

**OFFICE OF THE BOARD OF TRUSTEES**

**The Assam Tea Plantations Provident Fund And 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  
Board of Trustees. No.PF/Adm-I/Act/2012/05  
Dated Guwahati, the 27-09-2012

To,  
The Manager of all Tea Estates of Assam

Sub: Amendment of Pension Rules and payment of revised pension claims through  
individual Bank A/C of the beneficiaries.

Sir,

I am to say that the Board of Trustees in its meeting held on 07/05/2012  
decided to remit the amount of revised pensionary benefit through the individual  
bank A/C of the beneficiaries by amending the pension rules and forms prescribed  
in that.

Accordingly, the Govt, of Assam vide Notification No. GLR (RC) 117/2012/7A  
dated 30/08/2012 (copy enclosed) has amended the Pension Rules framed under  
Para-42 of the ATPPF & PF Scheme.

Henceforth, all revised pension claim, shall be paid through the individual  
bank A/C of the payees. While submitting pension application in revised for (copies  
enclosed), indicating name of Bank, Branch, Branch IFS Code & A/C No., the  
employers will obtain an advanced Stamped Receipt in Form IV (C) (copy enclosed)  
and submit the same alongwith revised pension form in Appendix IV (a) as  
enclosed to the respective Zonal/Inspectorate Office of the Board of Trustees.

This will come into force with immediate effect.

Yours faithfully

Secretary-Cum- P.F.Commiss  
Board of Trustees.

Encl: As above.

Memo No.PF/Adm.I/Act/2012/. Dated Guwahati, the.....

Copy to:-

Members of the Board of Trustees.  
All Officers of the Board of Trustees in Head Office and Field Offices.  
All Employers Union.  
All Employees Union.

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



Saving Bank Account towards payment of Pensionary benefit of  
Shri/Smti.....  
P.F.No.....

Affix Re1  
Revenue  
Stamp

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 of ..... T.E/Tea Factory. He/she  
signed/thumb impressed before me.

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

Sd/- B. Mushahary, IAS

Principal Secretary to the Govt, of Assam

Labour & Employment Department

Dated Dispur the 30th August, 2012

Memo No.GLR (RC)117/2012/7-A

Copy to:

1. - P r i n c i p a l Secretary to the Govt. of Assam, Labour & Employment Department
2. Secretary Cum PF Commissioner, Board of Trustees, ATPPF, Lalmati, Nidhi Bhawan
3. Director, Govt Press, Bamunimaidam. He is requested to publish the said notification in the extraordinary Assam Gazette and send 150 copies of this department.

By order etc.,

Joint Secretary to the Govt. of Assam  
Labour & Employment Department

**APPENDIX: IV (a)**  
Application for Pension other than Family Pension

Name of Garden ..... Code No.....

1. Name & P.F. No. of the member:
2. (a) Date of enrolment as a member of  
A.T.P.P.F. & P.F. Scheme- in the Company's P.F. Scheme-
  - (b) Period of membership in the Fund-
  - (c) Amount and date of transfer of P.F. accumulation from Company's Provident Fund-
3. NET Provident Fund balance after adjusting out-standing advances, if any on the date of retirement/dismissal supported by a copy of settlement receipt in Form No. 4 showing the Gross P.F. Balance and other outstanding advances-
4. Date of retirement/dismissal for Gross misconduct alongwith cause of dismissal-
  - (b) Age on the date of retirement/dismissal as per record maintained in the Garden-
5. Name of the nominee and address-
  - (b) Whether the member had any break in his/her membership in fund for a continuous period of three months or more and if so the dates and the reasons thereof-
6. Whether the member desires to draw Pension due to him/her Monthly-Yearly-
7. Whether the applicant is a re-employed person and if so state the following-
  - (a) The name and address of his/her earlier employer-
  - (b) The period of his/her earlier service (with date of entry and date of retirement) -
  - (c) Any pensionary benefit was granted to him/her under this Scheme or any other Scheme for the earlier period of his/her service. Give details, viz. amount of Pension and date of drawal-
8. Commuted value at a time.  
Permanent address of the member/Nominee at which Cheque for Pension will be forwarded-
9. (a) Name of Bank, Branch and IFS'code- (b) Account No:-  
Date \_\_\_\_\_

Signature or L.T.I./R.T.I. of  
the member.

N.B. strike out the word or para which is not applicable.

**FOR GARDEN' S USE**

Certified that the above statement is correct and true to the best of my knowledge and as per records maintained in the garden.

Signature of the Manager  
Name & Code No. of Garden

**"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.....

Affix Re 1  
Revenue  
Stamp

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 employer  
or any authorized official with  
designation and seal