

OFFICE OF THE BOARD OF TRUSTEES
ASSAM TEA PLANTATIONS PROVIDENT FUND & PENSION FUND SCHEME
“NIDHI BHAWAN”, BASISTHA, LALMATI, GUWAHATI - 29

From : Sri. P. Barua,
Secy-Cum-P.F. Commissioner
Board of Trustees.

Circular No. P.F/07/ 02
Dated Guwahati the 01-03-07

To

The APFC/FCO's
All Zonal & Inspectorate Offices

It has been repeatedly emphasised that the settlement of P, F. and pension claims be made in most expeditious way. In spite of that, office have received numbers of complaints from different corners regarding delay in settlement of P:F and pension claims. After thorough examination of records it appeared that delay in most of the cases were caused at garden level and sometimes at field office level. In order to do away with much complaints, the Board of Trustees in its meeting held on 18-10-06 have decided that the settlement of P.F and pension claims should be made within a stipulated time. Accordingly it has been decided that garden management would submit requisitions for P.F settlement to Zonal/

Inspectorate offices within 15 days from the date of cessation of members'p in the fund. The Zonal/ Inspectorate offices in turn, would verify, process and recommend the claims to H.O. for remittance within 15 days from the date of receipt of requisition from garden management provided all the relevant document/information are made available with the requisition by garden management and H.O. would finally send the remittance within 30 days from the date of receipt of requisition from Zonal/Inspectorate offices.

The garden management would also forward pension claims to the respective field offices within 15 days from the date of settlement of P.F claims. The Zonal/Inspectorate offices in turn would verify, process, admit and recommend to H.O, within 15 days from the date of receipt of the claim from garden management provided all the relevant document/information are made available by garden management and H.O. would finally send the remittance within 30 days. from the date of receipt of the claims from Zonal/ Inspectorate offices. While forwarding all PF/Pension claims the Field offices should invariably indicate the date of receipt of the claims from garden.

The head of the Zonal/Inspectorate offices and incharge of P.F and Pension Sec. in H.O. would ensure strict compliance of the aforesaid decision with immediate effect failing which they will be personally held responsible alongwith the other employees involved in the settlement process. They should further ensure that all pending claims (both PF and Pension) should invariably be sent to H.O. within 7 days from the date of receipt this circular.

Yours faithfully

Secy-Cum-P.F. Commissioner
Board of Trustees.

Copy to : 1) Addl. PFC P.F Sec, for information & necessary action.
2) Addl. PFC Pension Sec, for information and necessary action.

Secy-Cum-P,F. Commissioner
Board of Trustees.

OFFICE OF THE BOARD OF TRUSTEES
ASSAM TEA PLANTATIONS PROVIDENT FUND AND PENSION FUND SCHEME
BASISTHA : LALMATI, GUWAHATI - 29

From : Sri. P. Barua,
Secy-Cum-P.F. Commissioner

Circular No. P.F/07/ 02
Dt. : 07-04-2000

To

The Asstt. PF Commissioner, Tinsukia/Dibrugarh/Sibsagar/Jorhat/
Golaghat/Tezpur/Silchar.

The Fund Control Officer, Sonari/Nagaon/Mangaldoi/North Lakimpur/Karimganj.

Sub : REQUISITION FOR PF SETTLEMENT AND BOTH H.B. ADVANCE & OTHER
ADVANCES, COMPUTATION OF INTEREST AND DEDUCTION OF PF CONTRIBUTIONS.

Sir

While referring to the standing circulars on the above subjects it is considered expedient to issue the undernoted guidelines once again in the interest of smooth working of the Schemes under this Organisation.

REQUISITION FOR PF SETTLEMENT, H.B. & OTHER ADVANCES

- a) All requisition pertaining to the above matters shall be channelised through the concerned Zonal Offices and the Inspectorates. Direct submissions to this office shall not be entertained. Concerned Zonal Offices/ Inspectorates' shall cause immediate and time bound actions as was instructed earlier.
- b) Requisition must be sent as per the proforma sent in earlier and must contain the particulars Viz (1) Name of the member in block letters (2) P.F.N. (3) Dt. of cessation and reason thereof (4) Age on the date of cessation (5) Name of the nominee in block letters & relation with the member (in case of deceased members, Nomination Form must accompany (6) Amount at credit on the 31st March of the preceding accounting year (7) Contribution after the preceding accounting year upto the date of cessation (8) Refund of advance (9) Interest in advance on the credit balance as on the 1st April of the year of cessation (10) Advance made (11) Interest on advance (12) Net amount payable (13) Remarks.
- c) Interest in advance should be calculated on the credit balance as stood on the 1st April of the year of cessation and for the period up to the last day of the month preceding the month of cessation in case of retired/terminated members. The interest should be calculated and credited upto the date of cessation where cessation is due to death. Broken periods for less than 15 days shall be ignored but the same exceeding 15 days shall be rounded off to a month. Such Interest for a further period of six months shall be credited to the members whose cessation is due to voluntary resignation. P.F. dues of members who resign shall become payable after six months of resignation.

Requisitions for amounts above Rs 5,000/- & below Rs. 5,000/- should be sent separately, Undernoted illustrations shall clarify further :

i) CEASSATION DUE RETIREMENT TERMINATION

Fagoo, P.F. No. 30, had provident fund balance of Rs. 1,000/- (including interest upto 31-03-2000) on 01-04-2000. He ceased his membership due to retirement/termination of 31-11-2000 .

Therefore he should be paid the principal amonut Rs. 1,000.00 + interest of the Rs. 73.33 + contributions upto 31-12-2000.

ii) CEASSATION DUE RESIGNATION

As for example : Golap, P.F. No. 40 had Provident Fund balance of Rs. 1,000.00 (including interest upto 31-03-2000) on 01-04-2000. He ceased his membership on 31-12-2000 due to resignation at his own accord. His accounts can be settled only after six months from the date of his resignation. He is entitled to interest Rs. 128.33 upto 31-05-2000.

Therefore he should be paid principal amount Rs. 1,000.00 + interest 128.33 + contribution upto 31-12-2000 on 31-06-2000 or there after when claim is preferred.

iii) CESSATION DUE DEATH

As for example : Radha, P. F> No. 20 had P. F. balance of Rs. 1,000.00 (with interest upto 31-03-2000) on 01-04-2000. She ceased her membership due to death on 31-12-2000. Her nominee is entitled interest the rate of 11% of Rs. 82.49 on 31-12-2000.

Therefore she should be paid principal amount of Rs. 1,000.00 + interest 82.49 + contribution upto 31-12-2000.

e) All members attaining the age of 65 years shall be deemed to have retired for the purpose iof different benefits under various scheme of this Organisation. Thus, any member aged more than 65 years whose reason of ceassation is shown as resignation shall be deemed to have retired the interest in advance shall be calculated & credited as admissible to any retired member. Please note that, the Board of Trustees has fixed the retirement age of the members at 65 years at the maximum for the purpose the Schemes administered by it.

f) Applications for H.B. advance should accompany the documents in support of the particulars furnished as per the detailed standing.

OFFICE OF THE BOARD OF TRUSTEES
ASSAM TEA PLANTATIONS PROVIDENT FUND & PENSION FUND SCHEME
“NIDHI BHAWAN”, BASISTHA, LALMATI N.H. 37, GUWAHATI - 29

To,

The Manager,
All Tea Estates in the
State of Assam.

Circular No. P.F/2008/03
Dated, Guwahati the 21-06-2008

C I R C U L A R

On examination of queries received from different cornets regarding crediting interest to a member's account under different circumstance, the Board of Trustees in its meeting held on 23/04/08 have decided that interest shall be credited to a member's account in the following manner :-

01. Interest will be credited annually.
02. Interest will be credited for the current year on the amount standing at credit of a member's account on the last of the preceding year.
03. Interest, for the period from the beginning of the current year up to the last day of the month preceding the date on which the amount standing at credit of a member's account becomes payable under para 29 of the Scheme (Settlement of Claim), will be credited on the amount at credit of a member's account on the last day of the preceding year.

Provided that interest up to and for the current month shall be credited if the amount at credit of a member's account becomes payable on or after the 25th day of the month.

04. The Total amount of interest shall, be rounded off to the nearest rupee (fraction of fifty paise above, shall be rounded off to the next rupee).

This will supersede all circulars regarding interest to a member's account except the office communication issued to Zonal and Inspectorate Offices of the Board of Trustees under Memo No, PF/6326-37, dated 11-01-04, which provides for guidelines on crediting interest in case of resignation by a member.

This will come into force with immediate effect.

Secretary-cum-P. F. Commissioner
Board of Trustees.

Copy to : 01. All Heads of Zonal & Inspectorate Offices,
for information and necessary action.

02. All officers of the Board of Trustees, for information and necessary action.
03. The general Secretary, A. C. K. S.
04. The General Secretary, A. C. M. S.
05. The General Secretary, C. C. S. U.

Secretary-cum-P. F. Commissioner
Board of Trustees.

OFFICE OF THE BOARD OF TRUSTEES
ASSAM TEA PLANTATIONS PROVIDENT FUND & PENSION FUND SCHEME
“NIDHI BHAWAN”, BASISTHA, LALMATI, GUWAHATI - 28

From : Shri H. N Sarma,
Secretary-Cum-P.F. Commissioner

Circular No. P.F/L/93/17
Dated Guwahati the 01-09-00

To

All Managers of all
Tea Estates in Assam

Subject : Amendment of Act.

Sir,

I am to say that the Government of Assam have certain amendments to the Assam Tea Plantations Provident Fund (and Pension and Deposit Linked Insurance Fund) scheme, Act, 1955 vide Assam Act of 1 of 1993 having received the assent of Governor of Assam on 22-1-93 and notified under Government of Assam Memo No. LGL. 6/91/30, dated 25-1-93. This was published in Assam Gazette extra ordinary dated 27-2-93 (Copy enclosed).

These amendments have come into force with retrospective effect from 30-6-92. Consequent upon these amendments to the Act, the following changes have taken place with retrospective effect from 30-6-92 in the matter of implementation :

1) The wage ceiling as defined in Section 2 (d) of the Act is raised to Rs. 3500/- per month. This was duly circulated earlier vide circular No. PF/92/5, dated 2-3-92/

2) The definition of Plantations as in section 2 (f) of the Act will also include Tea Factories employing 10 or more employees are employed. Hence all Tea Factories working in Assam without any Tea Plantations are now covered by the Act.

3) The establishments so far not covered under the Act may also implement the provisions of the Act and Scheme if the majority of the employees and the employers agree to do so, with the approval of the State Government, i.e., those small Tea Plantation, who do not come under the purview of Act may also implement the scheme if both the employees and the employers of the particular plantation so desire.

4) In the event of default to deposit P.F. contribution to the Board within one month of collection, the amount due in respect of both the employees as well as employers' contribution shall be first charge on the assets of the establishment, as stipulated in Sub-Section (2) of Section (10) of the Act.

5) The expression 'The Factory' should be included along with the plantations in Section 2(F), 11 schedule 1 (B).

6) The name of the Act stands changed as indicated in amendment No. 6 of the notification referred to above.

7) Regarding Amendment of Section 2(D) Explanation - the matter has been referred to Government for further clarification, and the views would be made known as soon as clarified by the Government.

You are, therefore, requested to take note of the aforesaid amendments read with details thereof in Assam Act 1 of 1993 notified under Memo No. LGL. 6/91/30, dated 25-1-93, and to take appropriate steps for implementation thereof with effect from the stipulated date.

Secretary-cum-P. F. Commissioner
Board of Trustees.

Memo No. PF/93/ Dated Guwahati, the

- Copy to :**
1. All officers of the Board of Trustees.
 2. All officers of the Field officers.
 3. All Members of the Board, Board of Trustees.
 4. All Employee's Union.
 5. All Employee's Association.

Secretary-cum-P. F. Commissioner
Board of Trustees.

OFFICE OF THE BOARD OF TRUSTEES
ASSAM TEA PLANTATIONS PROVIDENT FUND & PENSION FUND SCHEME
“NIDHI BHAWAN”, BASISTHA, LALMATI, N.H. 37 : GUWAHATI - 781029

From : Sri S. Das
Secretary-Cum-P.F. Commissioner
Board of Trustees

Circular No. P.F/Adm.-1/Act/2013/06
Dated Guwahati the 01/04/2013

To
The Manager of
Tea Estates/Factories of Assam

Sub: Amendment of ATPPF & PF Scheme.

Sir,

Further this office Circular No. PF/L/93/1 dt. 10/09/1993 you are aware that the ATPPF & PF & DLI Fund Scherne Act was amended in 1993 extending PF benefit to the workers of the Tea Estates/Factories of Assani from their date of joining in service.

The aforesaid amendment of the ATPPF & PF & DLI Fund Scheme Act could not be implemented due to the court cases relating to amendment of Central Act on the same subject.

Subsequently on the basis of Supreme Court judgment confirming validity of extending PF benefit to the workers from the date of joining in service, the Board of Trustees have decided to give effect to this amended provision.

Accordingly, you are requested to implement the amended provision to extend PF benefit to the tea gardens/factories workers from the date of joining immediately as per Assam Gazette Notification No. LGL 6/91/30 dt.2S/01/1993.

Yours faithfully

Secretary-cum-P. F. Commissioner
Board of Trustees.

- Copy to :**
1. All Members of the Board of Trustees.
 2. All Officers of the Board of Trustees in Head Office & Field Offices for information & necessary action.
 3. All Employees Union.
 4. All Employees Union.

Secretary-cum-P. F. Commissioner
Board of Trustees.

Appendix : iv (c)

Advance Stamped Receipt

Received a sum of Rs. (Rupees
.....) from the Office of the Board of Trustees, Assam Tea Plantations
Provident Fund And Pension Fund Scheme, Guwahati-29 by deposit in my Saving Bank
Account towards payment of Pensionary benefit of Shri/Smti.....
..... P.F. No.

Signature or left/right thumb
Impression of the payee

Certificate by the attested authority

Certified that the facts stated above are correct and Shri/Smti.
..... is an employee of
T./E./Tea Factory. He/She signed/Thumb impressed before me.

Signature of the employee
or any authorized official
with designation and seal.

"Form No. 4A

ADVANCE STAMP RECEIPT FORM

Received a sum of Rs. from the Office of The Board of Trustees, Assam Tea Plantations Provident Fund And Pension Fund and Deposit Linked Insurance Fund Scheme, Guwahati-29 by deposit in my Saving Bank Account towards settlement of provident fund Account of Shri/Smti.
.....

Signature or left/right thumb
Impression of the payee

Certificate by the attested authority

Certified that the facts stated above are correct and Shri/Smti.
..... is an employee of
T./E./Tea Factory. He/She signed/Thumb impressed before me.

Signature of the employee
or any authorized official
with designation and seal."

OFFICE OF THE BOARD OF TRUSTEES

**The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D. L. I. Scheme
"NIDHI BHAWAN", BASISTHA, LALMATI, N.H. 37 : GUWAHATI - 781029**

From : Sri S. Das
Secretary-Cum-P.F. Commissioner
Board of Trustees

Circular No. P.F/2013/Esstt.-I01
Dated Guwahati the 26/06/2013

To
The Manager of
Tea Estates/Factories of Assam

Sub: Declaration of rate of interest for the year 2012-13 and interest in Advance for 2013-

Sir,

I am directed to say that the Board of Trustees in its meeting held on 25/06/2013 is pleased to declare interest for the year 2012-13 @ 8.5% (eight point five percent) on the credit balance of members as it stood on 01/04/2012.

You are therefore, requested to compile your 61st Annual Return (Fol ii No.5) for the period from 01/04/2012 to 31/03/2013 calculating interest @ 8.5% on P.F. balance of individual members appearing in column 3 of the 61st Annual Return.

Interest earlier paid in advance, Insurance premium and other advances both refundable and non-refundable deducted from the individual balance may be incorporated in respective column of the return as usual as was done in the previous Return.

The Return duly compiled as above should be submitted to the respective Zonal/Inspectorate office alongwith a reconciliation statement on or before 31/07/2013.

Further, interest in advance should also be calculated and paid to those members whose membership ceases after 31/03/2013 @ 8.5% on the opening balance as on 01/04/2013.

Yours faithfully,

Secretary-cum-P. F. Commissioner
Board of Trustees.

Copy to:

- 1) All Officers, ATPPF & PF Scheme.
- 2) General Secretary, Assam Chah Karmachari Sangha.
- 3) General Secretary, Assam Chah Mazdoor Sangha.
- 4) General Secretary, Cachar Chah Sramik Union.
- 5) General Secretary, Tea Employees Association, Silchar.

Secretary-cum-P. F. Commissioner
Board of Trustees.

OFFICE OF THE BOARD OF TRUSTEES

**The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D. L. I. Scheme
"NIDHI BHAWAN", BASISTHA, LALMATI, N.H. 37 : GUWAHATI - 781029**

From : Sri S. Das
Secretary-Cum-P.F. Commissioner
Board of Trustees

Circular No. P.F/2013/Esstt.-102
Dated Guwahati the 26/06/2013

To

The Manager of
Tea Estates/Factories of Assam

Sub: Fixation of Administrative Cost for the year 2013-2014 under Schedules 5(III) of the

ATF

Sir.

I am directed to say that the Board of Trustees in its meeting held on 25/06/2013 is pleased to fix the rate of Administrative cost for the year 2013-2014 @ 3.5% (Three point five percent) on gross collection of 2012-2013 (01/04/2012 to 31/03/2013).

You are therefore, requested to calculate the Administrative cost payable by you for the year 2013-2014 at the above rate and deposit the same **within 31/07/2013** by challan into Board of Trustees Account Number stated below -

Name of the Bank	Account Number
➤ STATE BANK OF INDIA	10821404326
➤ UNITED BANK OF INDIA	1436050010003
➤ CENTRAL BANK OF INDIA	1331804055

Please note that if the amount is deposited in any account of the Board other than the above mentioned accounts, the deposit challan will not be accepted by Board against the PF administrative cost.

You are further requested to forward a statement showing the gross collection for the year 2012-2013 and the amount payable as Administrative Cost alongwith the original copy of deposit challan to this office and copied to respective Zonal/Inspectorate Office.

Yours faithfully

Secretary-cum-P. F. Commissioner
Board of Trustees.

Copy to : All Officers, The Assam Tea Plantations Provident Fund & Pension Fund Scheme
for information and necessary action.

Secretary-cum-P. F. Commissioner
Board of Trustees.

**OFFICE OF THE BOARD OF TRUSTEES
ASSAM TEA PLANTATIONS PROVIDENT FUND & PENSION FUND SCHEME
“NIDHI BHAWAN”, BASISTHA, LALMATI, GUWAHATI - 29**

From : Sri P. Baruah
Secretary-Cum-P.F. Commissioner

Circular No. P.F/07/01
Dated, Guwahati the 01-03-07

Board of Trustees

To,

The Manager,
All Tea Estates in Assam

Complaints were received from different corner regarding delay in settlement of P.F and Pension claim in spite Board's emphasis on expeditious settlement. On examination of records it appeared that some employer consume more than reasonable time in submitting requisition for P.F settlement or in forwarding pension claim to the respective Zonal/Inspectorate offices. In view of that, Board of Trustees in its meeting held on 18-10-06 have decided that the settlement of P.F and Pension claims should be made within a stipulated time so that the principle of social security is not frustrated. Accordingly it has been decided that the employers would submit the requisition for P.F settlement of the ceased member to the respective Zonal/Inspectorate offices of the Board within 15 days from the date of cessation of membership along with all relevant information. Similarly they would forward

renewal pension claims to the respective Zonal/Inspectorate offices within 15 days from date of P.F settlement along with all relevant information.

It has also been observed that Family pension remittances are sometimes retained by some employers who make the payment after a long time and also fail to submit payee's receipt to the H.O. for subsequent remittances. This has caused great sufferings to the recipient of renewal family pension. Hence, it has been decided that employers would disburse the family pension remittances immediately on receipt of the remittance from H.O. and submit payee's receipt in original within 30 days from the date of the remittance.

In the event of failure to comply with the aforesaid decision, the concerned employer would be solely responsible for any loss suffered by the ceased member due to delay in settlement of PF/Pension claims.

Yours faithfully

Secretary-cum-P. F. Commissioner
Board of Trustees.

- Copy to :**
- 1) Add. PFC Pension Sec. for information & necessary action.
 - 2) Add PFC P.F. Sec. for information & necessary action.
 - 3) APFC/FCO of all Zonal/Inspectorate offices. They will observe and report compliance of the decisions.
 - 4) General Secretary ACMS for information.
 - 5) General Secretary ACKS for information.
 - 6) General Secretary CCSU for information.

Secretary-cum-P. F. Commissioner
Board of Trustees.

**OFFICE OF THE BOARD OF TRUSTEES
ASSAM TEA PLANTATIONS PROVIDENT FUND & PENSION FUND SCHEME
“NIDHI BHAWAN”, BASISTHA, LALMATI, GUWAHATI - 29**

From : Sri P. Baruah

No. PF/Adm.I/2002-2003/Act/7096-
Secretary-Cum-P.F. Commissioner

7100

Dated, Guwahati the 11-02-2003

To,

The Manager of
All Tea Estates in Assam

Sub: Amendment of ATPPF & PF & DLI Fund Scheme regarding imposition of 15% interest on delayed deposit of DLI contribution under Section 3 and enhancement of existing ceiling of payable amount to Rs. 15,000/-.

Ref : This office circular no. PF/DLI/Adm. I/99/2 dtd, 2.10.99.

Sir,

In continuation of the office circular no. PF/DLI/Adm.I/99/2 dtd. 28.10.99 I am to enclose herewith a copy of Govt. of Assam Notification No. LGL.24/98/29 dtd. 16th November, 2002 published in the Assam Gazette (Extraordinary) regarding amendment of ATPPF & PF & DLI Fund Scheme (Assam Act X of 1955) on imposition of 15% interest on delayed deposit of DLI contribution and enhancement of existing ceiling of payable amount from Rs. 10,000/- to Rs. 15,000/- of DLI Scheme.

This is for your information and necessary action.

Yours faithfully

Secretary-cum-P. F. Commissioner
Board of Trustees.

Memo No: PF/Adm-I/2002-2003/Act/7096-7100 dt. 11.2.2003.

- Copy to :**
1. The Members of the Board of Trustees.
 2. The Officers of the Board of Trustees in Head Office & Field Offices.
 3. All Employees Union.
 4. All Employees Union.

Secretary-cum-P. F. Commissioner
Board of Trustees.

OFFICE OF THE BOARD OF TRUSTEES

**The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D.L.I. Scheme
"NIDHI BHAWAN" Basistha, Lalmati, N.H. 37: Guwahati - 781029.**

From: Sri S.K. Barla
Secretary-Cum-P.F. Commissioner
Board of Trustees

No. PF/2011/Adm.-UAct!
Dated Guwahati, the

To,
The Manager of all Tea Estates of Assam.

Sub: Enhancement of the existing ceiling amount on account of D.L.I. Scheme.

Ref: This office Circular No.PF/DLI/2010/03 dt. 09/06/2010.

Sir,

In continuation of the above, I am to enclose herewith a copy of Notification No. LGL/24/98/125 dt.08/06/2011 of the Govt. of Assam published in the Assam Gazette (Extraordinary) regarding amendment of the Assam Tea Plantations Provident Fund & Pension Fund & Deposit Linked Insurance Fund Scheme Act. 1955 (Assam Act X of 1955) enhancing the maximum amount payable under the D.L.I. Scheme from Rs. 20,000/- to Rs. 30,000/-.

This is for your information and necessary action.

Yours faithfully

Encl : As above.

Secretary-cum-P. F. Commissioner
Board of Trustees.

Copy to : 1. The Members of The Board of Trustees.
2. All Officers of the Board of Trustees in Head Office & Field Offices.
3. All Employees Union.
4. All Employees Union.

Secretary-cum-P. F. Commissioner
Board of Trustees.

THE ASSAM GAZETTE

EXTRAORDINARY

PUBLISHED BY THE AUTHORITY

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
LEGISLATIVE DEPARTMENT : : LEGISLATIVE BRANCH

NOTIFICATION

The 8th June, 2011

No. LGL. 24/98/125. - The Following Act of the Assam Legislative Assembly which received the assent of the Governor is hereby published for general information.

ASSAM ACT NO. XIII OF 2011

(Received the assent of the Governor on 5th June, 2011)

**ASSAM TEA PLANTATIONS
PROVIDENT FUND AND PENSION FUND AND
DEPOSIT LINKED INSURANCE FUND SCHEME
(AMENDMENT) ACT, 2011**

THE ASSAM GAZETTE, EXTRAORDINARY, JUNE 8, 2011

**AN
ACT**

further to amend the Assam Tea Plantations Provident Fund and Pension Fund and Deposit Linked Insurance Fund Scheme Act, 1955.

Preamble Whereas it is expedient further to amend the Assam Tea Plantations Provident Fund and Pension Fund and Deposit Linked Insurance Fund Scheme Act, 1955, hereinafter referred to as the principal Act, in the manner hereinafter appearing;

It is hereby enacted in the Sixty-second Year of the Republic of India as follows:

- Short title,* 1.(1) This Act may be called the Assam Tea Plantations Provident
extent and Fund and Pension Fund and Deposit Linked Insurance Fimd
commencement Scheme (Amendment) Act, 20 11.
(2) It shall have the like extent as the principal Act.

(3) It shall come into force at once.

Amendment 2. In the principal Act, in the Schedule, in para 9 B (iii), for the word of Schedule "twenty", occurring between the words "more than rupees" and "thousand", the word "thirty" shall be substituted.

MOHD. A. HAQUE,

Secretary to the Government of Assam,
Legislative Department, Dispur, Assam.

**INDEMNITY BOND EXECUTED BY THE LEGAL HEIR/NOMINEE OF SHRI/SMTI.
..... IN FAVOUR OF THE BOARD OF TRUSTEES
A.T.P.P.F. & P.F. SCHEME, GUWAHATI-29**

This Indemnity Bond is executed on this day of (month) (year) by Sri/Smti son/wife/nominee of Shri/Smti. (since serving life imprisonment in jail) resident of P. O. P.S. Dis. Assam, in favour of the Board of Trustees, A. T. P. P. F.

Whereas Shri/Smti son of has been serving life imprisonment in Jail since the day of month year and whereas He/she was a member of A.T.P.P.F. scheme and had a P.F. Account bearing Account No. and an amount of Rs. is lying in the said account and whereas the Board of Trustees, A.T. P. P. F. has agreed to release/pay the said amount lying in the P. F. Account of Shri/Smti (since serving life imprisonment in Jail) to the heir/nominee of Shri/Smti..... (since in Jail) and I, being the wife/nominee of Shri/Smti..... (since in Jail), do hereby and hereunder agree to indemnify and at all times keep indemnified the Board of Trustees, A. T. P. P. F. and their successors/executors, Administrators/representatives against all such possible claims or demands made or by action and proceedings, if any, commenced by the said Shri/Smti..... (since in Jail) or by and person or persons claiming through or under him in respect of the said amount and also against all costs. charges and expenses reasonably incurred for defending any such claim, action and

proceedings. In witness thereof, I sign this Indemnity Bond on the day, month and year first above written.

..... (Chairman Primary Committee with Seal)

Witness :

01)

02)

Signature of the executor.

**OFFICE OF THE BOARD OF TRUSTEES,
The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D.L.I. Scheme
"NIDHI BHAWAN" Basistha, Lalmati, N.H. 37: Guwahati - 781029**

From: Shri S. Das
Secretary-Cum-P.F. Commissioner

Circular No: PF/2012/Esstt.-I/02
Dated Guwahati, the 17/05/2012
Board of Trustees

To,
The Manager,
All Tea Estates in Assam

Sub: Declaration of rate of interest for the year 2011-12 and interest in Advance for 2012-13 and compilation of Annual Return for the period from 01/04/2011 to 31/03/2012.

Sir.

I am directed to say that the Board of Trustees in its meeting held on 07/05/2012 is pleased to declare interest for the year 2011-12 @ 9% (Nine percent) on the credit balance of members as it stood on 01/04/2011.

You are therefore, requested to compile your 60th Annual Return (Fonn No.5) for the period from 01/04/2011 to 31/03/2012 calculating interest @ 9% on P.F. balance of individual members appearing in column 3 of the 60th Annual Return.

Interest earlier paid in advance, Insurance premium and other advances both refundable and non-refundable deducted from the individual balance may be incorporated in respective column of the return as usual as was done in the previous Return.

The Return duly compiled as above should be submitted to the respective Zona/Inspectorate office alongwith a reconciliation statement on or before 30/06/2012.

Further, interest in advance should also be calculated and paid to those members whose membership ceases after 31/03/2012 @ 9% on the opening balance as on 01/04/2012.

Yours faithfully

Secretary-cum-P. F. Commissioner

Board of Trustees.

- Copy to :** 1. All Officers, ATPPF & PF Scheme.
2. General Secretary, Assam Chah Karmachari Sangha
3. General Secretary, Assam Chah Mazdoor Sangha.
4. General Secretary, Cachar Chah Sramik Union.
5) General Secretary, Tea Employees Association, Silchar.

**Secretary-cum-P. F. Commissioner
Board of Trustees.**

**OFFICE OF THE BOARD OF TRUSTEES,
The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D.L.I. Scheme
"NIDHI BHAWAN" Basistha, Lalmati, N.H. 37: Guwahati - 781028**

From: Sri D. Crozier,

Cir. No: PF/PFC/Sett-Claim/98/1.

To,

The Managers of the Tea Estates in Assam.

Sub: Expeditious settlement of Claims.

Sir,

It is observed with great concern that inspite of repeated instructions and guidelines for expeditious processing of the beneficiaries claims for settlement of P.F. , Pension & DLI dues (the latest being No. PF/PFC/Sett—claims/97a dtd. 23.7.97) there has not boon any tangible improvement in the matter. The hon'ble members of the Board while discussing the issue, have expressed displeasure over the delay in settlement of such claims which could very well be avoided with a little more interest from all concerned. You would, I am sure, agree with the fact that for lack of a little seriasness and interest, the very purpose of affording a real help to the ceased members ait the time of their need is defeated.

You are therefore requested to ensure that all PF claims are settled immediately from your periodic collection of P.F. contributions. In case of requirement of remittances i.e. where the cases are to be settled from the Board's end the same should be sent to the concerned office of the Board with the required particulars furnished correctly, within seven days time after ceassation of membership. Pending cases as on 15.1.98 should invariably roach the Boards office by 31 a1.98 next. Cases arising w.e.f. 1.2.98 should be Processed expeditiously as stated above. Likewise all pending cases for pension & DLI payments should also reach the Boards. office by 31.1.98 next without fail.

Henceforth the cloncerned employer shall be responsible for any loss for delay in settlement, if it is found that the delay was causcd at the garden and they would be liable to make good the when the payees.

We are sure, with your full co-operation the vexed problem would be solved happily to the satisfaction of all concerned.

Yours falithfully

Secretary-cum-P. F. Commissioner
Board of Trustees.

Memo No. PF/PFC/Sett-Claim/98/1. dated

Copy to :(1) All the Heads of Zonal Offices & Inspectorates of the Board. They are reminded of the earlier instructions on.

**OFFICE OF THE BOARD OF TRUSTEES,
THE ASSAM TEA PLANTATIONS PROVIDENT FUND & PENSION FUND SCHEME SHILLONG.**

From: Sri D. S. Roy, M.A.,
Secretary-Cum-P.F. Commissioner

Circular No. PF/3/60
Shillong, the 6-2-1960

To,
The Managers of
All Tea Plantations in Assam.

Sub: Interest on advances against provident fund accumulations.

Sir,

In continuation of this Office-Circular No. PF/7/59 dated 22.10.59. I am to say that the Board took the following decisions on the subject mentioned above:

- (a) As interest on advanced against provident fund accumulations is charged as a measure of checking the tendency of easily and frequently availing of loans from provident fund by the members, this should be credited to the Interest Account of the Fund and not to the loaneest own account.
- (b) Interest so far realised and kept in 'Suspense' Account should therefore be transferred to the Account of the Fund.

You are, therefore, requested to realise interest along with the last instalment of recovery and show the same in Col. B(ii) (a) of your Form No.1 under a sub-head

“Interest on advance” and deposit the amount in Account No.I of the Fund along with your net collection of the relative week. The mount of interest shown in Col. B(ii) (a) as above, should again be shown in the same Form No.I under a sub-head “Interest on advance - credited to the Board's Fund” by making an additional column under E(vi) (a) and the same should be deducted from the progressive balance.

Interest shown in Col.B (ii) (a) and Col.E (vi)(a) of the Form No. T as stated above, should not be credited to individual accounts of the members concerned and should not also be shown in the relative Half-Yearly Returns.

- (c) No interest should be charged on advances drawri from provident fund deposits prior to 5.10.59.

Yours falithfully

Secretary, Board of Trustees.

Phone : 2300108, 2300604, 2300742

Fax : 0361 - 2302602

**OFFICE OF THE BOARD OF TRUSTEES,
The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D.L.I. Scheme
"NIDHI BHAWAN" Basistha, Lalmati, N.H. 37: Guwahati - 29**

From: Sri P. Barua, Secretary-Cum-P.F. Commissioner Board of Trustees. Cir. No: PF/Adm-I/Act & Scheme/06/3
Dated Guwahati, the 8th January, 98.

To,
The Managers of all Tea Estates in Assam.

Sub: Amendment of Assam Tea Plantations Provident Fund & Pension Fund & Deposit Linked Insurance Scheme in respect of insertion of new para as 31-A and the Nomination Form No. 3.

Sir,

I am to enclose herewith a copy of the Notification No. GLR (PC) 4\98\Pt-I\20 dated Dispur the 19th January, 2006 of the Govt. of Assam regarding amendment of Assam Tea Plantations Provident Fund & Pension Fund and Deposit Linked Insurance Fund Scheme in respect of insertion on new Para namely 31 A and Form No. 3 (Nomination Form). A revised Nomination Form is also enclosed herewith for your ready reference. The nomination of all PF members may be made as per aforesaid revised form.

Yours faithfully

Secretary-cum-P. F. Commissioner
Board of Trustees.

- Copy to :**
1. The Members of the Board of Trustees for information.
 2. All Officers of the Board of Trustees in Head Office and Field Offices for information & necessary action.
 3. All Employees Union.
 4. All Employees Union.

Secretary-cum-P. F. Commissioner
Board of Trustees.

Phone : 2300108, 2300604, 2300742

Fax : 0361 - 2302602

OFFICE OF THE BOARD OF TRUSTEES,

**The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D.L.I. Scheme
"NIDHI BHAWAN" Basistha, Lalmati, N.H. 37: Guwahati - 781029**

From: Sri S. Das
Secretary-Cum-P.F. Commissioner
Board of Trustees.

Circular No: PF/2012/04
Dated Guwahati, the 06/06/2012

To,

The Managers
All Tea Estates/Factories of Assam.

Sub: Interest on P. F. Advance.

Ref: Circular No. PF/2011/03 dated 17/08/2011.

Sir,

In supersession of the earlier circular under reference, I am directed to inform you that the Board of Trustees in its meeting held on 07/05/2012, has decided to reduce the rate of interest on P. F. Advance from 7% to 4% p.a.

You are therefore requested to recover the interest on P.F. advance at the rate of 4% p.a with immediate effect from the members availing P.F. advance from their P.F. accumulation.

Yours faithfully

Secretary-cum-P. F. Commissioner
Board of Trustees.

Copy to : 1. All Officers, ATPPF & PF Scheme.

2. General Secretary, Assam Chah Karmachari Sangha.
3. General Secretary, Assam Chah Mazdoor Sangha.
4. General Secretary, Cachar Chah Sramik Union Assam.
5. General Secretary Employees Association, Silchar.

Secretary-cum-P. F. Commissioner
Board of Trustees.