

**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, Secretary-Cum-P.F. Commissioner
Cir. No: PF/PFC/Sett-Claim/98/1.
Dated Guwahati, the 8th January, 98.

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 seriausness 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 fcr 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.