

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

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

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

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.