

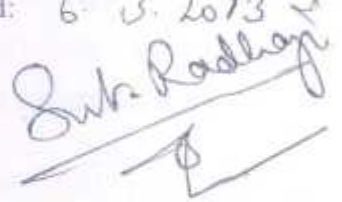
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|                                |  |
|--------------------------------|--|
| Ajmer Vidyut Vitran Nigam Ltd. |  |
| AJMER                          |  |
| (Administrative Wing)          |  |
| RR No. ....                    |  |
| Section. ....                  |  |
| Secretary (Admn)               |  |

12854  
14/3/13

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.**  
**(RRVK GPF/CPF TRUST)**

No. RVPN/RRVKTrusts/ GPF/CPF-F.P./Control/Inst./D. 5187 Dated: 6.3.2013

*Sub. Radhaya*  



**ORDER**

Guidelines were laid down alongwith time frame to be adhered to for timely submission and disposal of Final Payment claims of GPF/CPF accumulations, Gratuity and EDLI (to CPF subscribers) vide Circular No.1194 dated 7.11.2006. The objective of issuing the guidelines was to avoid deficiencies in the final payment claims due to lack of knowledge on the part of Heads of office and to ensure quick disposal of final payment claims of retired/retiring employees.

The Circular No.1194 dated 7.11.06 contains all the detailed information about procedures to be followed, various prescribed forms of claims as well as time frame within which the claims are to be preferred, processed and settled/disposed off by the concerned offices.


In a recent meeting of the Board of Trustees of RRV- PMCF Trust held on 2.01.2013, the Chairman, RVPN desired reiteration/circulation of the guidelines and emphasized timely preparation and disposal of Pension cases of the employees within prescribed time frame. The circular containing the detailed guidelines and time frame to be followed for timely submission and disposal of final payment claims of GPF/CPF subscribers is available on the website of RVPN. Copy enclosed for information and further circulation.

Encl: As above.

  
**(N.K. Mathur)**  
**Chief Controller of Accounts**  
*27/2*

Copy submitted/forwarded to the following with the request to arrange further endorsement/circulation under their administrative control and uploading on the website of the respective Power Company.

1. The Secretary (Admn.), RVPN/JVVNL/AVVNL/Jd.VVNL, Jaipur/Ajmer/Jodhpur.
2. The Jt. Director (P&A), RVUN, Jaipur.
3. The Chief Engineer/Addl.Chief Engineer/Dy.Chief Engineer( ), RVPN/RVUN/JVVNL/AVVNL/JD.VVNL, Jaipur/ Ajmer/ Jodhpur.
4. The Chief Accounts Officer( ), RVUN/JVVNL/AVVNL/JD.VVNL, Jaipur/Ajmer/Jodhpur.

  
Dy. Controller of Accounts(P&F)

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.**  
**(RRVK GPF/CPF TRUST)**

No.RVPN/RRVK/CPF-CPF Trust/Final payment/Inst./D. 1194 Dated:7.11.06

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

**Sub:- Quick disposal of Final Payment claims of GPF/CPF.**

Although all out efforts are made by the Dy.COA(P&F)/Secretary (CPF-Trust) to make/authorize the final payment of GPF/CPF accumulations, Gratuity and EDLI, (to CPF holders) but certain deficiencies/lack of knowledge on the part of Head of Office hampers faster disposal of final payment claims. The short comings/discrepancies observed in general while processing the final payment, Gratuity and Pension cases are as detailed out at Annexure-"A". Therefore, in order to avoid delays in payment, following guidelines and the time frame, to be adhered to for timely submission and disposal of final payment claims, are hereby laid down :-

**(A) FINAL PAYMENT OF GPF :**

This becomes due only on retirement (on attaining superannuation age, death, voluntary retirement, compulsory retirement, termination of services or resignation) and not earlier. Subscription of GPF could be stopped 3 months before the actual date of retirement.

**(a) Form(s) for Application :**

- |                                                                                                   |   |          |
|---------------------------------------------------------------------------------------------------|---|----------|
| (1) By the retired employee (Gazetted)                                                            | - | Form - A |
| (2) By the retired employee (non-gazetted)                                                        | - | Form - B |
| (3) By the nominee or other claimant in the event of death of employee (Gazetted or non-gazetted) | - | Form - C |

(b) Application to whom & when to be submitted :

To the Dy.COA(P&F), RVPN, Vidyut Bhawan, Jaipur immediately on retirement / death / V.R./resignation/termination of service, as the case may be, through last Head of office.

(c) Documents to be attached with the application :

(1) When application is made in Form "A" or "B" :

- (i) Retirement/relieving order
- (ii) Photocopy of letter of acceptance of GPF option and allotment of GPF A/c. No.
- (iii) Bank A/c. No. ( with Bank name and branch)
- (iv) Deduction statement (Annexure-'B') upto the date of retirement/resignation duly verified by the Circle AO with reference to monthly pay order.

(2) When application is made in Form "C" :

- (i) Death certificate of the employee.
- (ii) Photocopy of letter of acceptance of GPF option and allotment of GPF A/c. No.
- (iii) Photocopy of nomination or complete list of family members at S.No. 11 of the application form in case nomination does not subsist. If the claimant is minor, application should be supported by a guardianship certificate issued by the Court of Law.
- (iv) Deduction statement (Annexure-'B') upto the date of death duly verified by the Circle AO with reference to monthly pay order.
- (v) Bank A/c. No. ( with Bank name and branch)

(B) FINAL PAYMENT OF CPF :

This becomes due on retirement/death/resignation/termination of service. Upto 90% of the amount standing at the credit, a member may withdraw at any time after attainment of the age of 54 years or within one year before retirement on superannuation, which ever is later.

In case of resignation, to take up employment in another organization having CPF scheme, the amount standing at the credit will be transferred to the new employer instead of refunding to the member

(a) Form(s) for Application :

- |                                                                                                   |   |          |
|---------------------------------------------------------------------------------------------------|---|----------|
| (1) By the retired employee (Gazetted)                                                            | - | Form - A |
| (2) By the retired employee (non-gazetted)                                                        | - | Form - B |
| (3) By the nominee or other claimant in the event of death of employee (Gazetted or non-gazetted) | - | Form - C |

(b) Application to whom & when to be submitted :

To the Secretary (CPF-Trust), RVPN, Vidyut Bhawan, Jaipur immediately on retirement /death / V.R./resignation/termination of service as the case may be, through last Head of office.

(c) Documents to be attached with the application :

(1) When application is made in Form "A" or "B" :

- (i) Retirement/relieving order.
- (ii) A certificate of non opting of GPF Scheme 1988.
- (iii) A certificate of membership or no membership of EFPF scheme,1971 or Employees' Pension Scheme, 1995 ( EPS-1995)
- (iv) Bank A/c. No. (with Bank name and branch)
- (v) Deduction statement (in annexure "B") upto the date of retirement/resignation/termination, duly indicating employees' subscription, additional subscription employer's contribution and recovery of advance,( CPF loan) verified by the Circle AO with reference to monthly pay orders.

(2) When application is made in Form "C" :

- (i) Death certificate of the employee
- (ii) A certificate of non-opting of GPF Scheme, 1988.
- (iii) A certificate of membership or no membership of EFPF Scheme, 1971 or EPF, 1995
- (iv) Photocopy of nomination or complete list of family members at S.No. 11 of the application form in case nomination does not subsist. If the claimant is minor, application should be supported by a guardianship certificate issued by the Court of Law.
- (v) Bank A/c. No. (with Bank name and branch)
- (vi) Deduction statement (in annexure "B")

(d) In certain cases the Head of Office, at his own or at member's request stops recovery of subscription to CPF, which is wrong. Recovery of employee's contribution is to be made from the salary paid upto the date of retirement.

(i) PAYMENT OF GRATUITY TO CPF HOLDERS :

(a) Form(s) for application :

- |                             |   |            |
|-----------------------------|---|------------|
| (i) By the retired employee | - | Form - "D" |
| (ii) By the nominee         | - | Form - "E" |
| (iii) By the Heir (s)       | - | Form - "F" |

(b) Application to whom and when to be submitted :

To the Secretary (CPF-Trust), RVPN, Vidyut Bhawan, Jaipur immediately on retirement /death / V.R./resignation / disablement as the case may be, through the last Head of office. Where the date of superannuation or retirement of an employee, the employee may make application to his Controlling officer/ Head of office before 30 days of the date of superannuation or retirement.

(c) Documents to be attached with the application :

(1) When application is made in Form "D" :

- (i) Order of retirement/acceptance of resignation/termination of service and order of relieving.
- (ii) L.P.C.
- (iii) Certificate of no pendency or pendency of DE/PE.
- (iv) Certificate of non-opting of GPF Scheme.
- (v) Consent of retired employee for recovery of loans/aadvances taken from the employer.

(2) When application is made in Form "E" or "F" :

- (i) Death certificate of the employee.
- (ii) L.P.C.
- (iii) Photocopy of nomination. In case there is no nomination or nomination does not subsist, copy of nomination made for CPF duly supported by an indemnity bond (Annexure-"C"). If the nomination is in favour of a minor, a certificate of guardianship issued by the Court of Law. In case of none of the above, complete list of family members.(Annexure-'D').

**(D) PAYMENT OF DLI TO CPF HOLDER MEMBER'S NOMINEE/HEIRS :**

The claim is admissible to the nominee for CPF accumulation or to all the family members who are eligible to payment of CPF accumulation in the event of no nomination, or to the guardian in case the nominee/claimant is minor or only in the case of death of an employee while in service. Hence the claim should be preferred alongwith the claim for final payment of CPF accumulation to the Secretary (CPF-Trust), RVPN, Vidyut Bhawan, Jaipur through the last Head of Office.

(a) Form for Application : - Form No. 4 (DLI)

**(E) PENSION TO CPF HOLDERS :**

Only the CPF holders who were the members of CPF prior to 1.3.1971 and opted for EPPF Scheme, 1971 and the employees who became eligible to the membership of CPF w.e.f. 1.3.1971 are covered under the Pension Scheme.

Under this scheme the pension is paid by the Employers' Provident Fund Organisation (in Rajasthan RPF). To fund the scheme the employee & employer both were required to contribute @ 1.16% of the wages upto 15.11.1995. W.e.f. 16.11.95 contribution was/is required to be made by the employer only @ 8.33% of the wages subject to a ceiling of Rs.417/- upto 31.5.2001 and Rs.541/- thereafter out of CPF, upto the age of 58 years of a member.

(a) Form(s) for application :

- (i) By the retired employee or by the widow/widower/ children (< 25 years of age) in case the employee died after 1.4.1993 - 10 (D) (in triplicate)\*
- (ii) By the widow in case of death of the employee prior to 1.4.1993 - 10-11(EPF) (in triplicate) \*

\* In quadruplicate when the pension is to be drawn in a state other than Rajasthan.

(b) Documents to be attached with the application :

(1) When application is made in Form – 10 (D) :

- (i) Death certificate (in duplicate) of the employee, when the application is made by the widow/widower/children.
- (ii) Certificate of date of birth issued by the school or the Registrar, Birth & Death.
- (iii) Separate Bank A/c. No. (in SBBJ/PNB/HDFC) of each claimant.
- (iv) 3 Pass-port size photos of all the claimants duly attested by the circle AO. Joint photograph in case the claim is made by the retired employee himself.
- (v) Certificate of non-opting of RSEB GPF/Pension Scheme.
- (vi) Certificate of no break in service.
- (vii) Certificate of reckonable service.
- (viii) Form No.7(EPF) for last 12 months from the date of retirement/ death.

(2) When application is made in Form 10-11(EPF) :

- (i) Death certificate (in duplicate)
- (ii) Bank A/c. No. (in SBBJ/PNB/HDFC) of the widow/widower.
- (iii) L.P.C.
- (iv) Form No.7(under the EFPF scheme, 1971) for last 12 months from the date of death.

(c) To whom the application is to be made :

To the Sub-Regional Officer/RPFC through last Head of Office duly counter signed by the last circle A.O.

(F) NOTIONAL ENHANCEMENT IN EMPLOYERS CONTRIBUTION TO CPF :

As per regulation 18(3) (e) (B) of the RSEB ESR, 1964 an employee who takes voluntary retirement is entitled to a notional contribution on the basis of the amount of subscription made before the date of retirement without subscribing to the fund on or after the date of his retirement, provided that resultant enhancement of employer's contribution shall in no case be more than contribution which could have been credited in his CPF A/c. had he retired on completing 33 years qualifying service or attainment of the age of superannuation, whichever is less.

Application for additional employer's contribution as provided in the aforesaid regulation is to be made by the retired employee to the Head of office concerned and not to the Secretary (CPF-Trust). The Head of office concerned



will compute the amount of enhanced/additional employer's contribution to the CPF and arrange its payment through the circle AO after obtaining the sanction of the CMD of the company, through the circle SE & ZCE.

(G) TIME FRAME FOR SUBMISSION OF THE CLAIMS BY THE HEAD OF OFFICE AND THEIR DISPOSAL/PAYMENTS BY DY.COA( P&F) / SECRETARY (CPF-TRUST)

| S.No. | NATURE OF CLAIM                 | TIME PERIOD FOR SUBMISSION BY THE HEAD OF OFFICE           | TIME PERIOD FOR ARRANGING PAYMENT/P.O. BY THE DY. COA(P&F)/SEC Y.(CPF-TRUST)   | REMARKS                                                                                                                                                                                                                                                                                                                                                                  |
|-------|---------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | 2.                              | 3.                                                         | 4.                                                                             | 5.                                                                                                                                                                                                                                                                                                                                                                       |
| 1     | Final payment of GPF            | Immediately, on retirement /resignation/termination/death. | Within 2 months, if the case is complete in all respect having no observation. | In case there are some substantial observation(s) the case is to be returned to Head of office within 10 days of receipt and the H.O.O. has to re-send the case, duly attending to each point of observation, to the Dy.COA(P&F)* within 10 days. The period of 2 months as shown in Col.4 shall be counted from the date the case received after removing observations. |
| 2     | Final payment of CPF            | -do-                                                       | -do-                                                                           | -do-<br>*Secretary (CPF-Trust)                                                                                                                                                                                                                                                                                                                                           |
| 3     | EDLI payment.                   | Alongwith the case of CPF final payment                    | Alongwith the CPF final payment.                                               | -do-<br>*Secretary (CPF-Trust)                                                                                                                                                                                                                                                                                                                                           |
| 4     | Gratuity payment to CPF holders | Immediately, on retirement /resignation/termination/death  | Within 1 month, if the case is completed in all respect having no observation. | -do-<br>*Secretary (CPF-Trust)                                                                                                                                                                                                                                                                                                                                           |

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It is enjoined upon the Heads of office to ensure that the case for final payment of GPF or CPF or payment of Gratuity to CPF holders or the payment of EDLI or Additional notional employer's contribution to CPF is made out in the manner narrated here in before and sent to the concerned authority, duly enclosing there with the required documents within the time period prescribed under para (G ) above.

The Dy.COA(P&F)/Secretary (CPF-Trust) shall ensure release of payment including preparation of Demand Draft /P.O. within the time period prescribed as above. Any departure/delay beyond the prescribed time frame shall attract an administrative action against the defaulting officer/official.

Sd/-

Secretary (Admn.)

Annexure - "A"

The discrepancies/short comings observed in general, while processing the cases of final payments, payment of Gratuity and Pension are of the following nature :-

(1) GPF Final Payment :

(i) When the claim is made by the retired employee the copy of acceptance of GPF, A/c. No. allotted for GPF, deduction statement duly verified by the circle AO with reference to pay orders are not enclosed and the Bank A/c. No. is not indicated.

(ii) When the claim is made by the widow/widower/children (in the event of death of the employee) the copy of acceptance of GPF, allotment of GPF A/c. No. and the copy of nomination is not enclosed or the list of family members at Sl. No.11 of the form is not indicated in the event no nomination was made or nomination made does not subsist. Similarly the deduction statement duly verified by the circle AO with reference to pay orders (in case the submission of Broad Sheet as on the date of death is pending) is not enclosed and the Bank A/c. No. is not indicated.

(2) CPF Final Payment :

(i) When the claim is made by the retired employee, the certificate of membership or no membership of EFPF scheme, 1971/EPS, 1995, is not enclosed. In respect of the employees who became member of CPF prior to 1.3.1971 and opted for EFPF or in respect the employees who became member of CPF w.e.f. 1.3.1971 thereby compulsorily the member of EFPF scheme, 1971/EPS, 1995, there was no contribution of the employee and employer to the EFPF/EPS. Therefore, while sending the final payment claim of such employees remittance of pension contribution to the RPF/SRO by the circle A.O. should be ensured.

Such an action is also required to be taken in respect of the employees who did not opt and were not allotted the A/c. No. for GPF but deduction of subscription to GPF started and continued till date of retirement/death by the Head of office.

In some of the cases employee's and employer's contribution to EFPF, 1971 or EPS, 1995 has been made in respect of such employees who either did not opt for the scheme or were the member of RSEB GPF scheme. In such cases action is to be taken by the last circle AO to get refund from the RPFC and to remit the amount, with interest to the Secretary(CPF-Trust)/Dy,COA(P&F) to credit the same to the R.R.V.K. CPF/ Superannuation Fund.

- (ii) When the claim is made by the nominee or by the heir(s) in the event of no nomination or the nominee also died the death certificate of the employee, list of family members at Sl. No.11 of form "C" is not enclosed/indicated. Deduction statement indicating the employer's contribution as on the date of death duly verified by the circle AO with reference to pay orders is not enclosed. Bank A/c. No. of the clamant is not indicated.

Other discrepancies as shown at (i) above are also observed for which action as proposed there in is required to be taken.

(3) **Payment of Gratuity to CPF holders :**

- (i) When the claim is made by the retired employee (In form -"D") :

All the columns, of the application are not filled in Report of DE/PE is not enclosed. Bank A/c. No. is not indicated.

- (ii) When the application is made by the nominee/heir(s) :

All the columns of the application are not filled in. Death certificate and the copy of nomination is not enclosed. In case of no nomination for gratuity but existence of nomination for payment of CPF accumulation, indemnity bond (Annexure-C) on a non judicial stamp

paper worth Rs.10/- as prescribed under rule -3 of RSEB payment of Gratuity Rules, 1972 is not enclosed. List of all the family members, of the deceased employee, i.e. the wife/husband/legitimate or adopted children (married or un-married) parents, children and widow of the pre-deceased son, in form "L" (Annexure-'D') is not enclosed in the case where there was no nomination for gratuity or CPF.

(4) **Pension claim in respect of CPF holders :**

Pension is admissible only to these CPF holders who were the member of CPF prior to 1.3.1971 and opted the EFPF scheme, 1971. To the employees who became member of the CPF on or after 1.3.1971 and did not opt for RSEB GPF scheme, the membership of EFPF, 1971/EPF, 1995 is statutory. To the EFPF, 1971 employees' and employer's contribution @ 1.16% of the wages upto 15.11.1995 and employer's contribution @ 8.33% of the wages subject to maximum of Rs.417/- upto 31.5.2001 and Rs.541/- there after was/is compulsory but the head of office/circle AO had not adhered to this provision and did not remit pension contribution to RPFC for years together. Even the Head of office/circle AO is not aware of membership of an employee, of this scheme resultantly pension contribution is remitted in respect of those, who were/are not the member of the scheme and is not remitted in respect of the employees who opted the scheme or compulsorily were/are the member of the pension scheme.

This state not only causes delay in release of final payment of GPF/CPF, but also delays abnormally making out and submission of the pension claim to the EPFO. The pension cases in respect of retired/expired employees are not forwarded to the RPFC/SRO for years together. When the pension claim is sent, the same lacks with necessary documents and also the EPF A/c. Nos. allotted by various circle AOs, while it is the duty of the last Head of office and the circle AO to collect the A/c. No. allotted by various circle AOs previously and to indicate the same in the pension case.



**ANNEXURE-D**

(कार्यालयाध्यक्ष से प्रमाणित करवाकर भेजे)

स्टाम्प नान जयडिजिटल रु.10/- फार्मा-‘स्टाम्प’ ‘एल’

**शपथ-पत्र**

मैं श्रीमती/श्री -----पत्नी/पति श्री/श्रीमती-----  
निवासी-----उम्र-----वर्ष शपथ पूर्वक घोषणा करता/करती हूँ कि मेरे पति/मेरी  
पत्नी स्व श्री/श्रीमती-----पुत्र/पत्नी श्री----- जो कि -----  
कार्यालय में ----- पद पर कार्यरत थे/थी का स्वर्गवास दिनांक -----  
को हो गया है । मैं मृतक की/का वैधानिक पत्नी/पति हूँ स्व.श्री/श्रीमती----- के  
परिवार के निम्नलिखित सदस्य हैं:-

**क्र० सं०**                      **नाम सदस्य**                      **आयु**                      **सम्बन्ध**                      **वैवाहिक स्थिति**

\*1

2

\*(कृपया नीचे देखें )

मैं शपथ पूर्वक यह भी घोषणा करती/करता हूँ कि उपरोक्त विवरण मेरी  
जानकारी एवं विश्वास के अनुसार पूर्णतः सत्य है और मैं / मेरे उपरोक्त स्व० पति/पत्नी  
श्री/श्रीमती----- की ग्रेच्युटी/भविष्य निधि राशि का भुगतान प्राप्त करने  
की/का अधिकारणी/अधिकारी हूँ। इसके अतिरिक्त कोई अन्य सदस्य ग्रेच्युटी एवं भ.निधि  
की राशि में हिस्सेदार नहीं है अपरोक्त विवरण में विवाहित अथवा अविवाहित संतानों  
आश्रित माता पिता व कर्मचारी की मृत्यु से पूर्व मृतक पुत्र की संतानों / विधवा(ओं) को  
सम्मिलित कर लिया गया है।

मैं/हम ----- पुत्र/पत्नी/पति स्व० श्री/श्रीमती -----  
बहालिया बयान करता/करती हूँ कि यदि किसी अन्य व्यक्ति द्वारा मृतक श्री -----  
का न्यायोचित उत्तराधिकारी सिद्ध किया जाता है तो कथित ग्रेच्युटी एवं भ.निधि की समस्त  
राशि नियोक्ता द्वारा केवल मांग किये जाने पर ही पुनः जमा कराने का वचन देता/देती हूँ।

प्रार्थी

गवाह के हस्ताक्षर

1.नाम व पता

2.नाम व पता

\* (मृतक कर्मचारी के परिवार के सदस्यों में निम्नलिखित को ही सम्मिलित किया जाना है)पत्नी/पति, पुत्र,  
पुत्री (विवाहित या अविवाहित या दत्तक) माता-पिता, कर्मचारी की मृत्यु से पूर्व मृतक पुत्र की विधवा तथा उसकी सन्तान।

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Copy forwarded to the following for information and necessary action:

1. The Chief Controller of Accounts, RVPN, Jaipur.
2. The Secretary (Admn.), RVPN/JVVNL/AVVNL/Jd.VVNL, Jaipur/Ajmer/Jodhpur.
3. The FA&COA, RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/Ajmer/Jodhpur.
4. The Chief Engineer/Addl.Chief Engineer/Dy.Chief Engineer( ), RVPN/RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/ Ajmer/ Jodhpur.
5. The Chief Accounts Officer( ), RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/Ajmer/Jodhpur.
6. The Dy.Secretary( ), RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/Ajmer/Jodhpur
7. The Suptdg.Engineer( ), RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/Ajmer/Jodhpur/\_\_\_\_\_. He is requested to arrange endorsement/circulation of this circular to l the officers under his administrative control.
8. The Sr.Accounts/Accounts Officer/Asstt. Accounts Officer ( ), RVUN/JVVNL/AVVNL/JDVVNL, Jaipur/Ajmer/Jodhpur/\_\_\_\_\_.

Secretary (CPF-Trust)