACCOUNT NUMBER ASSIGNED:-

Date from with he / she has been admitted to the benefits of the fund .....

MANAGER (A/Cs) /
ASSISSTANT GENERAL MANAGER (A/Cs)

IndiaCode

THE FOOD CORPORATION OF INDIA

.....

.....

SCHEDULE OF RECOVERIES OF CONTRIBUTORY PROVIDENT FUND FAMILY PENSION CONTRIBUTION, C.P.F. ADVANCE FROM SALARY FOR THE MONTH OF _____

HEAD/ZONAL/REGIONAL/DISTRICT/PORT/OFFICE _____

IMPORTANT
READ INSTRUCTIONS OF THE REVERSE OF "QUADRUPLICATE" COPY

Serial No.	Name & Designation of Employees	Ist Four Alphabets of Name	C.P.F. A/c No.	Pay		Employee's C.P.F. Contribution		F.C.I.'s Matching C.P.F. Contribution		Employee's Family Pension Contribution		F.C.I. Matching Family Contribution		Total of Coumns (7+8)		Balance Subscription by Employee C.P.F. (Col 5 Minus7)		Balance Subscription by F.C.I. C.P.F. (Col 6 Minus8)		Voutary C.P.F Subsection by Employee		Refund of Advance				Total of Coumns (9+10+11 12+13-A)		F.P.S. A/C No.	Remarks
																						Amount		Installment No.					
1	2	2A	3	4		5		6		7		8		9		10		11		12		13		13B		14		15	16
				Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P	Rs.	P	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P	Rs.	P	Rs.	P		
	PAGE	TOTAL																											

Contd...

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ANNEXURE-D (Contd.)

	1. AMOUNT OF RS. (TOTAL OF COUMNS 14) REMITTED TO THE TRUSTEE, FOOD CORPORATION OF INDIA CONTRIBUTORY PROVIDENT FUND, NEW DELHI, ON ____ VIDE DEMAND DRAFT / CHEQUE NO. _____ DATED _____	2. CERTIFIED THAT NAMES OF ALL EMPLOYEES OF THIS OFFICE, WHO WERE ENTITLED / REQUIRED TO BECOME MEMBERS OF THE CPF ARE INCLUDED IN THIS SCHEDULED AND THE AMOUNTS SHOWN IN COLUMNS 5, 12, 13A HAVE ACTUALLY BEEN RECOVERED FROM THE CONCERNED EMPLOYEES FROM THEIR SALARY FOR THE MONTH OF _____ (FOR USE IN C.P.F. SECTION, HEAD OFFICE ONLY)	DISTRIBUTION ORIGINAL-COMPUTER SECTION DUPLICATE POSTING SECTION TRIPLICATE CPF. IV QUADRUPLICATE – OFFICE COPY Contd. to page no.
	RECEIVED ON _____ VR NO. _____ DATED _____ CHECKED BY _____ POSTED BY _____		SIGN. OF DRAWING / DISBURSING OFFICER _____

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INSTRUCTIONS FOR FILLING UP THE SCHEDULE

1. This schedule should be drawn up in quadruplicate and sent to Headquarters (CPF Wing) in triplicate, the quadruplicate copy being retained as office copy.

2. Amount in column 4 should be the total of basic Pay, D.A/D.P. and NOT basic pay alone.

3. Amounts in columns 5 & 6 should be identical, each equal to 8.33% (round to the next higher rupee) of the amount in column 4.

4. Columns 7, 8 & 9 should be completed in respect of employees who are members of the Family Pension Scheme:-

   (a) Having been admitted to the C.P.F. on or after 1.3.1971, or
   (b) Being members of the C.P.F. prior to 1.3.71, having specifically opted for the Family Pension scheme.

5. Amount in columns 7 & 8 should be identical, each equal to 1-1/6% of the amount in column 4. (Rounded to the nearest rupee Le. below fifty paisa to be ignored and 0.50 or above to be taken as one rupee)

6. Column 13 (B) should indicate the number of the instalment which the refund in question represents (in the numerator) and the total number of installments prescribed for the refund of the advance (in the denominator). The amount of interest on advice when recovered should be shown as a separate item with the words "interest on advance" in bracket there against, in column 12 i.e. under "voluntary subscription".

7. The total (vertical and horizontal) of each of the relevant columns should be struck invariably, page wise and in the last page, summary of the pages should be prepared striking the grand total duly agreed with the amount booked under 5.127 duly reconciled with corresponding account heads in 17 series.

8. The demand-draft/Cheque in respect of the supplementary remittance to be made to Headquarters (in the name of Trustees,' Food Corporation of India, Contributory Provident Fund, New Delhi) should invariably be for the grand total of column 14 and No, date and amount of the demand draft should be indicated in the schedule in the space provided for the purpose.

9. In case the name of any employee appears in the schedule for the first time, it should be clearly indicated in the 'Remarks' column whether he/she is a new member (giving reference to the relevant correspondence with Headquarters) or has come on transfer from elsewhere (giving the name of his/her previous office, and the date of transfer). Similarly, if any of the names appearing in the schedule for the previous month has been omitted the fact (giving name of the member, the reason (resignation, death, trans1er etc.) for excluding the name, date of occurrence of the event, and in case of transfer, the name of the office to which transferred should be clearly mentioned in the remarks column or in a separate sheet to be attached to the schedule.

10. The arrears of CPF/FP for the previous months should be shown separately below the regular subscription giving the period to which the arrear relates.

11. The seriatim of the members in the schedules should remain the same as given in the months of March of a financial year. Addition consequent on joining, on transfer/allotment of new numbers should be added in the last page. In the case of deletion consequent on retirement/death/resignation, the name of the member next to him should appear on the following month.

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ANNEXURE 'E'

THE FOOD CORPORATION OF INDIA
16-20 BARAKHAMBA LANE
NEW DELHI

CONTRIBUTORY PROVIDENT FUND
(Rule 21 of C.P.F. Regulations)

1. Name .....
2. Designation .....
3. Office to which attached .....
4. Present basic pay .....
5. CPF Account No. & Monthly Subscription .....
6. Balance at the Credit of the subscriber in his CPF A/c .....
7. a. Amount of advance required .....
   b. Number of installments in which advance is to be recovered .....
8. Particular of advance last drawn, if any (amount of ..... advance, amount repaid, the balance outstanding and ..... the month in which last installment was recovered) .....
9. a. Purpose for which advance is required .....
   b. i. If for medical treatment, its nature & details .....
      ii. If for some religious ceremony, pilgrimage, ... its name date and whether it is obligatory ..... to perform by your religion .....
10. If advance is required for some one, whether ..... he is solely dependent upon you. .....
11. CPF Rule under which admissible .....
12. Particulars of Part withdrawal, if any ..... CC .....CS.....

Station: ..... **Signature**.....

Date:..... **Designation** .....

Verified and recommended for Rupees .....

Signature & Stamp of the Forwarding authority

Signature .....
(Head of Office/Head of Division in H.Qr.)

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ANNEXURE 'E' (I)

FOOD CORPORATION OF INDIA

FCI CPF TRUST FORM NO : 23-1

APPLICATION FROM FOR PART / FINAL WITHDRAWAL UNDER
AMENDED REGULATION OF FCI CPF REGULATION.

PART I

1.	NAME OF THE MEMBER	DESIGNATION	FCI LABOUR	EMPLOYEE/DEP.
2.	CPF ACCOUNT NO.	DATE OF ADMISSION TO CPF	OFFICE WORKING	IN WHICH

PART II

3. Amount of withdrawal applied for : Rs.
4. Purpose of withdrawal
5. CPF Regulation under with admissible [23-1]
6. Particulars of Pay
   - i. Pay Rs.
   - ii. Dearness Pay Rs.
   - iii. DA & ADA Rs.
   - **TOTAL** **Rs.**
7. Particulars of Balance
   - a. As per Last Account Slip Year
     - i. Corporation Contribution Rs.
     - ii. Members Contribution (Compulsory & Voluntary) Rs.
   - b. Monthly Contribution since Last Account Slip:
     - i. Corporation Contribution Rs.
     - ii. Members Contribution (Compulsory & Voluntary) Rs.
   - c. Amount of Temporary Advance Last drawn and date of drawl whether recovered regularly as per details below:

Amount and date of Withdrawal of temporary advance	Recovery per Month effected	Installments recovered	Amount Recovered	Balance Plus Interest to be recovered.

Contd.....

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8. **Documents to be furnished:**

a. In case the withdrawal is for Purchasing a dwelling house/flat including a flat in a building owned jointly with others (outright or on hire purchase basis) or for construction of a dwelling house including the acquisition of suitable site for the purpose from the Central Govt. the state Govt. a Coop Society, a house including the acquisition of suitable site for the purpose from the Central Govt. me State Govt. a Co-op Society, an institution, a Trust a local body or a Housing" Finance Corporation (hereinafter referred to as the Agency/Agencies).

Please State:

i. The name of the Agency from which the dwelling house/flat/site is to be purchased (Please attach attested copies of allotment letter, demand etc.)

ii. If the House/flat/site is mortgaged, please give details.

b. In the case of withdrawal is for purchasing a dwelling site for the purpose of construction of a dwelling house or a ready built dwelling house/flat from any individual, provided the said house/flat to be purchased is new and lived one:

Please attach attested copies of certificated relating to the No. & date of approval of building plan, date of commencement/completion of house or flat, tax-bill and receipt and result of neighbourhood enquiries along with title deed copies etc.

c. Whether the withdrawal is for the construction of a dwelling house on a site owned by me member or jointly by the Member and me Spouse, or for Completing/continuing me construction of a dwelling house already commenced by the member or the spouse on such site.

d. In case the withdrawal is applied for addition, substantial alteration and improvement to me dwelling house:

Please state the date of completion of the dwelling house and enclose title deed of the property

9. Please state the name in whose favor the property exist or the property is sought to be acquired and enclose attested copies of title deed etc.

10. a. Total Cost:

i.	Cost of Site	Rs.
ii.	Cost of construction	Rs.
iii.	Cost of house/f1at	Rs.

b. Funds already obtained

i.	From House building Advance	Rs
ii.	From any other source	Rs.

c. Funds now required.

d. How the balance amount if any is proposed to be met

e. Details of any withdrawal drawn previously for the purpose.

Contd.....

f. Whereas the Corporation has granted an advance of Rs. ..... for purchase of House/Flat or for construction of House situated at ...., under the House Building Advance (Grant & Recoveries) Rules 1967 to be recovered in ..... monthly installment of Rs. ..... per month. And whereas, the said advance granted by the Corporation has not been sufficient for purchase of house/flat or for construction of my house mentioned above.

11. Mode of Payment:

i. The name of the Agency or otherwise in whose favor the payment required.

ii. The number and amount of installments in case to be paid in more than one installment

12. Please furnish undertakings to the effect:

a. That the House/Flat/site to be acquired is free from encumbrance and shall not be encumbered.

b. That the withdrawal obtained for construction shall commence within 6 months of withdrawal and completed within 12 months of the final installment

c. That in case the amount of withdrawal exceeds the amount actually spent the spent the same shall be refunded to the trust within 30 days of the finalization of the purchase or completion.

d. That in the event of the member not having allotted house/flat/site or cancellation of allotment made or not being able to acquire, purchase or construct the house for which the withdrawal is made the same shall be refunded in one lump.

e. That in the event of the withdrawal is not utilised for the purpose it was made or misused the same shall be reported immediately to fund.

Signature of Applicant

PART III

Administrative authority while recommending the application, shall certify that

i. The particulars furnished in the application have been checked/verified with the records and documents furnished.

ii. Necessary administrative approval granted for acquisition/construction/modification of the immovable property in question.

iii. Nature of advance already sanctioned/recommended for the purpose

iv. Amount now reconvened for withdrawal under CPF Regulation 23.

Administrative Authority

NB. Administration authority means Head of the office except in case of Heads of office themselves in whose case the next administration office.

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ANNEXURE F

C.S. Compulsory Subscription
C.C. Corporation Contribution

INDIVIDUAL MONTHLY ACCOUNT RECEIPT

VS : Voluntary Subscription
R&I : Recovery towards advance & Interest

Members A/C No.	Name and Designation	Pay	Brought Forward								Amount & Date Advance Sanctioned	Name of Month*								
			C.S.		C.C.		V.S.	R & I	Total			C.S.		C.C.		V.S.	R & I	Total		
			Rs.	P.	Rs.	P.			Rs.	P.		Rs.	P.	Rs.	P.			Rs.	P.	

* Separate Columns for each month.

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ANNEXURE G

FOOD CORPORATION OF INDIA
CPF A/C SLIP

Date of Joining F.C.I. ..... **Name .....**

Date of Admission of C.P.F. ..... **Designation .....YEAR 19..... 19.....**

ACCOUNT NO. ..... **DATE .....** **FPS APPLICABLE ..... Yes/No.** **Rate of Interest % .....**

Month	CORPORATIONS CONTRIBUTION				MEMBERS.SUBSCRIPTION										REMARKS
	For the Month		Progressive Monthly balance on which interest is to be calculated		Compulsory		Voluntary		Advance (-) Repayment (+)		Total		Progressive Monthly Balance on which interest is to be calculated		
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	
APRIL 198															
MAY 198															
JUNE 198															
JULY 198															
AUGUST 198															
SEPTEMBER 198															
NOVEMBER 198															
DECEMBER 198															
JANUARY 198															
FEBRUARY 198															
MARCH 198															

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Contd.....

ANNEXURE G

1.	Total	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
2.	Interest on the year's Contribution/Subscription (1 month's interest on total of progressive columns).....											0			
3.	Balance brought forward from last year														
4.	Interest on balance of last year (1 year's interest)														
Balance as on															
31.3.19 (1+2+3)															
DATED															

SIGNATURE OF EMPLOYER
(OFFICIAL SEAL)

CUT HERE CUT HERE CUT HERE

I accept / do not accept the balance as shown above.

The reason for non acceptance are :-

SIGNATURE OF THE MEMBER

1.

2.

3.

4.

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ANNEXURE H

SALIENT-FEATURES OF FAMILY PENSION-CUM-LIFE ASSURANCE SCHEME

1. The Family Pension-cum-Life-Assurance Scheme called Employees' Family Pension Scheme 1911 was introduced by the Govt. of India, by a notification in the Gazette of India Extraordinary dated 4-3-1971. It is administered by the Central Board of Trustees of the Employees' Provident Fund.

2. All the employees of less than 60 years of age, who are enrolled as members (for the first time) of the Employees' Provident Fund/Exempted Fund in the Unexempted/Exempted Establishments on or after 1-3-71, are compulsorily brought under the Scheme. Those employees aged less than 60 years, who are already members of the Employees' Provident Fund/Exempted Fund on 28-2-1971, would be given an option to come under the Family Pension Scheme. The option, once exercised, will be final.

3. Utilizing only a small portion (1-1/6 per cent) of their existing quantum of contribution along With the corresponding matching contribution from the employers to the Employees Provident Fund, the scheme provides for a regular monthly payment of pension to the surviving members of the family of the deceased ranging from Rs. 225/- to 750/-, the actual amount depending on the pay of the particular member at death and the age of his entry, into the Scheme. In addition, a maximum lump-sum amount of Rs. 2,000/- is also payable as Life Assurance Benefit in the event of the member's death while in service. If however, the member were to continue in service till retirement on attaining the age of 60 years, a lump-sum retirement benefit will be paid to him to the maximum extent of Rs. 19825/- depending upon the number of full years contributions paid by him toward family pension fund. In instances of discontinuance of service for reasons other than death before the age under the Scheme. In order to make the Scheme financially workable, the Govt. of India will also be making appropriate contribution to the Family Pension Fund, as prescribed under the Scheme.

4. Every employee will seek entry into the Scheme on the prescribed form and immediately thereafter will have to furnish full particulars of himself and members of his family in the form prescribed or the purpose.

Family Pension:

5. In case of a member who being a member of the Family Pension Scheme dies while in service before attaining the age of 60 years, Family Pension will be paid at rates specified under the Scheme, provided he had contributed to the Family Pension Fund for not less than one year.

   If the member had to his credit at the time of death more than 7 years' reckonable service, Family Pension is payable for a period of 7 years from the date of death or till the date on which the member would have reached the age of 60 years, had he remained alive, whichever period is shorter at the rate of 50 per cent of the pay last drawn subject to prescribed ceiling. The Family Pension payable thereafter will be the normal pension as described under Para 28 of the Employees' Family Pension Scheme 1971.

Life Assurance Benefit:

6. Where a member of family pension fund dies during the period reckonable service, a lump-sum of Rs. 2,000/- will be payable to his family as life assurance benefit.

Retirement-cum-Withdrawal Benefit:

7. On attaining the age of 60 years or on cessation of membership of family pension fund before attaining the age of 60 years, for reasons other than death, the retirement cum withdrawal benefit ranging for Rs. 110/- to 19825/- is payable depending upon the number of full years contribution paid subject to the condition that he has contributed to the family pension fund for a period of not less than 1 year.

8. Where a member dies before the aforesaid amount is actually paid to him, the lump-sum will be payable to the member of his family who is entitled for the Family Pension under the scheme.

9. If the member ceased his membership of the Family Pension Fund before completion of one year Contribution to it, only the contributions of the member credited to the FPF, together with the interest there on at the prescribed rate per annum will be refundable to him.

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ANNEXURE I

Account Number..... Sl. No. .....

THE EMPLOYEES' FAMILY PENSION SCHEME, 1971
DECLARATION FORM

1. Name..... .....Surname..... ....
(in block letters)
2. Sex..... ....
3. Nationality..... ....
4. Father's /Husband's Name ....
5. Marital Status ....
(Whether unmarried, married, widow or widower)
6. Date of Birth ..... day ..... month ..... year
(whether exact particulars are not available, approximate age may be indicated in consultation with the Medical Officer of the establishment).
7. Permanent Address
Village .... Thana ....
Tehsil/sub-division ....
Post Office ....District ....
State ....
8. i. I declare that I have not previously been a member of the Employees' Family Pension Fund
ii. I hereby furnish below particulars of the members of my family who would be eligible to receive Family Pension and Life Assurance Benefits in the event of my premature death in service:-

S.No.	Name & Address of the family member	Age	Relationship with the Member
1.			
2.			
3.			
4.			

I certify that I have no family as defined in para 2(b) of the employees' Family Pension Scheme and should I acquire a family hereafter I shall furnish particulars thereof in the above form.

* (Delete if not necessary)

Signature or Left/Right hand

Thumb impression of the member

Contd. .....

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To be completed by the employer

Certified that the above declaration has been signed / thumb impressed by Shri/Shrimati .... employed in my establishment before me after he/she has read entries / the entries have been read over to him / her by me and got confirmed by him/her.

Signature of the employer or other Authorised officer of his establishment

Place: .....

Date: .....

Designation:.....

Name and address of the establishment

.....

.....

.....

Office Seal / Stamp: .....

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ANNEXURE - J

(For both exempted and unexampled establishments)
THE EMPLOYEES' FAMILY PENSION SCHEME, 1971
[PARAGRAPH 15(1)]

Form No. 3 (FPF)
Code No. of the Estt.....

Consolidated Return of Employees who are entitled and required to become members of the Family Pension Fund on the date the Family Pension Scheme comes into force

Name & Address of the Establishment ..... Date of Coverage .....

Industry in which the Estt., is engaged ..... Registration No. of the Estt .....

Sl. No.	Account No.	Name of the Employee (in block capitals)	Father's Name (or husbands name in the case of married women)	Wages including D.A. etc.	Age at Entry	Sex	Date of entitlement of Membership	REMARKS
1	2	3	4	5	6	7	8	9

Date .....

Station .....

Signature of the employer/ or other authorised officer

Stamp of the Establishment

* The information received in form 10 in respect of the members leaving service shall be entered in this form by commissioner specifying clearly the reason for leaving service.

Note : This form should be accompanied by declaration in Form-2 by every employee mentioned in column 3.

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ANNEXURE K

THE EMPLOYEES' FAMILY PENSION SCHEME, 1971
RETURN ON MEMBERS LEAVING SERVICE DURING THE MONTH OF 19

Name & Address of the Establishment ....

Code no. of the Establishment ....

Sl. No.	Account Number	Name of the Member (in Block capitals)	Father's Name of Husband's Name in case of Married woman)	Date of Leaving Service	* Reasons for leaving service (see not given below)	REMARKS
1	2	3	4	5	6	7

Note : Please state whether the member is (a) retiring (b) leaving India for permanent settlement abroad (c) retrenchment (d) ordinarily dismissed for serious and willful misconduct (c) discharged (f) resigning from or leaving service (g) taking up employment elsewhere (The name and address of the Employer should be stated (h) deed (i) attained age of 60 years.

Date .....

Signature of the employer

Stamp of the Establishment

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ANNEXURE L

Total No. of Employees .....

Contract Rest Total

THE EMPLOYEES FAMILY PENSION SCHEME, 1971

Statement of Contribution for the month of .....20.....

Currency period from 1st April, 20 ..... to 31 March 20.....

Name & Address of the Establishment .....

Statutory Rate of Contribution.....

Code No. of the Establishment .....

No. of members voluntarily contributing at higher than the statutory rate.....

Total No. of Subscribers	Wages on which contributions are recovered	Amount of contributions due as per recoveries Made in the Wages / acquaintance register			Amount of Contributions remitted in Account No. 10			Date of remittance	Name and Location of the Bank in which remitted or No. and Date of the cheque Draft sent to Regional Office	Whether the triplicate Challan receipt is enclosed if not, state reasons	REMARKS
		Worker's Share $\left(1\frac{1}{2}\%\right)$	Employer's share $\left(1\frac{1}{2}\%\right)$	Total $\left(1\frac{1}{2}\%\right)$	Worker's Share $\left(1\frac{1}{2}\%\right)$	Employer's share $\left(1\frac{1}{2}\%\right)$	Total $\left(1\frac{1}{2}\%\right)$				

No. as per last month's return.

(+) No. of New Subscribers - vide from 4 (FPF).

(-) No. of Subscribers left service - vide Form 5 (FPF)

* Net Total.

(*Total should tally with the figure given at the top right hand corner of the form).

Note : 1. If there is any Substantial variation between the wages and amount of contribution shown above and those shown in the last months return, suitable explanation should be given in the Remarks column.

2. If any arrears of contributions or damages are included in the figures under column. 6 to 8, suitable details indicating the circumstances, amount No. of subscribers and the period involved should be furnished in the 'Remarks' column or on the reverse.

3. Remittances shall invariably be made by Deposits in the State Bank of India or its subsidiaries.

Date .....

Signature of the employer
(with Office Seal)

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ANNEXURE M

District .....

Region .....

Zone .....

(a) Pay

(b) Employees Contribution

(c) F.C.I. Contribution

FAMILY PENSION CONTRIBUTION 198 _____9_____.

Sl. No.	Name of Employee	Designation	Date of Admission Option to F.P.C.	CPF A/C No.	Name of the Month April 19.... to March 19....						Grand Total						Date of Birth	Father's Name	Name of the Nominees & Relation with the Employee		REMARKS
					(a)		(b)		(c)		(a)		(b)		(c)				No.1	No. 2	
					Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.					

* Separate columns for each month.

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ANNEXURE N

THE EMPLOYEES FAMILY PENSION SCHEME, 1971
CONTRIBUTION CARD FOR MEMBERS FOR THE YEAR 19

1. Account No. E/DL/2271
2. Name, Surname ..... (In Block Capitals)
3. Father's/Husband Name .....
4. Name & Address of the Establishment : Food Corporation of India 16-20, Barakhamba Road, New Delhi-110001
5. CPF No. .....
6. Statutory rate of contribution - 8.33%
7. Voluntary higher rate of employee's contributions, if any .....
8. Date of Commencement of membership of the Family Pension Fund .....

Month	Amount of wages (Rs.)	Contribution of F.P. Fund		REMARKS
		Woker's share Rs.	Employer's Share Rs.	
1	2	3	4	5
APRIL 19				
MAY 19				a. Date of leaving Service .....
JUNE 19				
JULY 19				
AUGUST 19				b. Reason for leaving Service .....
SEPTEMBER 19				
OCTOBER 19				
NOVEMBER 19				
DECEMBER 19				
JANUARY 19				
FEBRUARY 19				
MARCH 19				
TOTAL				

(1) Certified that the difference between the total of the contributions shown under Cols. (3) and (4) of the above table and that arrived at on the total wages shown in Col. (2) at the prescribed rate is solely due to the rounding off of contributions to the nearest rupee under the rules.

Contd.....

ANNEXURE N (Contd.)

(2) Certified that the total amount of contributions indicated in this card Col. (3) + Col. (4) i.e. Rs. ..... has already been remitted full in E.P.F. Account No. 10 (Family Pension Contribution Account).

Signature of the Employer
(Office Seal)
ASSISTANT GENERAL MANAGER (CPF)

Dated : .....

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ANNEXURE O

THE EMPLOYEES FAMILY PENSION SCHEME, 1971

Annual Statement of Contribution for the Currency periods from 1st ..... 19 to 19

Name & Address of the Establishment ..... Code No. of the Establishment .....

Sl. No.	Account	Name of the Member (In Block Letters)	Wages, retaining allowances (if any) and D.A. including cash value of food concession paid during the currency period	Amount of Workers contribution deducted from the wages ($1\frac{1}{2}$%)	Employers Contribution ($1\frac{1}{2}$%)	REMARKS
1	2	3	4	5	6	7
Reconciliation of Remittances		Total	Rs.	Rs.	Rs.	

No	Month	FPF Contributions A/c. No. 10.		Aggregate Contributions	
1.		Rs.	Certified that the difference between the figures of total F.P.F. contributions remitted during the currency period and those shown under Cols. 5 & 6 is solely due to the rounding of amounts to the nearest rupees under the rules.		i. Total number of contribution card enclosed (Form 7 FPF).....
2.		Rs.			ii. Certified that forms 7 (FPF) duly completed, of all the members listed in this statement are enclosed, except those already sent during the course of the currency period for the final settlement of the concerned members' account vide 'Remarks' furnished against the names of the respective members above.
3.		Rs.			
4.		Rs.			
5.		Rs.			
6.		Rs.			
7.		Rs.			
8.		Rs.			
9.		Rs.			
10.		Rs.			
11.		Rs.			
12.		Rs.	**Signature of the Employer (With office seal)**		**Signature of the Employer (With office seal)**
	Total	Rs.			

Contd.....

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Note: 1. The Names of all members, including those who had left service during the currency period, should be included in this statement. Where the Form 7 (FPF) in respect of such members as had left service were already sent to the Regional Office for the purpose of final settlement of their accounts, the fact should be stated against the members in the 'Remarks column above thus "Form 7 FPF already sent in the month of ..... 19 ".

2. In case of substantial variation in the wages / contribution of any member as compared to those shown in previous month's statement, the reason should be explained adequately in the 'Remarks' column.

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ANNEXURE P

THE EMPLOYEES' FAMILY PENSION SCHEME, 1971

Declaration by a person taking up employment in an establishment in which the Employees' Family Pension Scheme is in force

I.....(Name) *son/wife/daughter of.....

do hereby solemnly declare that:

a. I was last employed in.....(Name and full address of the establishment) and left service.....19.....

b. * I was a member of.....Provident Fund

* and also of the family pension fund from.....to

* but not

and my account number(s) was/were...../...../.....

c. * I have/have not withdrawn the benefit accruing from the Family Pension Fund.

d. * I have never been a member of any Provident Fund nor Family Pension Fund

Signature of *right/left hand thumb impression of the employee

Dated: .....

---

* Strike out whichever is not applicable

NB: The principal employer should have it filled up also in respect of employees to be employed by or through contractor.

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ANNEXURE Q

THE EMPLOYEES' FAMILY PENSION SCHEME, 1971

Form to be used by the authorised member of the family under 29, 31 and 31 A of the Employees Family Pension Scheme, 1971 for claiming Pension and Life Assurance benefits.

To

The Regional Provident Fund Commission,

.....

(Through the employer under whom he /she was last employed)

I regret to inform you that Shri/Smt..... Account No. .....

Son/ Widow/ Widower/ Daughter of Shri .....died on the.....19.

Widow

_____

Widower

I being the .....of the deceased member apply for payment of the Family Pension Guardian of Son/daughter and Life Assurance benefits from the Family Pension Fund to which the deceased member had been contributing. My other particulars are furnished below:

Name & Address	Sex	Age or year of birth	Marital status	Relationship with the deceased	Remarks
					Two copies of my passport size photograph taken recently and duly attested are enclosed herewith.

(2) The particulars in respect of the deceased member are given below:-

i. Name and address of the deceased member.....

ii. Father's /Husband's name.....

iii. Date of death.....

(copy of death certificate to be attached)

iv. Last employed in.....

v. Account Number.....

vi. Date and year of enrolment as member.....

(3) Description roll of Shri/Smt.....

i. *Date of birth (by Christian era)*.....]

ii. Height.....

iii. Personal marks, if any , on hand/face/body.....

iv. Let hand thumb and finger impression:

Small Finger	Ring Finger	Middle Finger	Index Finger	Thumb
**	**	**	**	**

Contd.....

5. Address to which payment is to be remitted
6. *Mode of remittance; whether*
   i. Postal money order at payee's cost:

OR ii. Crossed cheque sent through post;

OR *iii.* Deposit in Postal Saving Bank (A/c NO.....in the.....Post Office (Passbook enclosed)

7. Documents to be produced:
   i. Guardianship certificate in case of claim preferred by a guardian;
   ii. Death Certificate.

I certify that the above particulars are correct and true to the best of my knowledge and belief.

Date.....19 *Signature or * Left/right hand* **Thumb impression of the applicant**

(Enclosed: 2 passport size photographs)

**(Left thumb impression in the case of male member and right thumb impression the case of female member).*

(To be certified by employer only in such cases where the forms are routed through the employer)

Forwarded duly verified

i. *I certify that the above has been signed/ thumb impressed before me by* Shri/Smt.....widow/widower/Guardian of son/ Daughter of Shri.....formerly employed in.....

ii. I further certify on the basis of the records maintained in my establishment and the remitttance made to the Family Pension Contribution Account (FPF Account NO.10) that the contributions to the Family Pension Contribution account were remitted in respect of Shri /Smt..... For a minimum period of two years from the date of enrolment of the member to the Family Pension Scheme.

Signature of the employer or his authorised officer

***Designation*_____**

Code No.of the Establishment_____.

Dated_____ **Office Stamp / Seal.....**

Note: (I) May be attested with official seal and date by any of the following officials in case the form is not completed in the presence of the employer:

i. Magistrate, or

ii. Gazetted Officer; or

iii. Any other officer notified as duly approved by the competent authority from time to time.

Note: (II) The claim form will have to be attested invariably by the employer himself. Only where the establishment is closed down and the employer is unable to attest the form, the attestation could be got from other than the employer in Note (i) above.

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ANNEXURE R

THE EMPLOYEES' FAMILY PENSION SCHEME, 1971

(PARAS 32 AND 34B)

Form to be used by a member for claiming the retirement benefit and Withdrawal benefit from Family Pension Fund	FOR OFFICE USE ONLY Claim admitted and payment authorised on ..... vide D.S.P. Item No..... Auditor H.C. A.O.

To

The Regional Provident Fund Commissioner
(Through: The employer under whom he/she was last employed_

I hereby request you to pay me the retirement/withdrawal benefit due to me under Para 32/34B of the Employees' Family Pension Scheme, 1971.

1.	Name (in block letters)	
2.	Father's Name (or husband's name)	
3.	Name and address of Estts, in which the member was last employed.	
4.	Whether the member was an exempted or un exempted employee.	
5.	Account No.	
6.	i. Ground on which the request for withdrawal is made. ii. Date of leaving service.	
7.	Mode of remittance and address to which to be remitted. a. full address (in block letters) b. Remittance by:	
	i. MO at payee's cost	
	ii. Crossed cheque through post*	
	iii. Deposit in postal saving bank in PO A/c No.....(Pass book enclosed)	
NOTE: If payment is required by cheque, advance .stamped receipt may be attached.		
8.	Particulars of last contribution made i.e. amount and month/year.	

I certify that the particulars given above are correct and true to the best of my knowledge.

Signature or *Left/right hand thumb Impression of the member.

Contd. —

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ANNEXURE R (Contd.)

* *Right thumb impression in the case of female and left thumb impression in case of male member.*

Forwarded duly verified. Certified the above has been signed / thumb impressed before me by Shri/Smt. ..... Formerly employed in .....
.....

Date : .....

Signature of the employer or
His authorised officer

Designation .....

Code No. of the Establishment .....

Office Stamp / Seal .....

May be attested official seal and date by any of the following officials in case the form is not completed in the presence of the employer :-

1. Magistrate, or
2. A Gazetted Officer or
3. Post / Sub-Post Master, or
4. President of a village Panchayat, or
5. President of a village union, or
6. Chairman / Secretary / Member of the Municipal / District of Local board, or
7. Member of Parliament or Legislative Assembly, or
8. Member of the C.B.T. / Regional Committee, or
9. Any other Officer notified as approved by the Commissioner.

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ANNEXURE S

REGISTERED A.D.

THE FOOD CORPORATION OF INDIA

No..... Dated.....

To

The Dy. Manager (GPF)
The Food Corporation of India
16-20 Barakhamba Lane
New Delhi 110001

Sub: Advice of credit under "0.405-Inter Officer GPF A/c" in respect of GPF balances received from Pay and Accounts Offices.

A credit of Rs.....(Rupees.....) has been classified in the books of this office in the accounts for the month of.....19..... under 0.405 Inter Officer General Provident Fund Accounts. "The amount represents GPF balances received from the Pay and Accounts Offices as per details given below:-

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S.No	Name of the Pay & A/cs Office	Name of the employee	Old A/c No. in P& AO	New A/c No. allotted in FCI	Amount of the balance received.

TOTAL RS.....

Yours faithfully,

Disbursing Officer

ANNEXURE T

NAME OF THE OFFICE .....

Food Corporation of India

Schedule of recoveries of General Provident Fund Subscriptions etc. from Salary for the month of ..... 19.....

Sl. No.	Name and Designation	GPF A/C No.	Pay	Subscription		Total	Remarks
				Amount	Installment		
1	2	3	4	5	6	7	8

Grand Total .....

G. Total of Col. 7 included in IOGPF Credit advice No. ..... dt ..... for Rs. .....

.....

Disbursing Officer

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ANNEXURE U

Dated .....

FOOD CORPORATION OF INDIA

..... Office .....

Register of advances / withdrawals paid from GPF

Sl. No.	Name & Designation	GPF A/C No.	Sanction Letter No. & Date	Amount of advance/ withdrawal	Mode of recovery (in case of advance)	Payment Made vide BE Vr. No. & date	Signature of the Dis bursing Officer

.....

Total for the Month.....

Progressive year's total uptodate.....

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ANNEXURE V

Name of the Office .....

FOOD CORPORATION OF INDIA

Schedule of advances / withdrawals from general Provident Fund paid during the month of..... 19 .....

Register of advances / withdrawals paid from GPF

Sl. No.	Name & Designation	GPF A/C No.	Amount of advance/ withdrawal	Mode of recovery (in case of advance)	No. & date of the letter sanctioning advance/withdrawal
				Grand total	

Grand Total of Col. 4 included I.O.G.P.F. Debit advice No. ..... Dated ..... for Rs. .....

.....

Disbursing Officer

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ANNEXURE W
REGISTERED A.D.

FOOD CORPORATION OF INDIA

No..... Date.....

To

The Dy. Manager (GPF)
Food Corporation of India
16-20 Barakhamba Lane
New Delhi 110001

Sub: Advice of Debit/Credit under "0.405 Inter Office General Provident Fund Account"

1. A Debit/Credit of Rs.....(Rs.....) has been classified in the books of this office in the accounts for the month of.....19..... under "0.40 inter office GPF account". The amount represents advances/withdrawals vide particulars given in the enclosed schedule. Subscriptions/refund of advances.

2. The progressive total Debit/Credit (including the aforesaid amount) under "0.405 IOGPF Account appeared debit in this book of this office during the currency year comes to Rs.....(Rupees.....)

3. The enclosed copy of this advice may please be returned recording your acceptance of debit/credit therein.

Yours faithfully,.

Disbursing Officer

Returned, duly accepted. The progressive total debit/credit indicated in para 2 above is confirmed/ found to be incorrect for the following reasons:

1.

2.

3.

Assistant General Manager (GPF)

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