

CONTRIBUTORY PROVIDENT FUND REGULATION MANUAL ON PROVIDENT FUND ACCOUNT

MANUAL ON PROVIDENT FUND ACCOUNTS AND OTHER ALLIED SCHEMES FOOD CORPORATION OF INDIA FINANCE DIVISION (CPF-GPF WING) JULY, 2006 Page No. CONTENTS

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31. TITLE Short title, commencement and application Definitions Constitution of the Fund Assets of the Fund Board of Trustees Term of Office Resignation and Cessation of Disqualification for Trusteeship Meetings Quorum Minutes of the meetings Fees and Allowances Membership of the Fund Trustee and Removal Agreement to be executed by members Rates of subscription and contribution Realization of Subscriptions Administration of Fund, Accounts and Audit Interest Member's Accounts Nominations Advances from the Fund Recovery of Advances Withdrawal Conversion of an advance into a Final withdrawals Of accumulations Procedure on death of member Deductions Manner Of payment Of amount in Delegation of Interpretation Winding up Annexure I Annexure 11 Annexure B to W withdrawal in the fund the fund Page No. 19 20 21 21 21 23 23 23 23 24 24 25 25 25 26 27 28 28 32 32 36 38 39-77 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 11, 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 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. 1 CHAPTER U CONTRIBUTORY PROVIDENT FUND Membership: 1. 2. 3. 4. ii, The membership of FCI CPF and operation of the Fund are governed by the FCI CPF Regulations, 1967 which are reproduced at Annexure 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 Fund from the date of re-employment. Admission CPF: As soon as an becomes eligible to be admitted as a member of CPF, details in respect of such employee will be furnished in Annexure to the Head Office (respective Zonal Office in the case of departmental labour) Cat 'J, J', JV 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 to send a composite form every month in respect Of all the 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 salary Control Register and Service Record. 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 -att- respects, for the case Of Departmental labour) Cat 11, III, IV officers/officials. Nomination: i. The nomination made in accordance with Rule 20 of the CPF 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. b. c. d. 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". The nominee's name, relationship and age must be given in the space provided therefore. The share of accumulations payable to each of the indicated in the relevant column. In the case of a widow or widower having no children, indicated against item No. 9 of the nomination form. 2 nominees the fact must be All corrections/cuttings in the nomination form should be duly attested under full signature of the member, 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. Recovery of Subscriptions and payment Of contribution: 5. e. ii. iii. i. ii. iii. 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 and six in the case Of others, The amount of each installment of arrear subscription should not, nominally, exceed the amount of regular and, for that purpose, the recovery may be affected, with the approval of the Board of Trustees, in installment in excess of the number above. The Corporation's contribution, together With interest should be paid simultaneously 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 Of retirement benefits by which the pay has been reduced in pursuance of the orders regarding fixation of pay of re-employed persons. 'No subscription will be deducted while the member under Suspension. or CPF amounts and monthly contribution: in order ensure that the contributions of the CPF are received into the Fund in time, the procedure for obtaining the contribution was changed from 1st December, 1980. 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 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. 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 11, III, IV the relevant CPF schedule within Seven days after making such deductions. While filing in the schedule, which is to be drawn up in quadruplicate-the first type Circular No. EP. dated 08.10.2003. 3 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. Provisions regarding Food Transferees: ii. iii. iv. v. vi. 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 SeMion) in respect to Food Transferees to be admitted to CPF. These statements should give, besides the information contemplated in the form at Annexure the previous GPF 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. The CPF No. allotted to a Food besides being communicated to the respective Head of office, will also be intimated to the Pay & Accounts Officer, maintaining the previous GPF No with request to transfer the balance at credit in the official's GPF No with him to the Trustees, FCI CPF, for credit to the members CPF No in the Corporation. The Government's contribution, together with interest thereon towards CPF in respect of past service rendered by these transferees under the Government have to be credited to their CPF No in the FCI. Necessary remittance in this regard, as and when received from the unit offices, should be credited to the respective accounts. 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 compulsory for the corresponding period towards CPF, and shortfall, if any, will be recovered in easy installments, not exceeding twenty, at the discretion of 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 No. 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 employees contribution will the employers 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: 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), ex-officio 4

9. Trustees or the Fund in the case of Departmental labour and Cat 11.1.10.86. the Executive Directors (Zones) of Eastern, Southern and However w.e.f. West Zone has also been delegated with powers to sanction Temporary Advances to regular employees working in their respective Zone, 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. Application for advance: A desiring a temporary advance from his Fund will submit to his Head of Office an application in the prescribed form as at Annexure While forwarding the application to Head Office/Zonal office, it should be ensured, besides other things, a. b. c. d e. f. The entries in col. 1 to 5 & 8 of the application form have been verified, and a certificate to that effect duly on the application. Made in Col. 7 of the application on the body of the application itself. The date of ceremony etc. is duly against Col. 9(b) (ii) of the application. In case the advance is required for medical treatment, the name of the disease, duration the treatment as well as the total expenditure likely to be incurred are indicated, and, wherever possible, the is supported by a certificate from the Practitioner. No previous advance, together with interest thereon is outstanding. The payment of the advance, if sanctioned, is likely to be received by the member well before occurrence of event for which the advance has been for. NB: ii. The *Head of Office in relation to a member applying for advance will be latter's Controlling Officer for purpose of 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 Controlling Officer. in which case the question of a specific recommendation from the superior authority will not arise. As the authority competent to

recommend the advance has satisfy himself not only about the justification for amount of advance applied for but also regarding the admissibility of the Claim and Correctness of other particulars given in the application relevant the same, the following should be in respect Of application from members voting in Head Office - b. To facilitate the requisite verification by the recommending authority, the application should be accompanied by the latest Pay Statement and latest accounts slip of CPF of the applicant: TO 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 This reference may be 5 c. obviated if the Pay Statement specifies the number of installments recovered and also indicates collection of interest. 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 (or withdrawal or conversion of advance into withdrawal : IO. 11. 12. a. b. An application for withdrawal or conversion Of Regulation 23 and Regulation 24 respectively should be submitted in the prescribed Form with supporting documents. application. advance into withdrawal under of the FCI, CPF Regulations [as per Annexure E along 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 IO be furnished for 23. The provisions of Para g in regard to the scrutiny by apply mutatis-mutandis to applications for withdrawal and into a withdrawal. utilization Of advance/withdrawal: withdrawal under Regulation the Controlling Officer will @conversion Of an advance 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. 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. b. c, A formal application for final payment Of the 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 legal heir. if the ex. member leaves no family. If the ex-member, 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. 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, inter alia i, The name & designation of the ex-member. 6 The The The Full sent date of joining the FCI_ date of admission to CPF. CPF A/c No. particulars of the last recovery of CPF made from the official's salary and to Trustees, FCI Contributory Provident Fund. (i.e. the month. Demand vii. viii. Draw Cheque No. and date and the amount etc.) The members total contribution up to the date of cessation of membership. if available. Whether the official had resigned from FCI to take up a job elsewhere, and, if so, the name of the present employer. Whether the balance is transferable to the new employer. The mode Of payment and the nearest branch of the State Bank of India on which payment is desired. d. f. 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. 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 pending claims Of the are required to be deducted from his/her CPF balance. the exact amount and nature thereof should be indicated. Except in case of death, and other cases where the accumulated balance of CPF with FCI is to be transferred to the of the ex-member, the particulars of taxable 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. Deduction: a.g In pursuance of the provisions of Regulation 27 Of Managing Director has prescribed the following corporation's share of contribution and i resigns his employment under the Length of Service

Less than three years Between three & four y Between four & five years in ve I CPF Regulations, the ed scale for deduction Of where a member years of the commencement Corporation's share of contribution and interest t weon to be deducted 75% 25% Under instructions from the Regional Provident Fund Commissioner, the accumu!ated 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 14. 15. 16. 17. b. NB: ii. the ex-member in the corporation. The forfeiture of Corporation's contribution i the Corporation will be restricted t (including interest thereon) for the two preceding years. ar es Of of i.e. the dismissal from the service of the Corporation's contribution year of dismissal, and that of The year in this context means financial year. Before taking a decision in to the amount to be deducted, the ex-member be called upon by notice in writing to show cause why the deduction should not made. The representation made by the ex-member in response to this notice submitted to the competent authority• for a decision. will be be Intlmatlon of anel payment to Pereonnel DM8ion: The F.C.I. (Death cum Retirement Gratuity) Regulations, 1967, provide, vide 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. Investment of CP Fund: The CPF accumulations have to be invæted in Government Securitiss, 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 cl\$e liaison with the Section maintaining cash book. The sevitiß/Pass Books will be kept in safe custody with a responsible officer. As and when an investrment is made, a suitable note thereof indicating, interalia, particulars of the relevant security etc. will be kept in a register to bé maintained the purpose. The realization Of interest on different types Of securities/deposits will noted in the relevant folios (earmarked month wise) for the month in which interest falls due. Watch on remittances due from different Untu: the for be the 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 nan-receipt Of the CPF schedules by the 15th from any Unit, the matter will be reported to the concerned ED (ZonesYGM (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 Amended Vide notification No. 41-1/85-E.P. dt. 10.02.89 8 CPF schedule was received belatedly i.e. Maintenance of Accounts In Headquarters: atter the 1 Sth. 18. 19. ii. iii. NB: iv. The CPF wing of Headquarters will assessiestimate 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. On receipt of the monthly CPF schedulæ 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. 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 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 (In respect of Departmental labour. whose CPF NCS are maintained by the respective Zonal Offices, only Danand Drafts Will be received for to the NCS Of the Trustees). 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 wtl the total amount of tie supporting schedule. this Sec*ion will pass on the r«naining two copies Of the schedule to Family Pension Section. The Family Pension Section will check these schedules with reference to their own remrds with a to ensuring that Of subscription and contribution towards Family Pension duly indiaæted therein against every subscriber who is by the Scherne. Where necessary, the F.P. Section will effect Ørrections in each Of the Wo copies of the schedule. and

pass on one Of the corrected copies (i.e. triplicate) to CPF Section, retaining the duplicate for posting their broadsheets. Maintenance of Individual Account: 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 month, and the monthly totals reconciled with the amounts of Vouchers etc. After the close Of the financial year, the entries in the broadsheets and the individual ledger account be completed by inclusion of the amount of interest accruing for the year to each subscriber. It will have to be ensured that in each individual case. One copy Of the individual which will constitute annual Net 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 Net 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. 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 individual's 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. 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 cheque 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 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. Submission of Returns and payment of Inspection charges to RPFC: The concerned CPF Section in Head Office Will compile the prescribed monthly returns 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 Finance 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: 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 in 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 1.3.71 are compulsorily brought under the Scheme. Out of the employees as were already of 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 categories of employees will not, however, be covered by the Family Pension Scheme irrespective of the date Of their joining the Contributory Fund:- Persons re-employed in the Corporation after attaining the age Of superannuation 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 29.11.76, 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/- 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 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 dates.

Declaration and Nomination: 3

4. Every person who is entitled to become a member of the Family Fund is required to be asked forthwith by his employer to furnish the particulars of himself and his family in the prescribed form as at Annexure I. The information by the Head of Offices in the form as at Annex. I will be duly forwarded

by than the Head Office. Returns to be submitted 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 employ 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 at Annexure 'J' and Annexure 'K' respectively for transmission to the Regional Provident Fund Commissioner. 11 6. 7. 8. 9. IO

11. 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. The 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 Both the cards and the statement will be prepared by Head Office and submitted to the Regional Provident Fund Commissioner. Under the scheme, an employer is required, before taking any person into employment, to obtain in writing from that person, information as to whether or not he is a member of the Family Pension Fund, and if he is, his account number, name, and particulars of the last employer etc. This information will be obtained in the form at Annexure P. 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. Every Head of Office will ensure that the forms either as at Annex. 'P' or at Annex T, as the case may be, is obtained and sent to Head Office for transmission to the Regional Provident Fund Commissioner. The authorised members of the family entitled to claim Family Pension-cum-Life Assurance benefits under the Scheme will 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. A member of the Family Scheme claiming retirement benefit or withdrawal benefit under Family Scheme will, make an application to the Provident Fund Commissioner in the form 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 scrupulously followed before forwarding the applications to the Head Office for transmission to the Regional Provident Fund Commissioner. 12 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 whose services have been finally transferred to the FCI from the erstwhile Regional (Food) 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. 2. As soon as the requisite option is given, the Head Office has to send to the Head Office (GPF Section) full particulars of employee; including the option indicating, initially, the old GPF No. maintained by the concerned Account; once, the name and location of the Pay & Accounts once, and also the S.NO. & NO. and date of Gazette Notification in which final transfer of the official to the Corporation — notified, so as to facilitate allotment of new GPF Nos. to be maintained in the books of FCI. The Head Office (GPF Section) will, on allotment of new Nos., communicate the same to the concerned Head of Office, advice to the pay & Accounts once where the old accounts of the concerned were maintained. Simultaneously, the Pay & Accounts Xce would be requested by the Head Office & Disbursing Officer to transfer the balance standing in the name of the employee in old GPF No. to the concerned office of the FCI by Cheque or Demand Draft. or Fund & Account No. 3

4. The broad types of transactions involved in the operation of GP Fund are as a.b. d. e. from various Pay & Accounts Chces by way of transfer of GPF balance of the employees concerned in the accounts with the office Subscriptions to the GPF from the members concerned Refunds of advances realized from the members. Advances drawn by the members from the GPF from time to time. Withdrawals made by the

members from the Fund. While requesting the Pay & Accounts Office to transfer the existing balance in the old GPF the Head & Disbursing Officer will also call for a detailed statement from such office. On receipt of the Demand Draft vide which the balances are transferred to the FCI. On receipt of the 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. 6. 7

8. Recoveries on units from the subscribers Fund Account. Recoveries in triplicate, account of refunds of advances will generally be made by the accounting salary of subscribers. These recoveries as also cash realisations, if any, from on this account will be classified under "0.405-Inter Office General Provident Details of such recoveries will be enumerated in "Schedule of GPF the form provided at Annexure T. These schedules will Advances paid and withdrawals allowed by the accounting units against competent will be also be classified under "0.405-Inter Office GPF Account". Advances and withdrawals will be maintained in a register on a monthly basis Annexure 'U'. At end of each month entries in this register will be prepared in the form of Details of such in this form as transcribed in a schedule of advances and withdrawals a form of which is provided at Annexure. These schedules be prepared in triplicate. The monthly schedules in respect of recoveries on account of subscriptions refunds of advances as also payments 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 and debit. The advices and schedules be sent to Head Office in duplicate. Duplicate copies of the advice will be returned to the accounting unit concerned after recording acceptance thereof. So far as 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 unit retain, as Office copies, the third copy of advice schedules. With a view to facilitating reconciliation of the amounts booked under 'Inter Office GPF Accounts', the advice shown Annexure 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 non-receipt/non-dispatch of any advice, the accounting unit will maintain separate chronological record of the debit advices and credit advice issued by them and accord numbers in the same order with "Name of the or "Name Of the Office 'Credit' as a these records maintained by the accounting units will indicate, besides the amount of part of the progressive total -as explained. In the Head Office, two separate Inter-Office GPF Ledgers will be maintained, one for credit advices and the other for debit advice. Separate pages will be allotted to the respective accounting units. Particulars of each advice 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 Office will post the broad-sheets (Annexure individual ledger accounts (Annexure Y) to from different units the GPF Sections in Head 'X'), which will be maintained office-wise, and the be maintained in Chronological order of GPF A/C Nos. The broad-sheets will be closed every month and reconciled with the credit debit advice 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 per the individual ledger account is duly tallied with the closing balance as struck in the broad-sheet in each individual case. Issuance of annual Statements: 10. An account slip in the form at Annexure 'Z' will be supplied by GPF in Head Office to each subscriber, through his respective Head of Office, as soon as possible after the close of the year. It will devolve on the subscriber to point out discrepancies, if any, in the account slip, through his Drawing and Disbursing to Head Office (GPF Section) for rectification. The Head of Office while 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 of Interest In account: 11

12. After 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 (payable) GPF balance debit 5.132-GP.F.-Cr.dtt A journal entry in this regard will be prepared immediately after the year is over, and passed on for incorporation in the accounts. 15 by to the GPF Section in Head Office the Head Office Compilation Section Competent authorities for granting advances I withdrawals: 13. The power to grant temporary advances withdrawals to the employees' vests in the authorities as indicated in the table below.- S. No. Category 11 III & IV 2. Office District office/ Regional Office/ Modern Rice Mills Port Operations Zonal Office Head Office' Training Institute/PID Office Authority competent to grant ordinary advances General Manager (Regions) / Deputy General Manager Deputy Deputy Deputy (Regions) General Manager (PO) General Manager (Admn.) General Manager (Estt.) various categories of Advance for special reason/withdrawals/ final Withdrawal General Manager (Zone) General Manager (Zone) General Manager (Zone) Executive Director (Personnel) Managing Director Executive Director (Personnel) Sanction of advance / withdrawal: 14. 15

16. Every Officer I Official forwarding an for sanction of advance / withdrawal indicate the position of the balance amount standing to the credit of the applicant the date of application.The authority competent to sanction advance I withdrawal satisfy himself about the correctness of the position of the credit balance available account Of the employee on the date of sanction before according the sanction. should as on should in the Fine: withdrawal from the GPF should be ordered only after obtaining a certificate regarding the balance tying at credit of the employee from the JM (GPF) in Head Office. 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. 16 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. 17 ANNEXURE -A THE FOOD CORPORATION OF INDIA CONTRIBUTORY PROVIDENT FUND REGULATIONS [This edition includes the as published in Part Section 4 of the Gazette of India 27.05.1967 and subsequent ten amendments issued from time to time up to IO* February, 1989] (Amended up to July, 2006) 18 THE FOOD CORPORATION OF INDIA CONTRIBUTORY PROVIDENT FUND REGULATIONS No. - 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) REGULATIONS 1967". 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 day of April, 1965.REGULATION 1 (3). (3) 4. They shall apply: ii. iii. iv. v. vi. to an employees sub-clause (a) of (Staff Regulations, to all employees (b) of clause 1 Regulations, 1971 j Government; of the Corporation regularly appointed to its service under clause (1) of Regulation 7 of the Food Corporation of India 1971; of the Corporation appointed to its service under sub-clause Of Regulation 7 Of the Food Corporation of India (Staff) other than those who opt for the pensionary benefits of 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; to the departmental workers engaged in the service of the Corporation; and to such employees of the Corporation as were appointed on temporary/casual basis, but have actually worked for not less than [60 days during a period Of 3 months or less] and w.e.f 01.05.1995 from the date of joining the 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. 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 employee on deputation to the Corporation who is entitled to any pensionary benefits under the rule Of the Central State Notification No. 82 dated 12.07.2000 issued from file No. EP 4(1)2000. (240 working days during a period of 12 months less prior to 1.8.74, during a period Of 6 months or the from 14.8.74 to 5.7.1988) 19 or 20 days

2. Definitions: (a) (b) (d) (f) 2. 'Act' means the Food Corporations Act, 1954. (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 CCAJ but does not include any other allowance to which the employee may be entitled" means the Board of Trustees constituted under these Regulations. 'Contribution' means any contribution payable by the Corporation as an employer in respect of a member under these Regulations. 'Corporation' means the Food Corporation of India established under Section 3 Of the Family' means:- 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 members family in matters to which these Regulations relate unless the member Subsequently intimates in writing to the Board that she shall continue to be so regarded. in the case Of a female member, the husband and children of the member, her dependent parents, her husband dependent parent 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 Board expresses his 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. 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. Excluded w.e.f. 1.6.76 in respect Of employees other than port and godown workers. Amended vide notification No. 62 dt. 20.2.92 circulated vide no. dated 05.04.92 effective from 20.02-92. 20 (i) (j) (m) (n) 'Member' means an employee of become a member of the Fund. 'President means the President of 'Secretary' means the Secretary to 'Subscription' means a subscription 'Trustee' means a member of the 'Year' means the. Financial year the Corporation who is required or is entitled to the Board. the Board. to the Fund made by a member. Board Of Trustees. of the Corporation beginning on the 1st day Of 3. 4

5. Constitution of the Fund: (1) (2) (3) The Corporation shall constitute a fund to be called the Food Corporation of India, Contributory Provident Fund. The Fund shall be maintained in rupees subject to these Regulations. The shall constitute an trust for the benefit of the members thereof, Agent of the Fund: The Fund shall consist of:- (a) (b) (c) (d) Contribution to be made by the Corporation and subscriptions to be made by members in terms of these Regulations; Interest which may accrue on such contributions and subscriptions; Balance transferred from any Other Provident Fund where transfers are authorised by the Managing Director; Moneys lapsed to the Fund in accordance with the provisions of Regulation 26 or sub-regulation (2) of Regulation 27. Other receipt (including donations from the Corporation) if any. 'Board of Trustees: (1) "The Fund established these Regulations shall be administered by a Board Of Trustees consisting of the following members; namely:- ii. Note: iii. Note: The " Executive Director (Finance) of the Corporation. who will be the ex-officio President An Officer dealing with the Establishment/Personnel matters nominated by the Managing Director will be an ex-officio Trustee. Officer so nominated would not be lower than the rank Of a General Manager. An Officer Of the Finance Division nominated by the Executive Director (Finance), who will be an ex-officio Trustee. Officer so would not be lower than rank Of a General Manager. 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. 21 vi.

Five Executive Director -of the Corporation posted at Bombay. Calcutta. Madras, Guwahati and New Delhi, who will be ex-officio Trustees. Five representatives of the officers/officials Of the Corporation to be nominated by the Managing Director from amongst the members of the Fund. Three representatives Of Departmental Workers to be nominated by the Managing Director from amongst the members of the Fund. (2) Note: Every nomination of a representative of officials/Departmental workers shall be notified in the Official 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 meetinß 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. 7

8. Term Of once: (1) (2) (3) Every Trustee other than an ox-officio shall, subject to these regulations hold office for a period of two years commercing from the date on which his nomination in notified in the official Gazette; Where any casual vacanW occurs in the office of a Trustee (other than an exofficio Trustee) the Managing Director may nominate a member of the Fund as Trustæ to fill such vacancy and any Trustee so nominated shall hold office for the un-expired term of office of tle Trustee in *rose Place he iS nominated; An out-going Trustee shall be eligible for re-nomination. Resignation and cessatJon of (1) (2) Trustee other than an ex-officio Trustee may resign his office by a letter addressed to the Managing Director and his office shall bemrne vacant from the date on Which the resignation is accepted by the Managing Direäor. 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 on an application made by such Trustee in this behalf restore a Trustee to his office if it iS satisfied that there reasonable grounds for the absence. Disqualifications for Trusteeship •nd Removal: (I) A person shall be disqualified for. being a Trustee, under ætægory (d) of clause (I) of Regulation 5. ii. iii. iv. If he is declared to be of unsound mind by a cornpetent Court; If he is an insolvent: If he has been convicted of an offence invdving moral turpitude; If he Ceases to be an employee of the Corporation. or if he ceases, for any reason, to be member of the Fund. Amended vide notification No. 66 dated 17.01.92 effective from (7.11.92 issued frotti file No. EP 41-2/87. 22 (3) 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. 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. 10

11. Meetings: 1.2. 3, The Board shalt 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. 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. The President shall preside at every meeting Of Board. In his absence, the Trustees shall elect one of the mernbers present to preside the meeting and the person so elected shall have all the powers of the President at such meeting. Quorum: 2

3. No business shall be transacted at a meeting of Board unless at least Five Trustees are present, of whom at least two shall be from among the representative- members. If at any meeting a quorum is not present, the President shall adjourn tie meeting infoming the Trustees of the time and place of the adjourned meeting and it shall there upon be lawful to dispæe Of the business at such adjourned meeting irrespective Of the nurnber of Trusteæ thereat Every question considered at a meeting Of tie Board shall dedded by a majority of votes of Trustees present and voting, and in tie event of an equaliW of votes the President shall have and shall exercise a second or casting vote. Minutes of meeting: The minutes of the meeting of the Board shall be kept by the Secretary. On the confirmation of sudl with or without modifications. at the next meeting of the Board. the minutes so confirmed shall be remrdrd in the minute book and signed by tre Præident and the minutes sc recorded and signed shall be the proof of the correctness thereof; F•ø• and Allowances: 2. All expensæ relating to the administration of the Fund induding the pay and allowances Of the staff appointed for the purpose of administering the Fund Shail be

borne by the Corporation and shall not be charged to the Fund. The grant Of travelling allowances to a Trustee in respect Of journey performed by 23 13. 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 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 and required to become a member Of the Fund from the beginning of the month following that in which twshe has completed' (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 Shan 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 a mamber of the Fund with effect from the date of hismer appointment/absorption in tie service of the Corporation.EXPLANATION : '(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-I 14. Agreement to be executed by Members: Every employee on becoming mgnber Of the Fund shall execute an agreement in the following form:- I hereby dedare that I have read and undersbod the Food Corporation of India (Contributory Provident Regulations. 1967 and I hereby undertake to subscribe Fund and agree to be bound by the said Regulation. Witness—Signature in Full— Name— IS. Designation— R•t•• of •ub•cripUon •nd cormbutlon: (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 •dually worked for not less than 120 days during the period of 6 months or fcy the period from 1.8.74 to 5.7.1988]. 18.2000. and from date Of joining on his I her apointrwlt in the corporation w.e.f. 1.5.95 Sundays. dosed hdidays & holidays are not to be taken into account for the purpose of cmtaining 240 working days for cornpuing of membership. Authorised leave is, however, to be prior to 1-8-74. 24 (2) (3) (4) Every member shall Subscribe to the fund each month at the rate ofl 8.33%. 10% w.e.f. 01.06.89, (12 percent) 22.09.972 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. 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 whm tie amount of subscriptim is so reduced it Shall not be læs than 833 per cent Of the pay earned by him for the month. The Corporation Shall contribute to the fund an amount equal 12% per cent of the pay earned by manber during the month as the ernployers contribution. The subscription and contribution shall be rounded off to the next higher rupee. 16. 17. 18. 2 of When pay is drawn by a member from the Corpntion recovery of on account of such pay and of prindpal and tie interest of any advance shall be made from the pay iBelf. Adnrur•øon of Fund. Accounts •nd Audit (1) (2) (3) (4) (5) The total amounts as the employees contributions and towards the employees' subscriptions to the Fund shan be credited to respective æounts. All amounts lapsed to tie Fund and net profits or losses, if any. from me sale, Of the investnents, shall be transferred to the Acmunf. All interests, rent and any other income æerued or realized, as the æese may be. shall be gedited to an to be called me 'Interst Income Account. All moneys to tie Fund shall be deposited in the Reserve Bank or tte State Bank Of India Shall be inveted in Gm«nnrent Securities. The Accountb Of the Fund Shail be audited the Authority auditing the of Corporatim. The Board Shan as as possible aft« the expiry Of ev«y year- i. Determine and 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 memW ot me Fl.nd•, prepare an Of the total int««St and received on the invetmmts of tie Fund during that year; and [Prbr to 1.1.79, the rate of subsaaption & contribuüon was @ 8 percent). vide notification No. 82 daWd 12.72000 issued from tte file No. EP-41(IV2000. Amended w.e.f. 14.93 vide mtificaion no. 72 dated 17.1.95 issued from file no. EP 41-2187 25 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 ot each month in the course Of the year •PROVIDED THAT in the case Of a mernber 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. i. Members Accounts: 19. 20. (1) (2) (3) (4) 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 office or any other offices of the Corporation as may be decided by soon as may be after the Close Of the year every member Shall be supplied with a statement of Accounts in duplicate showing therein the opening balance for year of subscriptions and contributions to the credit Of his account including interest thereon, the amount of subscriptions and contributions for the year, the interest to his account for the year and the total amount Of subscriptions and contributions including interest thereon to his credit at the end of the year. Every member shall return the duplicate copy of the statement of his duly signed by him after satisfying himself as to the correctness of the entries made therein, not later than months from date Of the year. An abstract for the year of the individual of each member in whom a return is required to be furnished under the Income Tax Rules, be furnished to Income-tax Officer concerned in form and within as may be required by provisions of said Rules. 1962 shall such dates Nomination: 0) (2) 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 the right to receive the amount which may stand to his credit in Fund in event of death before that amount has become payable or having become payable has not been actually paid. Provided that if at the time of nomination the member has family, the nomination shall not be in favor of any person or persons other than the members Of his family. Where the nomination is in favor of a minor, member may, for the purpose Of these regulations, appoint a major person Of his family, as defined in Regulation 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 52 and the guardian so If there is no major in the family, the member may at his discretion any other person to be a guardian a minor If a member nominates more than one sub-regulation (1), he shall in the nomination the amount of share payable to each of the nominee in As Amended vide notification No. IS-6179-E.P. Dt. 21.4.1983, Amended w.e.f. 1.4.93 vide notification no. 72 17.1.95 As Amended vide notification NO. 82 dated 12.7.2000 issued 26 Effective from 7.5.1983. issued from file No. EP41-2/87 from file No. EP (3) (4) (5) (6) (7) such manner as to cover the whole of the amount which may stand to his credit in the Fund at any time. A member may at any time 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 of this Regulation (in the form set out in Annexure-II). A member may provide in a nomination (a) (b) (c) 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. 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 of the proviso sub-clause (B) shall That the nomination shall become invalid in the event Of the happening Of a contingency specified then. Provided that if at the time of making the nomination has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family. 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 Secretary a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provision of regulation. Every nomination made, every notice of given, by a member shall be to the in charge of CPF A/C (not below the rank of AGM at Hqs of Zonal Office, as the case may be and to the extent that it is valid. take the date on which it is by the in charge Of CPF A/C (not below the rank of AGM at Hqs or Zonal Office, as the case may be. as otherwise in Regulation no employee shall assign or create a charge upon his beneficial interest in the Fund

21. Advance from Fund: (1) The Board may sanction the payment to any member of an advance for any of purposes specified in Col.2 of the statement below up to the limit and subject to special if any, out in col. 3 col. 4 respectively. -As amended vide notification No. 72 dated 17.1.1995 issued from file No. EP41-2/87 27 SL No. 2. 3. 4 Purpose 2 TO pay for the cost of passage to a place out of India of an employee or any member of his TO pay obligatory expenses on a scale appropriate to the status which by customary usage the member has to incur in connection with limit up to which advance may be sanctioned 3 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. a. b. To The marriage Of himself or of his children or of any other person

a person actually dependent on him. Other Ceremonies attended with himself or of his children or of any other person actually dependent upon him or in connection with funeral of his parents, or of any other dependent on pay any expenses in a. 3 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. 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 months pay or half of connection with illness or a disability including Where necessary travelling expenses of the subscriber or any person actually dependent on him. For any other purpose authorised by Tax Rules.' amount of subscription and interest thereon standing to the credit of the member in the Fund, whichever is less. 3 months pay or half of the amount Of and interest thereon standing to the credit of the member in the Fund, whichever is less. Special Condition 4 • Prior sanction Of the Managing is necessary (2) (3) The advance Shall not be granted to any member until the repayment of the last instalment of any previous advance. A member who has been sanctioned an advance from the Fund shall satisfy the sanctioning authority within such period as may be specified by that authority that the money has been utilised for the purpose for which it was sanctioned and. if he fails to do so the whole Sum So Sanctioned or so much as has not been applied for shall be repaid by the member in lump sum with interest thereon at the rate specified 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 28 months or may be determined by 22. one lump sum or in such number Of monthly installments as, such authority. Recovery or Advance: (1) (2) (3) An advance shall be recovered from the member in such number of equal monthly instalments 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. 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 pays for a full month. shall however not be made except with the consent when he is in receipt of subsistence grant or on sick leave and/or leave exceeding 30 days. Interest shall be charged on advances and recovered in accordance with the provisions or rule 71 Of the Income-Tax Rules

1962. 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. For a dwelling house, including a flat in a building owned jointly with (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 / authority); For purchasing a dwelling site for purpose of construction of a dwelling house or a ready-built dwelling house from any individual, provided the said b. C. housemat to be purchased in new and unoccupied one; For construction of a dwelling house on a site owned by the spouse of the member or jointly by the member and completing / the construction of a dwelling house member or the spouse, on suitable site. Explanation 1 - in this paragraph, the Cooperative Society means or to be registered under the Cooperative Societies Act, 1912 (2 of 1912) or by the or the spouse, or for already a society registered 1912 or under any other law for the time being in force in any State or Cooperative Society. Effective from 27.8.83. 29 Explanation 2 - In this paragraph, the fact of a new and unoccupied 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 housemat, and the tax bills and receipts issued by the appropriate authorities and wherever necessary by neighbourhood enquiries. 2 (a) ii. iii. No withdrawal under this paragraph shall be granted unless - The member has completed five years membership of the fund; The member's own Share of contribution with interest thereon in the amount standing to his credit in the Fund is not less than one thousand rupees; The dwelling site or the dwelling, housemat or the house under construction is free from encumbrance: Provided that where a site or a dwelling housemat is mortgaged to any of the agencies referred to in clause (a) Of Sub-paragraph (1), solely for having funds for the purchase of dwelling housemat 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 housemat as the case may be shall not be deemed to be an property: Provided further that a land acquired on a perpetual lease or on lease for a term of not less than 30 years for constructing a house / flat, or a housemat built on such a leased land, shall also not be

deerned to an encumbered propertV. Provided also that where the Site of the dwelling is hold in the name of any agency referred to in (a) Of sub-paragraph (I) and the allottee is precluded from transferring or otherwise disposing Of. the hotWflat. Wittout me prior approval of agency, the mere fact that the does not have absolute right of of the housemat and the Site is held in the name of the agency shall not be a bar to the of an withdrawal und« clause (a) of sub-paragraph (I) if the other conditions mentioned in tlis paragraph are satisfied. (b) No withdrawal shall be granted for purchasing a in a joint property or for constructing a house on a site owned jointly. except on a site owned jointly with the spouse. Subjea to the limitation præcribed in sub-paragraph 11. 3. 4. (a) (b) (c) Where the withdrawal is for me purchase Of a or a dwelling site from an agmcy referred to in clause tal Of sub-paragraph payment Of witldrawai Shall not be made to the mernber but shall be made direct to the agency, in one or more installmmts, as may be at-morised by tie mernbers. Where the withdrawal is the Of a dwelling house. it may be in nurnber Of installments as the Board or where so authorised by the Board any Trustee, thinks fit Where the withdrawal iS for the aqisltion Of a dwellirv site for the purpose Of constnbion of a dwelling house from any individtnl or any agency, tie amount Shall be paid in not than two equal instalrrmts. The first installment at me time of the aqyisition of the dwdling site and the remaining at his request at the time Of the construction Of a house on such twelling site. Where a withdrawal is sanctioned for the construction of a Owelling house the 30 construction shall commence within six months 'of and shall be completed within twelve months of advance is sanctioned for the purchase of dwelling a dwelling site, the purchase or acquisition as the within six months of the withdrawal of the amount, Provided that this •provision shall not be applicable in withdrawal of the first installment the final instalment. Where the house/flat or for the acquisition of case may be shall be completed 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. 6. 7

8. Except in the • casæ specified in sub-paragraph (6) no further withdrawal shall be admissible to a member under this paragraph.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. The member shall produce the title deed and such other documents as may be required for inspection which shau be returned to the member after the grant of withdrawal. (a) (b) 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 tie 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 manbers 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 members share of contributions in his account. In the event of the member not having been allotted a dwelling site/dwelling housemat, or in the event of the cancellation of an allotment made to the member and of tie refund of the amount by the agenq• referred to in clause (a) of sub-paragraph (1) or the event of the member not being able to acquire the dwelling site or to purchase the dwelling housemat from any individual or to construct the dwelling house, the member shall be liable to refund to Find 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 employees shall of contribution in the mecnber•s accmant 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. As amended vide notification No. 27-1/79-E.P. Dt 1-9-1987. Effective from 3-9-1987. 31

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11. If the Board.or where so authorised by the Board. withdrawal granted under this paragraph has been that for which it was granted or that the member to acquire a dwelling site or that the conditions of any Trustee, is satisfied that the, utilized for a purpose other than refused to accept an allotment or 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 (1), 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 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 employees share Of contributions in the members 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 Aæount. Where any withdrawal granted under this paragraph has been misused by the mernber, no further withdrawal shall be granted to him under this paragraph "thin a period of there years from the date Of grant of the said withdrawal or till the full recovery of the amount of tie said Withdrawal with penal interest thereon, which is The amount Of withdrawal shall not exceed the members basic wages and dearness allowance for thirty six• months or the members OMI share of contribution, together with that amount of me employer's share of contributions admissible under Regulation 27 (1) (b). had the m«nber 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 purdlase of dwelling housemat or the construction Of the dwelling house, whidlever iS the least.

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25. Converglon or •n advance Into • wihtdrawal: A mernber 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. Final wtldraw•l• 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, subje< 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 to any deductions under Regulation 27 become payable to him. As amended vide Notification No. 271/79-E.P. Dt. 1-9-1987. Effective from 3-9-87 32 (2) 2-A Notwithstanding anything contained in Regulation 21 to 25, it shall be open to the Board to permit the withdrawal of ni credit of an employee if the that if he rejoins duty together with interest at th o r cent of the amount Standing at the eave preparatory to retirement. provided of leave he shall refund the amount drawn allowed by the Fund. Not with standing anything continued in Regulation 21 to 25. it shall be open to he Board to permit at any time within twelve months before the date of retirement on superannuation Of an the withdrawal of up to Ninety percent of the amount standing at the credit of the ernployees 26. Procedure on of member: Subject to any deduction under Regulatim 27, on the death of a mernber before the amount standing to his cyedit has become payable or where the amount has become payable before actual payment has beet-t made- i. if a made by the member in With Regulation 20 subsists, the amount to his credit in Fund or that part to which the nomination relates. shall become payable to his or norninees in accordance with such nomirøtion; or if no nomination or if the nominaüon 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 not relate, as the case may be, shall become payable to the mernbers of his farnily in equal shares Provided that no share shall be payable to- (a) (b) (C) (d) sons who have attained rnamy•, sons Of a deceased son who have majrcity; married daughters husbands are alive; married daughters of a deceased son wtense hlßbands are alive; If frere is any m«nber of the family other than those specified in clauses (a). (b). (c) and Provided further tlat the widow or Widows. and the diild or of a deceased son shall recdve between than in equal parts only tie share which that son WOUId have received if he had survived the manber and had attained tle age of majority at tie time of the rtwnbees death. (iii) in any case, to which provision Of dauses (i) and (ii) do not 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 same way as SurvivorV horn

before me manbees deam. 27. D•duün•: (I) Subje« to site condition that no dedLEtion may be made which reduces the credit by more than the amotnt of any contribution the Corporation with interest thereon, before the amount standing tle credit of a rnnb« in the Fund is paid 33 out of the Manager I deductions Fund. The Managing Director/Personnel Manager/Commerce and all General General (Estt.) and ED (Zones), as the case may be, may direct the therefrom of - amount, if a a. b. any any has been dismissed from the service of the amount, if a rnM•nber resigns his employment under the Corporation within 5 years of the commencement thereof. Provided that the ernploy«s contribution in cases of voluntary retirement or resignation of Of the Corporation is payable at tie followi Length of Service Less than three Between three & yea Between four & five ears from the service Corpor•don•• •here of 75% 75% Provided, however, that in Of death. the employees contribution would be paid tutt. c. Any amount due under a liability incurred by the member to the Corpora tion. (2) (3) (4) All amounts deducted under a) or clause (b) of (I) shall lapse to me Fund. All amounts under clause (c) Of sub-regulation (1) shall be paid into the Of the 2 The Competent authority as rnmndoned in sub reguladon (1) above may permit 8 mernber to withdraw amount standing to hiemg aedit in the fund ceasing to be an employee of the corporation, provided that he/she has not been ernployed in any organizatmestablishment to the EPF Act applies for a continuous period Of net loss utan two months immediately the date on which he/she makes an application for withdrawal. The Of two months waiting period shall net, however, apply in cases of fetnale rnnbers resigning from the services of the corporation tor the purpose of getting married. Now. The Managing will exercise tvis power In respect of me members of the Fund of the rank Of Exea.Jtive Director or equivalent rank. the Executive Director (Personnel) will exerese this power in of tie rn«nbers of the fund of the rank of Gen«al Manag«. The G«wral Manager (Personnd will exercise this power in respea of the members of fund of the rank of Deputy and below. The (Zonß) *411 tils in respea Of the departmmtal labour. The Managing Director will exercise this power in respect of the mnberS of Fund of rank Of ED (P), ED (G) (Storage), ED (F) or equivalent rank. The ED (P). ED (G) (Storage) will ex«cise this power in Of the members of the fund of rank of General Manager. vide nofrün No. 67 dated 15.06.1993 issued from file No. EP41-1i85 effected from 17.06.1993. No. 72 dated 17.1.1995 issued from file No. EP 41-2181 w.e.f. 141993. 34 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. • Manner of Payment of amount In the Fund: 28. 29. 30. 31. (1) (2) (3) When the amount standing to the credit of a member in the Fund or the balance thereof, after any deduction under 27 becomes payable, it shall be the duty of the "Officer In charge of CPF account (not below the rank of are Zonal Office as the case may be). It the person to whom under these Regulations any amount is to *lunatic' for whose estate a Manager has been appointed under he Act, 1912 the payment will be made to such Manager and not to the Any person who desires to claim payment under this Regulations shall AGM at Hqrs be paid is a Indian Lunatic lunatic. 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 w•hom the amounb are payable Shall make their own arrangements to receive payments in India. D •legation. of pow.r..• The Board may delegate any of its powers under thæe Regulations to the President or to any ex-officio trustee subject to such conditions and modifications, as it may deem fit to impose. If any quætion arises relating to the Interpretation of these Regulations, it shall be referred to the Managing Director whose decision thereon shall be final. Winding up: The Fund shall not be dæed when the Corporation is wound up. In the event of the dissdution Of the Corporation, the Fund shall be closed and the mmeys after payment of amounts due to be paid but not yet paid under tt•ze Regulations. shall be distributed amongst the then existing by payrrlent to each Of them a sum whidl shall bear the same Proportion to the aggregate market value of proceeds of securities and unvested cash then corEtituting the Fund as the amount then standing to the credit of tie mernber in his individual account bærs to the aggregate of the amounts, then standing tle credit of the individual accounts Of all such mernbers. As amended vide Notification NO. 41-1/85-E.P. Dt 10-2-89. Effective from 10289. Amended vide notification no. 72 dated 17.1.95 issued from file number EP 41-2/87. 35 2. 5. 6. 8. 9. IO. 11. 12

13. ANNEXURE I THE FOOD CORPORATION OF INDIA (CONTRIBUTORY PROVIDENT FUND) (Regulations.1967) Name (in block letters)—— Surnam Caste—3. Religion /

Establishment— Department— Height Fathers Name Husband's Name (For married women-ten employees only) Marital Status—. Date of Birth: Day Mark of Identification Permanent Address: Taluk / Sub-div. Year hereby nominate the person or persons mentioned to amount standing to my credit in the Fund in the event Of my death before that amount has become payable or having payable has not been paid and direct that the said amount shall be among the said person in the manner shown below against their Name and Address of the Nominee or 1 relationship with the member 2 Age Of Nominee 3 36 Amount of Share of accumulation in the Fund to paid to each nominee 4 Contingencies the happening of which the nomination shall become invalid 5 Contd—



14. ANNEXURE I (Contd.) 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 guardian of the minor nominee for the purpose of C.P.F. Rules. Name & Address of the Guardian Date Age of the guardian 2 Certified that the above declaration has been signed by before me he has read the entries. The entries have been read out to him by me. Relationship of the guardian with the nominee 4 Signature or left hand thumb Impreselon of the member employed in the Corporation Signature of the authorised Officer Date Where exact particulars are not available, Medical Officer Of the Corporation. Designation Address approximate may be indicated in consultation with the 37 ANNEXURE THE FOOD CORPORATION OF INDIA (CONTRIBUTORY PROVIDENT FUND) (Regulations, 1967) 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 td 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 2 Age of Nominee 3 Amount of Share of accumulation in the Fund to be paid to each nominee 4 Contingencies on the happening of which the nomination shall become invalid 5 Signature of leR hand thumb Impression of member Certified that the above declaration has been signed before me by employed in Signature of the authorised Officer Date Designation Name Addr 38 ANNEXURE 'B' THE FOOD CORPORATION OF INDIA Statement Of employees ellgible for admission to the FCI-CPF



Form NO. C.P.F. 11 No Note No. Station Date 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 In case of Food Transferee the old GPF No. NO.. Gazette Notification may also be furnished Name of the PAC and Sl. No. in It is certified that the Official(s) mentioned above has, have not been allotted any C.P. Fund Alc No. so far. Forwarded to The Assistant General Manager (CPF) Food Corporation of India, Head Office, NBN Delhi. ESTABLISHMENT OFFICER / DEPUTY GENERAL MANAGER (REGION) / AREA MANAGER 39 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 Regulations, 1967' and I hereby undertake to subscribe to the Fund and agree to be bound by the said regulations (far the time being in force and as may from time to time be prescribed). 2. 3. 4. 5

6. Name in Full Fathers Name Nature of appointment Date of Joining Service Date of completion Of probation Pay I Wagers per mensem Rate of subscription SIGNATURE OF WITNESS : OATE NAME OF WITNESS DESIGNATION ADDRESS 40 (Block Letters) .(4.102) SIGNATURE OR THUMB IMPRESSION(BLOCK LETTERS) Contd.,... Certified that Shri./Smt./Kumar satisfactorily completed actual working of 60 days in the post of The particulars furnished found correct by the applicants against S. No. (4) and (6) ANNEXURE 'C' (Contd.) has have been verified and ESTABLISHMENT OFFICER DEPUTY GENERAL MANAGER (REGIONY AREA MANAGER (FOR OFFICE USE ONLY) ACCOUNT NUMBER ASSIGNED:- Date from With he / she has been admitted to the benefits of the fund MANAGER (AIC8) / ASSISTANT GENERAL MANAGER (A/C.) 41 ANNEXURE-D THE FOOD CORPORA or INDIA c_r.Fv NO ray SCHEDULE OF RECOVERIES or coN1mntrogv FUND FAMILY PENSION CONTRIBUTION, FROM 'OR MONTU OF CTF c.r.F, Surncnption (Col 6 Rs POR T/ OFFICE IMEORTANT READ Ihsnvcn0NS OF THE REVEæse OF •QUADRUPLICATE" corv of by Rs Rs r Rs P Rs P FAGE TOTAL Contd.. 43 AMOUNT OF AS. croTAL OF COLUMNS 14) 2. REMITTED TRUSTEE. FOOD CORPORATION 0B INDIA rn0VIDENT FUND. NEW VIDE DEMAND CHEQUE DELHI. ON DATED CERTIFIED THAT NAMES or ALL EMPLOYEES OF nns OFFICE, WHO WERE i REQUIRED TO •ECUME MEMBERS 0' luz Cry ARE INCLUDED IN SCHEDu1æb AND THE AMOUNTS SHOWN IN COLUMNS 5, IJA RAVE ACTUALLY •EEN RECOVERED 'ROM THE CONCERNED EMYL.OYELS FROM THEIR SALARY FOR THE MONTH Or (FOR USE IN cr.7. SEC"ON. OFFICE ONLY) 44 ANNEXURE-D (Contd.) DISTRIBUTION ORIGINALæOMFUTER SECTION rosTING SECTION TRIPLICATE QUADRUPLICATE - OFFICE Coev SUGN. OF DRAWING DISBURSING orncER 2. 3. 5. S. 8. 9

11. INSTRUCTIONS FOR FILLING up THE SCHEDULE This schedule should be drawn up in quadruplicate and sent to Headquarters (CPF Wing) in triplicate, the quadruplicate copy being retained as office copy. Amount in column 4 should be the total of basic Pay, D.A/D.P. and NOT basic pay alone. 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. Columns 7, 8 & g 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 Being members of the C.P.F. prior to 1.3.71, having specifically opted for the Family Pension scheme. Amount in columns 7 & g should be identical, each equal to 1-1/6% of the amount in column 4. (Rounded to the nearest rupee I-e. below fifty paise to be ignored and 0.50 or above to be taken as one rupee) 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 advance 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" 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. The demand«iraWCheque 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 dran should be indicated in the

schedule in the space provided for the purpose. In case the name of any employee appears in the schedule for the first time, it should be clearly indicated in '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, transfer 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. The arrears of CPFFP for the previous months should be shown separately below the regular subscription giving the period to which the arrear relates. The serials of the members in the schedule 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. 45 2. 3. 4. 5. 6. 7. 8. 9. 10. 11

12. THE FOOD CORPORATION OF INDIA 16-20 BARAKHAMBHA LANE NEW DELHI CONTRIBUTORY PROVIDENT FUND (Rule 21 of C.P.F. Regulations) Name Designation Office to which attached Present basic pay CPF Account No. & Monthly Subscription Balance at the Credit of the subscriber in his CPF A/c a. Amount of advance required Number of installments in which advance is to be recovered b. Particular of advance last drawn, if any (amount of advance, amount repaid, the balance outstanding and the month in which last installment was recovered) a. b. Purpose for which advance is required If for medical treatment, its nature & details If for some religious ceremony, pilgrimage, its name date and whether to perform by your religion If advance is required for Some one, he is solely dependent upon you. CPF Rule under which admissible Particulars of part withdrawal. if any it is obligatory whether . cc Signatures.... Designation ANNEXURE E cs..... Station: .. Date:.. Verified and recommended for Rupees Signature & Stamp of the Forwarding authority Signature .. (Head Of Office/Head Of Division in H.Qr.) FOOD CORPORATION OF INDIA FCI CPF TRUST APPLICATION FROM FOR PART / FINAL WITHDRAWAL UNDER AMENDED REGULATION OF FCI CPF REGULATION. NAME THE PART I DESIGNATION ANNEXURE 'E' 0) FORM NO : EMPLOYEE/DEP. MEMBER NO. FCI LABOUR OFFICE WORKING 2. 3. 4. s. 6

7. CPF ACCOUNT DATE OF ADMISSION TO IN WHICH PART 11 Amount of withdrawal applied for Purpose of 'Withdrawal CPF Regulation under with admissible Particulars of Pay i.ii. iii. pay Dearness Pay DA & ADA TOTAL Particulars of Balance a. b. c. As per Last Account Slip Year i. Corporation Contribution Members Contribution (Compulsory & Voluntary) Monthly Contribution Since Last Account Slip: ii. Corporation Contribution Members Contribution (Compulsory & Voluntary) [22-11 Rs. Rs. and date of drawl whether recovered Amount Of Temporary Advance regularly as per details below. Amount and date of Withdrawal of temporary advance Recovery per Month effected Last drawn Installments 47 Amount Recovered Balance Plus Interest to be recovered. ANNEXURE E 0) (Contd.) Documents to be furnished: 8. g. 10. a. b. c. d. 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. the 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: The name of the Agency from Which the dwelling house/site is to be purchased (Please attach attested copies of allotment letter, demand etc.) If the House/flat/site is mortgaged. please give details

11. In the case of withdrawal is for purchasing a dwelling site for the purpose of construction of a dwelling house or a ready built 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. Whether the withdrawal is for the construction of a dwelling house on a site owned by 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. In case the withdrawal is applied for addition, substantial alteration and improvement to the dwelling house: Please state the date of completion of the dwelling house and endorse

title deed of tie property Please state the name in whose favor the property exist or the properv is sought to be acquired and endose a. b. c. d. e. Total Cost: ii. iii. Funds ii. Funds Cost of Cost of Cost of already attested copies of title deed etc. Site construction housefl at Obtained From House building Advance From any other source now required. How the balance amount if any is proposed to be met Details Of any withdrawal drawn previously for the purpose. Contd.,,,. 48 Whereas the Corporation has granted an advance of Rs. House/Flat or for construction of House situated at ANNEXURE E (i) (Contd.) for purchase of 11

12. Mode 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 suffcient for purchase of housetflat or for construction of my house mentioned above. of Payment: The name of the Agency or otherwise in whose favor the payment required. The number and amount of installments in case to be paid in more than one installment Please fumish undertakings to the effect: a. b. d. e. That the House/FlaLfsite to be acquired is free from encumbrance and shall not be encumbered. That the withdrawal obtained for construction shall commence within 6 months of withdrawal and completed within 12 months of the final installment 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 finalizaion of the purchase or completion. That in the event of the member not having allotted house/flatsite or cancellatim 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. 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. ii. iii. iv. NB. The particulats furnished in the application have been with the records and documents furnished. Necessary administrative approval granted for acquisitioniconstruction/modification of the immovable propery in quætion. Nature of advance already sanctionedrecommended for the purpose Amount now reconvenai for withdrawal under CPF Regulation 23. Administrative Authority Administration aufiority means Head of the office except in case of Heads of office themselves in whose æse the next administration office. 49 C.S. Compulsory Subscription C.C. Corporation Contribution Members A/C No. • Separate Columns for each month. INDIVIDUAL MONTHLY ACCOUNT RECEIPT 51 ANNEXURE E VS : Voluntary Subscription : Recovery towards advance & Interest Total Rs. p. Date of Joining F.C.I. . Date of Admission of C.P.F. DATE CORPORATIONS CONTRIBUTION FOOD CORPORATION OF INDIA CPF A/C SLIP Name Designation FPS APPLICABLE Yes,'No MEMBERS-SUBSCRIPTION ACCOUNT NO.. Month APRIL 198 MAY 198 JUNE 198 JULY 198 AUGUST 198 SEPTEMBER 198 NOVEMBER 198 DECEMBER 198 JANUARY 198 FEBRUARY 198 MARCH 198 For the Month Progressive Monthly balance on which interest is to be calculated Compulsory 52 Voluntary Advance Repayment Total ANNEXURE G 19.....,m. Rate of Interest % REMARKS Progressive Monthly Balance on which interest is to be calculated Contd..... e' 1.1 ANNEXURE. G iiiiii Total . Interest on the year's Contribution/Sub- 2. scription (l month's interest on total of progressive Balance brought forward from last year 3. Interest on balance Of last year (I year's 4. interest) Balance as on 31.3.19 (1+2+3) DATED CUT HERE I accept / do not accept the balance as shown above. The reason for non acceptance are :- 2. 3

4. CUT HERE 53 SIGNATURE OF EMPLOYER (OFFICIAL SEAL) CUT HERE SIGNATURE OF THE MEMBER 2.3

4. ANNEXURE H SALIENT-FEATURES OF FAMILY PENSION-CUM-LIFE ASSURANCE SCHEME 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. 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 cn or after 1-3-71, are compulsorily brought under the Scheme. Those employees aged less than 60 years, who are already members Of the 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. 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 mernbees 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 .he 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. Every employee will seek entry into the Scheme on the prescribed form and immediately thereafter will have to furnish full particulars of himself and mernbers Of his family in the form proscribed or the purpose. Family Pension: In case Of a member who being a member of the Family Pension Scheme dies service before attaining the age of 60 years. Family Pension will be paid at rates under the Scheme, provided he had contributed to the Family Pension Fund for than one year. while in specified not less 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 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 Employeeæ' Family PalSion Scheme 1971. 54 ANNEXURE H (Contd.) I-Ife Assurance Benefit: S. 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-Wlthdrawal Benefit: 7

8. On attaining the age of 50 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. Where a member dies before the aforesaid amount is actua:ly paid to him, the lump-sum will be payable to the member Of his family who is entitled for the Family Pension under the sdleme. If the member ceased his mernbership 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 thMe on at the prescribed rate per annum will be refundable to him. 55 ANNEXURE I Sl. No Account Number....., THE EMPLOYEES' FAMILY PENSION SCHEME. 1971 DECLARATION FORM Surname..... (in block letters) 2. 3. 4. 5. 6. 7. g. s.No. Sex.....,..... . . Nationality..... Name (Whether Fathers [Husband's Marital Status Date of Birth (whether exact particulars consultation with the Medical Permanent Address Village Tehsil/sub-division . Post Office unmarried, are not Officer of married, widow or widower) month available, approximate age the %tablishment). Distri< may year be indicated in I declare that I have not previously been a member of Pension Fund the Employeeæ' Family I hereby furnish below particulaß Of the members of my family who would be eligibie tc receive Family Pension and Life Assurance Benefits in the event of my premature death in service:- Name & Address of the family rrv•nber 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 • (Delete if not necessary) 56 Signature or Left/Right hand Thumb impression Of the member Contd

ANNEXURE I (Contd.) 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. Place: Date: Signature of the employer or other Authorized officer Of establishment Designation:..... .. Name and address of the establishment Office Seal Stamp: 57 (For both exempted and unexempted establishments) THE EMPLOYEES' FAMILY PENSION SCHEME, 1971 [PARAGRAPH Code No. Consolidated Return or Employees who are entitled and required to become members Of the Family Pension Fund on the date the Family Pension ANNEXURE



Form NO. 3 (FPF) Of the Estt. Scheme comes into force Name & Address of the Establishment Industry in which the Estt., is engaged Date of Coverage Registration No. of the Estt Sl. No. Date ,,,,,,,,,, . Station Account No. 2 Name (in ot the Employee block capitals) 3 Name (or husbands name in ttw case of married wrynen) 4 Wages D.A. etc. 5 Age at Sex 6 7 Date ot entitlement of Membership 8 REMARKS 9 S!goatur• ot the employer' or other euthodged officer Stamp Of the Establishment • The information recxived in form to in respect of the members ieeving service Shan be entered in this form by commissioner specifying ciarily the reason for lea*fng This should be accmpanied by declaration in Form-2 by every employee mentioned in column 3. 59 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. Fathers Name in case of Number 2 Name of the Member (in Block capitals) 3 of Husband's Name woman) 4 Date of Leaving Service 5 • Reasons for leaving service (see not given below) 6 ANNEXURE K REMARKS 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 (O frocn Or leaving service (g) taking up empyment elsewhere (The name and address Of the Employer should be stated (h) deed (i) attained ege of 60 years. Date Signature ot the employer Stamp Of the Establishment Total NO- Rest Staternent of Contribution for the month of Name & Address of the Establishment Code No. Of the Establiäment Contract THE EMPLOYEES FAMILY PENSION SCHEME. 1971 Currency period from 1 e April, 20 Statutory Rete of Contribution... NO, Of members voluntarily contributing at higher ANNEXURE L of Employees Total to 31 March 20. than the statutory rate... Total No. of Subscribers On contributions are recovered Amount Of contributions due as per recoveries Mede in the Wages i acquaintance register Amount Of Contributions remitted in Account NO. IO 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 Employees share Total Workers Share Employer's Total No. as per last month's retum. (+) No. of New Subscribers - vide from 4 (FPF). (-) NO. Of left service - vide Form 5 (FPF) • Net Total. CTotal should tally with the figure given at the top right hand comer or the fonn). Note : 1. 2

3. Note If Über. is any Substantial variation between the wages and amount of contribution shown above and those shown in the should be given in the Remarks column. last months return. suitable If any arrears of contributions or damages are included in the figures under column. 6 to 8, suitable details indicating the circumstances, amount No. o' subscribers and the period involved should be furnished in the 'Remar's' column or on the reverse. Rernittanæs shall invariably be made by Deposits in the State Bank of India or its subskiiarios_ Signaturg of tho employer (with Office Seal) 61 Region NO. Name Of Employee Designation Date of Admission Option to CPF NC No, (a) Pay (b) Employees Contribution (c) F .C.I. Contribution Name o the Month April 19.... to March 19.... (b) FAMILY PENSION CONTRIBUTION 198 Grand Total Date of ANNEXURE M REMARKS Father's N arne Name of the & Relation with the Employee No.1 No. 2 • Separate columns for each month. 62 ANNEXURE N THE EMPLOYEES FAMILY PENSION SCHEME, 1971 CONTRIBUTION CARD FOR MEMBERS FOR THE YEAR 19 2. 3

4. Account No.EIDU2271 Name, Surname (In Fathers/Husband Name Name & Address of the Food Corporation of India 16-20, Barakhamba Road, New Delhi-110001 Block Capitals) Establishment 5. 6. 7

8. Statutory rate of contribution Voluntary higher rate of contributions, if any Date of Commencement of Of the Family Pension Fund - 8.33% employee's membership Amount of wages (Rs.) 2 Contribution Woker's •share Rs. 3 of F.P. Fund Employers Share 4 REMARKS 5 APRIL 19 MAY 19 JUNE 19 JULY 19 AUGUST 19 SEPTEMBER 19 OCTOBER 19 NOVEMBER 19 DECEMBER 19 JANUARY 19 FEBRUARY 19 MARCH 19 TOTAL a. Date cf Service leaving b. Reason for leaving Service that the difference bet.veen tie total Of the contributions shown under Cols. (3) and (4) of tie above table and that arrived at on the total wages Shown in Col. (2) at the rate is solely due to the rounding off of contributions to the nearest rupee under tie rules. ANNEXURE N (Contd.) 63 (2) Certified that the total amount Of contributions indicated in this card Col. (3) + Col. has already been remitted full in E.P.F. Account No. IO Pension Contribution Account). Signature of the Employer (Office seal) ASSISTANT GENERAL MANAGER (CPF) (Family Dated 64 THE EMPLOYEES FAMILY PENSION SCHEME, Annual Statement Of Contribution for the Currency Name & Address of the Establishment periods from .

19 to Wages, retaining allowances (if any) and D.A including cash value of food concessk»n paid tho
currency period 4 19 Code Workers deducted wages No. of ANNEXURE O REMARKS Account 2
Reconciliation of Name ot the Member (In Block Letters) 3 Total Contributions Nc. No. 10. Rs. Rs. RS.
RS. Rs. RS. Amount Ot contribution from the 5 Aggregate Contributions the Establishment Employers
Contribution 6 Remittances No 2. 3. 4. 5. 6. 7. 8. 9. 10. 11



12. Total Month Certified that the difference between the figures during shown to the rupees of total F.P.F. contributions remitted the perx1 and those under Cols. 5 & 6 is solely due rounding of amounts to the nearest under the rules. Signature of the Employer (With office •eel) 66 ii. Total number of contribution card enclosed (



Form 7 FPF)... 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. Signature of the Employer (With office seal) Contd... ANNEXURE O (Contd.) 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) 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 sent in the month of . 19 2. In Case Of substantial variation in the wages of contribution Of any member as compared to those shown in previous month's Statement, the reason should be explained adequately in the 'Remarks' column. 67 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, (Name) of.. do hereby solemnly declare that, 'I was last employed in full address of the establishment) and left service— (Name and 19 b. c. d. Dated: • I was a member of .Provident Fund • and also of the family pension fund from— • but not and my account number(s) was/were—/ have/have not withdrawn the benefit accruing from the Family Pension Fund. have never been a member of any Provident Fund nor Family Pension Fund Signature of • right/left hand thumb Impression of the employee Strike out whichever is not applicable NB: The principal employer should have it filled by or through contractor. 68 up also in respect Of employees to be 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 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— Son/ Widow/ Widower/ Of Shri Account No. ..died the 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 & Sex Age or year Marital status Address of birth Relationship with the deceased Remarks Two copies of my passport size photograph taken recently and duly attested are enclosed (2) (3) The particulars in respect ii. iii. v. vi. Name and address Father's 'Husband's Date of Last employed i Account No. the deceased number are below:- of the deceased member (copy of death certificate to be attached) Date and year Of enrolment as member Description roll of Shri/Smt— Date of birth (by Christian era)—) iii. iv. Small Finger Height Personal marks, if any , on hand/face/body Left hand thumb and finger impression-. Ring Finger Middle Finger 69 Index Finger Thumb Contd., 5

6. OR OR Address to which payment is to be remitted Mode of remittance,' whether iii. Postal money order at payee's cost: Crossed cheque sent through post; Deposit in Posta) Saving Bank (Alc NO— (Passbook enclosed) ..in the ANNEXURE Q (Contd.) . .Post Office Documents to be produced: Guardianship certificate in case of daim preferred by a guardian; Death Certificate. I certify that the above particulars are correct and true to the best of my knowledge and belief. Signature or • Left/right hand (Enclosed: 2 passport size photographs) Thumb impression af the applicant '(Left thumb impression in the female member). (To be certified by employer employer) Fongarded duiy verified c.ase only of In male such member and thumb impression the case ot cases where right the forms are routed through J cefiify that I further certify the above has been signed/ thumb . widowtwidoweriGuardian of in impressed son/ before me Daughter the by of the ii. Dated on the basis remittance made to the Family of the records maintained in my establishment and Pension Contribution Account (FPF Account NO. IO) that the contributions to the Family Pension Contribution account were remitted in respect of Shri ISmt— For a minimum period of years from the date of enrolment of the member to the Family Pension Scheme. Signature cf the employer or his authorised amcer Designation Code No.of the Eatabllshment—. Office Stamp I May be attested with officiai seal and date by any of the following officials in case the



form is not completed in the presence of the employer. iil. Magistrate, or Gazetted Officer, or Any other officer notified as duly approved by the competent authority from time to time. Note: (11) 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. 70 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 To The Regional Provident Fund Commissioner (Through: The employer under whom he/she was last employed _ FOR OFFICE use ONLY Claim admitted and payment authorised on D.S.P. Item Auditor H.C. vide A.O. hereby request you to pay me the retirement withdrawal benefit due to me under Para 32/34B of the Employees' Family Pension Scheme, 1971. 2

3. Name (in block letters) Father's Name (or husband's name) Name and address of Estts, in which the member was last employed

4. Whether the member was an exempted or un exempted 5.6

7. Account No. i. Ground on which the request for withdrawal is made. Date of leaving service. ii. Mode of remittance and address to which to be remitted. a. b. ii. iii. full address (in block letters) Remittance by: MO at payee's cost Crossed through post' Deposit in postal saving bank in PO No No .(Pass book 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 Right thumb Impression of the member. Contd. — 71 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 and thumb impressed before me by Shri/Smt. Date Formerly in 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 2. 3. 4. 5. 6. 7. 8

9. Magistrate. or A Gazetted Officer or Post I Sub-Post Master, or President of a village Panchayat, or President of a village union, or Chairman / Secretary / Member of the Municipal I District of Local board. or Member of Padiament or Legislative Assembly, or Member of the C.B.T. / Regional Committee. or Any other Officer notified as approved by the Commissioner. 72 THE FOOD CORPORATION OF INDIA Dated. To The Dy. Manager (GPF) The 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 from Pay and Offices. A credit of books of this office in the accounts ANNEXURE S REGISTERED A.D. balances received . has for the month been 'The given S.NO Classified in the 19.... . amount represents GPF under 0.405 Inter Officer General Provident Fund Accounts. balances from the Pay and Accounts Offices as per details Name of tie Pay Office Name Of the ernployee Old in AJC No. AO New AJC No. allotted in FCI TOTAL RS.....,..... Amount Of the balance received. Youm faithfully. Disbursing Officer 73 ANNEXURE T NAME OF THE OFFICE Food Corporation ot India Schedule of recoveries of General GFF AJC No. 3 Provident Fund Subscriptions etc_ from Salary for the month Of s. No. Name and Designation 2 pay 4 Subscription Amount 5 Installment 6 Total 7 dt Remarks 8 Grand Total G, Total of Col. for Rs. 7 included in IOGPF Credit advice No. 74 Olsburzing Offlcer ANNEXURE U FOOD CORPORATION OF INDIA Office Register of advances withdrawals paid from GPF Sl. No. Name & Designation GPF AJC No. Sanction No. & Letter Date Mode of recovery (in case of advance) Dated Payment Made vide BE Vr. No. & date Amount of advance/ withdrawal 75 Signature of the Dis bursing Officer Total for the Progressive year's total uptodate.... ANNEXURE V Name of the Office FOOD CORPORATION OF INDIA Schedule of advances I withdrawals from general Provident Fund paid during month of . ,,,,. 19 Register of advances / withdrawals paid from GPF No. Name & Designation GPF AJC No. Amount Of advance/ withdrawal Mode ot recovery (in case of advance) Grand Total of Col. for Rs. 4 ihduded I.O.G.P.F. No. & date ot the letter sanctioning advanceiwithdrawal Grand total Dated Olsburzlng OMcer Debit advice No. 76 ANNEXURE W REGISTERED RD. FOOD CORPORATION OF INDIA Date..... No... To Sub: 1. 2

3. The Dy. Manager (GPF) Food Corporation of India 16-20 Barakhamba Lane New Delhi 110001 Advice of DebWCredlt under *0.405 Inter Office General Provident Fund Account A DebitiCredit of Classified in the books of this office in the accounts for 19....., under •0.40 inter office GPF account". has been the month The amount represents advancesfwithdrawals vide particulars given in the enclosed schedule. Subscriptionsfrefund of advances. The progressive total DetWCredit (including the aforesaid amount) under •0.405 IOGPF Account appeared debit in this book of this office during the curren%' year comes to Rs.... The endosed copy ot this advice may please be returned recording your acceptance of debiticredit therein. Yours faithfully,. Dbburzlng Offcør Returned. duly accepted. The progressive total debit]ctedit indicated in para 2 above is confirmed/ found to be incorrect for the following reasons: 1. 2. 3. 77 Assistant General Manager (GPF)