

**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.