



ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION

(Formerly known as The Assam Tea Plantations Provident Fund & Pension Fund Scheme & DLI Scheme)

“Nidhi Bhawan” Basistha, Lalmati, N.H.-37, Guwahati-781029

Office Circular

No.02

Dated Guwahati, the 19/01/2018

It has been the constant endeavour of the organization to reduce the time gap in submission of data and quick processing of benefit disbursement. Accordingly, the organization has decided that the following forms and claims to be submitted by the tea estates/ tea factories covered under the ATPPF & PF & DLI Fund Scheme Act, 1955 (as amended upto date) will be accepted by the organization only in online mode with effect from 1st April, 2018 –

- 1) Form No.1 alongwith deposit receipt and contribution chart.
- 2) Form No.5
- 3) Form No.11
- 4) Form No.12
- 5) All claims under Provident Fund Scheme, Pension-Cum-Family Pension Scheme (Form No.iv(a) & iv(b)) and DLI Scheme.

Details regarding uploading of forms/claims will be intimated shortly.

Secretary-Cum-P.F. Commissioner

Copy to:-

- 1) Managers of all tea estates/ tea factories for information & necessary action.
- 2) All Members, Board of Trustees, Assam Tea Employees Provident Fund Organization for information.
- 3) All Officers of Head Office & Field Offices for information & necessary action.
- 4) All Employers/Employees Association for information & necessary action.

Secretary-Cum-P.F. Commissioner