

EMPLOYEES' PROVIDENT FUND
ORGANISATION
NEW DELHI

VIII TH MEETING OF THE
PENSION IMPLEMENTATION COMMITTEE
(EMPLOYEES' PROVIDENT FUND)

ON

30TH, SEPTEMBER, 1996 AT 3.00 P.M.

VENUE :--)

LABOUR SECRETARY CHAMBER,
SHRAM SHAKTI BHAWAN,
NEW DELHI - 110 001.

VIII TH MEETING OF THE
PENSION IMPLEMENTATION COMMITTEE
(EMPLOYEES' PROVIDENT FUND)

ON

A G E N D A

V I I I T H M E E T I N G

PENSION IMPLEMENTATION COMMITTEE, EMPLOYEES' PROVIDENT FUND

Date of the Meeting : 30.9.1996

Time : : ° 3.00 P.M.

Venue : Labour Secretary Chamber,
Shram Shakti Bhawan,
New Delhi - 110 001.

S.NO.	ITEM	PAGE NO.
1.	Confirmation of the minutes of the VIIth Meeting held on 24.7.96.	1
2.	Action taken report on outstanding decisions.	11
3.	Proposal for making provision relating to Medical Examination for payment of disabled pension.	15
4.	Manual on pension disbursement through Nationalised Banks.	19
5.	Proposals relating to suggestions for amendment to the Employees' Pension Scheme'1995.	
	(a) Allowing pension to disabled children irrespective of their age and number of children.	43
	(b) Prescribing time limit for allowing pension, payment to nominee.	45
	(c) Allowing pension payment to dependent parents in the absence of family members.	46
6.	Any other item with the permission of the Chair.	

नाम "केन्द्रीय निधि" नई दिल्ली

Address: "KENDRIYA NIDHI" New Delhi



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

SPEED POST

केन्द्रीय कार्यालय / CENTRAL OFFICE

हुडको विशाला, 14 भीकाजी कामा प्लेस, नई दिल्ली-110066
Hudco Vishala, 14 Bhikaji Cama Place, New Delhi -110066

संख्या

No Pension/PIC/VII/96

दिनांक

Date

To

All Members,
Sub-Committee of the Executive,
Committee on Pension Implementation.

Sub.: - Draft Minutes of VIth Meeting of Sub-Committee on
Pension Implementation held on 24.7.96.

Sir,

A copy of the draft minutes of the above meeting as
approved by the Chairman, Sub-Committee is forwarded for your
comments, if any, by the 26.8.96.

Kindly acknowledge receipt.

Encl.: - As above.

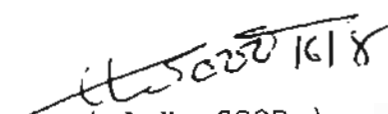
Yours faithfully,


(V.P. RAMAIAH) 16.8.

Regional Provident Fund Commissioner
for Central Provident Fund Commissioner.

Copy alongwith copy of the draft minutes forwarded to:-

1. P.P.S. to Secretary and Chairman, Executive Committee.
2. P.S. to Addl. Secretary, Ministry of Labour, New Delhi.
3. P.S. to Joint Secretary, Ministry of Labour, New Delhi.
4. Sh. J.P. Shukla, Under Secretary, Min. of Labour, New Delhi.
5. Addl. C.P.F.C., West Zone.
6. Addl. C.P.F.C., South Zone.
7. Director, NATRSS, New Delhi.


(A.K. SOOD)
Superintendent(Pension)

MINUTES OF THE 7TH MEETING OF THE
PENSION IMPLEMENTATION COMMITTEE

Date : 24.7.96 Time : 11.30 A.M.

Venue : Labour Secretary's Chamber,
Shram Shakti Bhawan, New Delhi.

The 7th Meeting of the Implementation Committee on the Employees' Pension Scheme' 1995 was held on 24.7.96 under the Chairmanship of Dr. L. Mishra, Secretary (Labour) and Vice-Chairman, Central Board of Trustees, E.P.F.

The following members attended the Meeting:-

Sh. Parduman Singh, Employees' Representative

Sh. A.K. Kasliwal, Employers' Representative

Sh. P.B. Duggal, Employers' Representative

Sh. R.S. Kaushik, C.P.F.C.

Sh. R.K. Saini, Joint Secretary,
Ministry of Labour

Sh. Kanwal Nath, Joint Secretary & F.A.,
Ministry of Labour

Sh. Bhudev Chatterjee, Actuary was Special
Invitee

Sh. Haribhau Naik, Employees' Representative
Could not attend the meeting

The list of Officers of the E.P.F. Organisation who have attended the Meeting is enclosed.

At the outset the Chairman welcomed the members.

The Committee took up the agenda items for discussion:

Contd....2.....

-(2):-

(1) CONFIRMATION OF THE MINUTES, 6TH MEETING HELD ON 26.4.96:

Draft minutes of 6th Meeting circulated vide office reference No. Pension/PIC/VI/96 dated 13.5.96 were confirmed subject to the following amendments pointed out by Sh. Parduman Singh.

(i) With regard to proof of age of pension fund subscriber, either the birth certificate or school certificate should be relied upon. If these are not available date of birth mentioned in any document e.g. ESI Card or Ration Card etc. should be accepted. If none of these is available a medical certificate of age obtained from civil surgeon should be accepted.

Further if the year of birth is given, the date of birth should be taken as 1st, July for that year.

(ii) Video Cassettes containing training modules should be sent to the members of the Pension Implementation Committee.

(iii) Copies of the Counter Affidavit filed by the Employees' Provident Fund Organisation in Bombay and Hyderabad High Court and the interim judgments pronounced by the High Court

Contd....3.....

--(3)--

should be supplied to the members of the Pension Implementation Committee, Central Board of Trustees, Central Trade Unions and Employers' Association.

(iv) Regarding suggestion of Standing Committee of Parliament for Labour to allow pension to disabled children, there should not be any restriction with regard to age and number of children.

(v) Clarification issued by the Central office on various provisions of employees' Pension Scheme' 95 should be made available to the members of the Committee.

With regard to the above amendments suggested by Sh. Parduman Singh, it was clarified as under :-

(i) With regard to the proof of the age clarification to the Regional Provident Fund Commissioners has been issued vide (Central Office Circular No. Pension/2(1)/Clarification/95 dated 23.5.96 which is as under:-

DOUBT RAISED

CLARIFICATION

When date of birth is not clear, how to regulate the case?

Normally the subscriber is supposed to provide age particulars at the time

Contd....4....

-(4)-

of joining the Scheme. Form 2 also provides the date of birth column for member which is likely to generate information. However, in its absence, the Date of Birth recorded in the establishment's service record and as clarified by the employer concerned may be followed for regulating such cases.

In the absence of exact date but month disclosed the 15th day of the month, and in the absence of both month and date but year disclosed, 1st July needs to be reckoned as per general instructions in the matter.

- ii) NATRSS has been requested to supply Video Cassettes containing training modules to the members of the Pension Implementation Committee.
- iii) Copies of the Counter Affidavit and interim judgment have already been supplied.

Contd....5.....

- iv) A separate agenda item has been placed in the Pension Implementation committee to consider payment of pension to disabled children.
- v) Clarification issued vide Central office on provisions of Employees' Pension Scheme '95 have already been supplied to the members.

2. ACTION TAKEN REPORT ON OUTSTANDING RECOMMENDATIONS:

(i) The Committee perused the action taken statement as circulated alongwith the agenda papers.

Concern was expressed in collection of information relating to the members and their families in Form-9 and Form-2 as stipulated in the Pension Scheme.

It was informed by the representatives & the Employees' Provident Fund Organisation that all out efforts are being made in this regard and information is being compiled on a day to day basis. A statement containing information so collected was placed for the information in the meeting.

It was further informed that due to non availability of budget, the forms in which information is to be collected could not be

printed until 31.3.96. Now all Regional Offices except Kerala have got the forms printed and started collecting information.

Efforts should be made so as to ensure that the information is collected without any further delay. Proposal for giving suitable incentive to the enforcement staff for completing this work should be considered. It was also desired that the information collected should be fed into the computer and data bank should be developed.

(ii) MANPOWER:

It was informed that the Executive Committee in its Meeting held on 23.7.96 have approved the norms and criteria for sanction of posts for the pension wing in Regional/Sub-Regional Offices.

It was also informed that the Executive Committee have approved creation of 16 posts of Regional controller of Pension to head the Pension Wings in the Regional Offices.

The Committee desired that competent staff and officers should be selected for these posts.

Contd.....7.....

(iii) PROPOSAL FOR MAKING PROVISION RELATING TO MEDICAL EXAMINATION FOR PAYMENT OF DISABLED PENSION:

It was informed that an agenda item was placed in the meeting in the Central Board of Trustees held on 22.7.96, which is the competent authority to prescribe Medical Examination for payment of disabled pension. Due to paucity of time the item could not be taken up for discussion and has since been deferred.

(iv) STATUS REPORT ON:

- (a) Computerisation
- (b) Development of Pension Software.

It was informed that out of total 18 sub-programmes, 4 software programmes have already been developed with the help of N.I.C. and have been put in operation.

The Committee desired that action should be taken to develop sub-programmes in respect of remaining 4 items.

(c) BANKING ARRANGEMENT FOR PENSION DISBURSEMENT:

It was informed that various regions have entered into agreement for pension disbursement with different nationalised banks.

The Committee expressed satisfaction over the arrangements.

(v) PROPOSAL FOR SUGGESTING AMENDMENT TO THE EMPLOYEES' PENSION SCHEME' 1995:

- (a) Allowing pension to disabled children irrespective of their age and number of children.

Due to paucity of time, the item could not be taken up for discussion and has since been deferred.

- (b) Prescribing time limit for allowing pension payment to nominee.

Due to paucity of time the item could not be taken up for discussion and has since been deferred.

The meeting ended with the vote of thanks to the Chair.

PN(IMP)

10

LIST OF OFFICERS OF EMPLOYEES' PROVIDENT FUND
ORGANISATION WHO WERE PRESENT AT THE 7TH MEETING OF
IMPLEMENTATION COMMITTEE OF PENSION SCHEME, HELD ON
24.7.96.

1.	Sh. A.N. Roy	Addl. C.P.F.C.
2.	Sh. A. Bhattacharya	FA & CAO
3.	Sh. P.C. Sharma	Director, NATRSS
4.	Sh. S. Vishwanathan	Director (Computer)
5.	Sh. M.M. Nair	R.C. (FA)
6.	Sh. V.P. Ramaiah	R.C. (Pension)
7.	Sh. Balwant Singh	R.C. (Publicity)
8.	Sh. A.K. Gupta	A.P.F.C. (Pension)
9.	Miss Mridula Ghai	A.P.F.C. (Pension)
10.	Sh. A.K. Sood	Supdt. (Pension)

PN (IMP)

ACTION TAKEN REPORT ON OUTSTANDING DECISIONS

1. COLLECTION OF MEMBERS AND THEIR FAMILY DETAILS

(Para 2, Page 5 of draft Minutes)

Concern was expressed in Collection of Information relating to the members and their families in form 9 and form 2.

Detailed instructions have been issued to all the RPFCs to utilise the services of the Enforcement Officers in the field for this purpose and ensure accomplishing the task promptly in a strict time bound manner. Steps be taken to supply the forms to the estts. and to collect back the family details in form 2 from all the Pension Fund Subscribers and create the data base. Progress in this regard is being monitored on Weekly basis. Of late, collection rate has increased substantially and is catching up. Progress achieved as on 9.9.96 may be seen as given in Annexure-I.

2. DEVELOPMENT OF PENSION SOFTWARE

(Para iv of Page 7)

It was informed that out of total 8 sub-programmes, 4 Software programmes have been developed with the help of NIC and have been put in operation.

The Committee desired that action should be taken to develop sub-programmes in respect of remaining 4 items.

Pension Software for capturing Pensioners' profile creating data base, calculation of Pension and generation of P.P.O. has been developed and provided to all the RPFCs and operationalised training workshops have also been arranged at Hyderabad and New Delhi in the month of Aug, 1996, to train the EDP Managers/ Supervisor in operating the programme software and to clarify the operational difficulties, if any. NIC officials were associated for training the EDP officials in explaining the technical details of the programme and removing difficulties, if any, expressed.

These remaining 4 sub-programm are subsidiary programmes connected to the main software such as Reconciliation, MIS Reports, Control Reports and Acturial Valuation. This work is now taken-up.

3. MANPOWER

It was informed that the Executive Committee in its Meeting held on 23.7.96 have approved the norms and criteria for sanction of posts for the pension wing in Regional/Sub-Regional Offices.

It was also informed that the Executive Committee have approved creation of 16 posts of Regional controller of Pension to head the Pension Wings in the ROs.

The Committee desired that competent staff and officers should be selected for these posts.

Norms developed by NPC for Pension Scheme has been approved by the Executive Committee of CBT in its meeting held on 22.7.96.

On the basis of norms as above the following additional complements of staff and officers have been got sanctioned and the approval to RPFC has been conveyed:-

- (a) Addl.CPFC- 1 Post for CO.
- (b) Regional - 16 posts Controller (1 for each of Pension Region)
- (c) Head Clerk- 59 Posts
- (d) UDC/LDC - 263 Posts

4. PUBLICITY

It was informed that for The Executive Committee in publicity programme through its 20th Meeting held on 22nd electronic media, a proposal July, 96 has approved the for production and relay of following Publicity programme episodes through 30 A.I.R. for the year 1996-07.

centres has been submitted (i) Radio Serial 'Naya Zamana Naya Tarana' has been approved for 13 episodes. for approval of the Labour Minister and Chairman, C.B.T.

(ii) Proposal of 10 Video spot of 40 seconds in Hindi, English and eight regional languages on Pension Scheme and 3 Video spots of 40 seconds in 15 regional languages on Pension Scheme has been approved.

(iii) Budgetary allocation for publicity has been approved on the whole with guidelines instructions to undertake appropriate publicity measures through electronic and print media.

ITEM NO.:3

TO PRESCRIBE " MEDICAL EXAMINATION" FOR PENSION FUND MEMBER TO DETERMINE WHETHER HE IS PERMANENTLY AND TOTALLY UNFIT FOR THE EMPLOYMENT, ENTITLING HIM FOR MONTHLY PENSION.

As per para 15 of Employees' Pension Scheme, 1995 a pension fund member who is permanently and totally disabled during the employment shall be entitled to Monthly Pension. Permanent total disablement has been defined under para 2(xvi) of Employees' Pension Scheme'95. Both para 15 and para 2(xvi) are reproduced hereunder:-

PARA 15:

- "
- (1) A member, who is permanently and totally disabled during the employment shall be entitled to pension as admissible under sub-paragraph (2) to (5) of paragraph 12 as the case may be subject to a minimum of Rs.250/- per month notwithstanding the fact that he/she has not rendered the pensionable service entitling him/her to pension under paragraph 12 provided that she/he has made atleast one month's contribution to the Pension Fund.
 - (2) The Monthly Member's Pension in such cases shall be payable from the date following the date of permanent total disablement and shall be tenable for the life time of the member.
 - (3) A member applying for benefits under this paragraph shall be required to undergo such medical examination as may be prescribed by the Central Board to determine whether or not he or she is permanently and totally unfit for the employment which he or she was doing at the time of such disablement."

: 2 :

PARA 2(xvi)

"Permanent total disablement" means such disablement of permanent nature as incapacitates an employee for all work which he/she was capable of performing at the time of disablement, regardless whether such disablement is sustained in the course of employment or otherwise."

It may be seen that as per sub-para (3) of para 15, a Pension Fund Member applying for benefits shall be required to undergo such medical examination as may be prescribed by the Central Board to determine whether or not a Pension Fund Member is permanently and totally unfit for the employment which he was doing at the time of such disablement.

In Employees' Pension Scheme '95, there is no specific provision relating to "Medical Examination" that the Pension Fund member is required to undergo to claim benefits for which he is eligible under para 15 of Employees' Pension Scheme '95. It has therefore, become necessary that the Central Board prescribes the "Medical Examination" for such purposes. For such like cases under the provisions of ESI Act '48 and the workmen's compensation Act, the determination of capacity loss requires examination and certification by a Medical Board.

The relevant provisions relating to determination of question of disablement and constitution of Medical Board under the provisions of ESI Act, 1948 and ESI(General) Regulations, 1950 have been consulted. Section 54 of ESI Act, 1948 and Regulation 75 of ESI(General) Regulation, 1950 provides for determination of question of disablement and constitution of medical board respectively. For ready reference these provisions are reproduced as under:-

SECTION 54 OF ESI ACT, 1948

Determination of question of disablement:

- (a) Whether the relevant accident has resulted in permanent disablement; or
- (b) Whether the extent of loss of earning capacity can be assessed provisionally or finally; or
- (c) Whether the assessment of the proportion of the loss of earning capacity is provisional or final; or
- (d) In the case of provisional assessment, as to the period for which such assessment shall hold good;

shall be determined by a medical board constituted in accordance with the provisions of the regulations and any such question shall hereinafter be referred to as the "disablement question".

REGULATION 75 OF ESI(GENERAL) REGULATION, 1950

"Medical Boards" for the purposes of the Act and the Special Boards for the purposes of Regulation 74 shall be constituted by the Corporation and where it so desires it may approach the State Government for setting up the same and shall consist of such persons, have such jurisdiction and follow such procedure as the Director-General may from time to time."

It may be seen from the above that under the ESI Act, question of disablement is determined by making a referenc to the Medical Board constituted in accordance with above regulation. Such like provisions need be prescribed for E.P.F. Pension Fund Members.

The Board may accordingly like to consider and prescribed the requirement of obtaining and furnishing Medical Certificate about invalidation from the Medical Board of the area constituted where the member resides, constituted either by the Central Government or the State Government or the ESI Authorities or any other Local Authority competent to constitute such a Medical Board.

Board may accordingly consider the issue and decide the level of medical authority need be consulted and the process for such consultation.

ITEM NO.4

MANUAL OF PENSION DISBURSEMENT THROUGH NATIONALISED BANKS

As directed by the Secretary, Labour and Chairman, Pension Implementation Committee and upon finalisation of Banking arrangement, a Banking Manual incorporating the operational procedure for regulating disbursement of pension payments through Nationalised Banks as contained in Para 33 of Employees' Pension Scheme'1995 has been prepared and may be seen annexed herewith.

The draft Banking Manual, after its approval by Pension Implementation Committee is proposed to be sent to I.B.A. and the participating banks for their concurrence before its implementation.

The proposal is submitted for consideration and approval.

MANUAL FOR DISBURSEMENT OF PENSION

TO

BENEFICIARIES UNDER E.P.S. - 1995

BY

NATIONALISED BANKS

ISSUED BY

**CENTRAL PROVIDENT FUND COMMISSIONER
EMPLOYEES' PROVIDENT FUND ORGANISATION
14, HUDCO VISHALA, BHIKAJI CAMA PLACE
NEW DELHI - 110 066.**

21

C O N T E N T S

	<u>PARAS</u>	<u>PAGE</u>
1. Introductory	1	1
2. List of Nationalised Banks	2	1
3. Extent of Application	3	1
4. Banking Arrangement - Link Branch and Base Branches	4	1
5. Funding and Recoupment	5	2
6. Mode of Crediting Pension	6	2
7. Service Charges	7	3
8. Authorities competent to issue PPOs	8	3
9. Duties and Functions of Paying Branches	9	4
10. Certificates to be furnished by the Pensioner	10	6
11. Procedure for transfer of Pension payment from one Branch/Bank to another	11	7
12. Commutation of Pension	12	7
13. Return of Capital	13	7
14. Revision of Pension	14	8
15. Arrears of Pension on the death of the Pensioner	15	8
16. Family Pension	16	8
17. General Procedure	17	9
18. Information to the Pensioners	18	9
19. Returns	19	9

L I S T O F A N N E X U R E S

<u>S.No.</u>	<u>TITLE</u>	<u>PAGE No.</u>
I	Regionwise list of Nationalised banks for disbursement of Pension.	11
II	Monthly Statement of Pension Payments.	12
III	Monthly Statement of Pensions credited by Paying Branches.	13
IV	Monthly Statement of Service Charges debited by the Bank.	14
V	Letter of Intimation to Pensioner by the Paying Branch.	15
VI	Speciman letter of undertaking by the Pensioner.	17
VII	Life Certificate	18
VIII	Certificate of Re-marriage	19

LIST OF ABBREVIATIONS

1. E.P.S.'1995 Employees Pension Scheme'1995
2. RO/SRO Regional Office/Sub-Regional Office
3. P.P.O. Pension Payment Order
4. A/c Account
5. P.P. A/c Pension Payment Account
6. A.P.F.C. Assistant Provident Fund Commissioner
7. E.P.F.O. Employees Provident Fund Organisation
8. A.A.O. Assistant Accounts Officer
9. H.C. Head Clerk

MANUAL FOR DISBURSEMENT OF PENSION UNDER
E.P.S.-95 BY NATIONALISED BANKS

1. INTRODUCTORY

1.1 Para 33 of Employees' Pension Scheme-95 provides for disbursement of Pension and other benefits through disbursing agencies like Post Offices or Nationalised Banks or Treasuries.

Accordingly, an arrangement has been made with certain Nationalised Banks for disbursement of Pension to the beneficiaries.

2. LIST OF NATIONALISED BANKS

2.1 A Regionwise list of Nationalised Banks with whom arrangements have been made for payment of Pension to the beneficiaries under EPS-95 is given in Annexure-I

3. EXTENT OF APPLICATION

3.1 All beneficiaries entitled to draw pension under the provisions of E.P.S.-95 will be eligible to draw pension through Nationalised Banks as may be designated regionwise.

3.2 Beneficiaries who are drawing Pension under the erstwhile Family Pension Scheme-1971 shall also be entitled to draw Pension through Nationalised Banks, as aforesaid subject to exercising their option.

3.3 Pensioners who desire to draw pension through a branch of the designated Nationalised Bank should indicate in their application for pension, the name of the Bank, branch with full address, through which he/she wishes to draw Pension.

4. BANKING ARRANGEMENTS- LINK BRANCHES AND BASE BRANCHES

4.1 There will be a link branch of the authorized bank at the Headquarters of the RO/SROs of the Employees' Provident Fund Organisation.

4.2 There will be base branches (paying branches) of the bank under the jurisdiction of the respective link branches where the payment of pension will be made monthly by crediting it in the bank accounts of the pensioners.

4.3 Whenever the PPO is forwarded by the RO/SRO of the E.P.F. Organisation to the Link Branch, the Link Branch designated Officer should verify the signatures of the Authorised Officer affixed on the PPO with the specimen signatures available with Link Branch from time to time, and then ensure to send the PPO to the Paying Branch concerned under their jurisdiction within 3 days for disbursement of pension after proper identification and in the manner prescribed.

4.4 The Paying Branch should verify the PPO and keep in a separate file for its preservation and maintenance being the basic document for release of pension.

5. FUNDING AND RECOUPMENT

5.1 The total amount of pension payable in respect of the RO/SROs of EPFO will be deposited by the respective office, 10 days in advance of each month in the Pension payment A/C maintained in the Link Branch.

5.2 A monthly statement of pension payments(Annexure-II) together with a cheque for the total amount will be sent to the Link Branch by the RO/SRO concerned.

5.3 The amount required for the payment of pension during the next month will be remitted by RO/SROs after adjusting the balance amount, if any, at the close of the month.

5.4 A statement(Annexure-III) indicating the amount of pension paid, PPO No., Name of the Pensioner etc. will be submitted by the Link Branch to the RO/SRO, every month, duly indicating the closing balance in the P.P. A/C maintained in the Link Branch.

6. MODE OF CREDITING PENSION:

6.1 No bill is needed. The bank will automatically credit the pensioner's account with the amount of pension on the fixed day of every month except for March when the credit will be given on the first working day or within the 7th April. The requisite certificates have to be produced by the pensioner as prescribed.

6.2 The debit for the amount of Pension credited to the beneficiaries' account may be raised by the base branch(Paying Branch) on day to day basis on the Link Branch where amount of, pension will be available.

6.3 Payment of pension in cash through a Joint Account, with or without' either or survivor' facility is not permitted.

6.4 In case of minor, the account is to be opened in the name of the minor and the Guardian for the minor will be allowed to operate the A/C, on behalf of minor, as per Bank's procedure.

7. SERVICE CHARGES:

7.1 The EPF Organisation will pay service charges to the bank @ 2.5%(all inclusive) on the turn over of the Pension amount disbursed. The payment of service charges will be made on month to month basis or such periodical intervals as may be agreed mutually from A/C NO.X(Pension Fund A/C).

7.2 A statement (Annexure-IV) showing the amount of service charges debited by the bank to the Pension Account will also be submitted by the Link Branch to the RO/SRO.

8. AUTHORITIES COMPETENT TO ISSUE PPOs

8.1 RO/SROs of the EPF Organisation will nominate an officer not below the rank of A.P.F.C. who will be competent to issue PPOs.

8.2 The name of the officer along with his specimen signature so nominated will be communicated by the RO/SRO concerned to the Link Branch. Any change will be immediately communicated by RO/SRO concerned to the respective Link Branch of the Bank.

9. DUTIES AND FUNCTIONS OF PAYING BRANCH BEFORE STARTING PAYMENTS

9.1 On receipt of Pension Payment Orders and other documents from the RO/SROs of EPF Organisation, the Paying Branch shall immediately address the beneficiary through a letter in the form of Annexure-V advising the beneficiary to appear at the branch along with documents mentioned therein for the purpose of identification.

9.2 In case of disabled beneficiaries who are unable to be present him/herself in the Paying Branch, the requirement of personal appearance may be waived. Instead the Officer Incharge/ Bank Manager or designated officer of the bank may visit the beneficiary's residence/hospital for the purpose of identification and obtain specimen signature etc. For this purpose, the beneficiary shall submit to the Paying Branch a certificate of disablement from the competent authority.

9.3 Before commencing payment, the Paying Branch shall obtain in the case of new pensioner, specimen signatures or the thumb impression, as the case may be, in the space provided for the purpose in the disburser's portion of the PPO and handover the Pensioner's portion of the PPO to him/her after proper identification. The Paying Branch shall also obtain an undertaking in the form in Annexure-VI from the pensioner that excess payment, if any, credited to his/her account due to delay in receipt of any material information or due to any bonafide error can be recovered by the bank.

9.4 On the first appearance of a pensioner at the paying branch, the Officer Incharge/Branch Manager or the designated officer of the bank will satisfy himself about the identity of the pensioner by ensuring that:

(a) The Pensioner has produced his/her personal copy of intimation received directly from the authority issuing the PPO or any other documentary proof establishing his/her identity as pensioner;

(b) The personal identification marks, if any, on the face of/and hand of the pensioner given

in the disburser's portion of the PPO have been checked;

- (c) The Pensioner bears a close resemblance with the photograph as affixed on the disburser's portion of the PPO;
- (d) The Pensioner's specimen signatures or thumb and fingers/great toe impressions as the case may be, to be obtained by him in the space provided for the purpose in the disburser's portion of the PPO, agree with the attested signatures or thumb and fingers/great toe impressions received with the PPO; and
- (e) In cases where it is not possible to comply with the requirement at (d) above due to the pensioner being handicapped, his/her identity may be verified with reference to (a) to (c) above.

9.5 In case of temporary inability to appear in person in consequence of the pensioner's bodily illness or infirmity, verification may be carried out as above, as soon as the pensioner recovers from illness.

9.6 The Personal identification of the Pensioner as prescribed in the preceding paragraphs will be only for the first payment of Pension at the paying branch.

9.7 The disburser's portion of the PPO shall be placed in a serial order in a separate file which must be kept in the personal custody of the authorised officer of the paying branch in a manner that Pensioners do not have access thereto.

9.8 The Paying Branch will be responsible for deduction of Income Tax at source from Pension payments in accordance with the rates prescribed from time to time.

9.9 The Paying Branch will maintain a detailed record of pension payments made by it from time to time. Every payment will also be entered on the disburser's portion of the PPO and authenticated by the authorised officer of the Paying Branch.

: 8 :

9.10 In case there is any change in Pension Payments in any particular month as compared to the Pension payment of the preceeding month for any reason, the paying branch will make a notation "Change" (Preferably in red ink) along with suitable reasons in the remarks column of the statement for that month submitted by the bank to the EPFO. If in any particular case, the Pension payment has been stopped entirely for reasons of death of a pensioner or non submission of any certificate or transfer of pension account to any other pension paying point etc., the relevant particulars of the PPO as appearing in the statement are to be included in the statement of that month in which the change has taken place. However, the amount column therein may be left blank with a notation "Change" giving a suitable reasons against the entry.

10 CERTIFICATES TO BE FURNISHED BY THE PENSIONERS

10.1 LIFE CERTIFICATE

The Pensioner would be required to furnish a life certificate in November each year in the form prescribed in Annexure-VII.

10.2 REMARRIAGE CERTIFICATE IN CASE OF WIDOW/WIDOWER

The widow/widower would be required to furnish a Remarriage Certificate in November each year in the form prescribed in Annexure-VIII.

10.3 The certificates mentioned under 10.1 and 10.2 are required to be submitted in duplicate by the concerned pensioner to the paying branch and the paying branch will retain one copy of the certificate with the PPO concerned and forward the second copy to the RO/SRO concerned of E.P.F.O.

11. PROCEDURE FOR TRANSFER OF PENSION PAYMENT FROM ONE BRANCH /BANK TO ANOTHER

11.1 Applications for transfer of Pensions will fall under two categories:

(a) Transfer from one Paying Branch to another of the same Bank within the same station/within the jurisdiction of the Link Branch.

(b) Transfer from One Paying Branch to another at a different station other than the jurisdiction of the Link Branch (from one office of the EPFO to another office).

11.2 In respect of the cases falling under (a), the Link Branch can transfer the PPO from one Paying Branch to another Paying Branch within their jurisdiction, at the request of the Pensioner and inform RO/SRO concerned.

11.3 In respect of the cases falling under (b) the Paying Branch, on receipt of the request the Pensioner, shall forward/surrender the PPO to the RO/SRO concerned from where the PPO has been issued, with a certificate in a prescribed form as mentioned below, confirming the payment of pension made upto the month.

11.4 To avoid the risk of over payment at the time of transfer, the following certificate may be recorded on the disburser's portion of the PPO by the Paying Branch of the bank. "Certified that payment of Pension has been made upto the month of _____ and that this PPO consists of _____ continuation sheets for recording disbursement".

12. COMMUTATION OF PENSION

12.1 As per Para 12-A of EPS'95, Commutation of Pension is permitted on completion of three years from the commencement of the Scheme i.e. Commutation is effective from 16.11.1998.

12.2 As mentioned in the PPO, the value of Commuted Pension will be paid by the Paying Branch to the Pensioner concerned subject to the instructions contained in the PPO.

13. RETURN OF CAPITAL

13.1 Return of capital will be paid by the Paying Branch to the Pensioner/Nominee as the case may be, at appropriate time, subject to the instructions contained in the PPO.

14. REVISION OF PENSION

14.1 In cases where the amount of pension payable is revised, payments at the revised rate including arrears, if any, may be arranged in the following manner:-

- (a) On receipt of a communication from the authorised officer from RO/SRO of EPFO, the paying branch will carry out the requisite correction on both the halves of the PPOs, under attestation by the Branch Manager, quoting thereon the authority of EPFO. The Pensioner's half of the PPO will be obtained by the Paying Branch from the pensioner for making these corrections. Simultaneously a note to the effect that necessary corrections have been made in both the halves of the PPOs will also be made on the amendment letter of the EPFO.

14.2 As soon as the communication for revision of Pension is received by the Paying Branch, from RO/SRO of EPFO, the payment has to be effected from the date mentioned in the said communication, including payment of arrears, if any.

15. ARREARS OF PENSION ON THE DEATH OF THE PENSIONER

15.1 On receipt of death certificate, the Paying Branch will disburse the arrears of Pension upto the date of death to the widow/nominee as the case may be.

16. FAMILY PENSION

16.1 If widow is alive, Pension to widow will commence automatically on the death of the Pensioner as per the authorisation contained in the PPO.

16.2 Simultaneously two eligible children at a time will also be paid pension alongwith widow as per the authorisation contained in the PPO.

16.3 The Paying Branch Officer has to properly verify the death certificate as to its correctness and thereafter identify the widow/eligible children for payment of the Pension, as per the authorisation contained in the PPO.

16.4 On commencement of widow/children Pension, the Paying Branch has to immediately inform the RO/SRO of

the EPFO concerned and the Link Branch of the Bank with a copy of the death certificate of the Pensioner.

16.5 Widow/Widower is required to furnish the 'Remarriage Certificate' in the month of November alongwith the Life Certificate which is applicable to all the Pensioners. However, it should be made known to the widow/widower that as and when the Remarriage takes place during the year, it should be informed forthwith to the Paying Branch for necessary action.

17. GENERAL PROCEDURE

17.1 Wherever this scheme does not contain any procedure or inadequacy otherwise, the procedure existing under the Scheme for payment of Pension to Central Govt. Civil Pensioners for issue of PPO, monthly automatic crediting of pension, automatic commencement of Family Pension, Payment of arrears of Pension to nominee and submission of the requisite certificates can be made applicable for the Pension Payments under the EPS'95 as well.

18. INFORMATION TO THE PENSIONERS

18.1 The RO/SRO of EPFO and the Link Branches will ensure that the Pensioner is kept informed of the issue of PPO and about its subsequent movements at all stages.

18.2 The Link Branch/Paying Branch, on receipt of PPO/ subsequent communications increasing the Pension amount etc. will communicate to the Pensioner concerned for approaching the Paying Branch for proper identification and release of Pension.

19. RETURNS

19.1 The details of Pension paid will be furnished by the Link Branch to the RO/SRO of EPFO as at the end of the month in Annexure-III in which the Pensions have been released, duly mentioning the balance of amount in the Saving Bank A/C maintained at the Link Branch.

19.2 Similarly the details of the service charges debited to the Pension Account may be furnished by the Bank periodically.

The Link Branch is also required to collect and forward a copy of the Life Certificate/Remarriage Certificate,

: 10 :

Death Certificate etc. and also the stoppage of Pension as per the directions issued in the PPO and for any other reason to RO/SRO concerned of the EPFO, as and when such certificate are periodically required to be collected, and submitted by the beneficiary, as the case may be.

**REGIONWISE LIST OF NATIONALISED BANKS
FOR DISBURSEMENT OF PENSION
UNDER EMPLOYEES' PENSION SCHEME'1995**

<u>S.NO.</u>	<u>NAME OF THE REGION</u>	<u>NAME OF THE NATIONALISED BANK</u>
1.	Andhra Pradesh	Andhra Bank
2.	Bihar	Punjab National Bank
3.	Delhi	Punjab National Bank
4.	Gujarat	Dena Bank
5.	Haryana	Punjab National Bank
6.	Kerala	Canara Bank
7.	Karnataka	Canara Bank
8.	Maharashtra	Bank of India
9.	Madhya Pradesh	Punjab National Bank
10.	North East Region(Assam)	Punjab National Bank
11.	Orissa	Bank of India
12.	Punjab	Punjab National Bank
13.	Rajasthan	State Bank of Bikaner & Jaipur
14.	Tamil Nadu	Indian Bank
15.	Uttar Pradesh	Punjab National Bank
16.	West Bengal	Punjab National Bank

ANNEXURE - III

(Para 5.4.)

Bank _____
 Branch (Link Branch) _____

MONTH : _____

MONTHLY STATEMENT OF PENSIONS CREDITED BY PAYING BRANCHES
 FROM AND OUT OF THE DEPOSITS KEPT IN THE Link Branch.

Sl. No.	P.P.O. No.	Name of the Pensioner	Class of Pension	Amount of Pension Credited	Commutation/ Return of Capital/ Arrears of Pension/ Arrear Relief of Pension, if Any.	Name of the paying Branch	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total:							

Total of Column No. (5 + 6) = Rs.

Balance in S.B. A/c as on _____ = Rs.

Place: _____

Date:- _____

BRANCH MANAGER
 Link Branch

: 14 :

ANNEXURE - IV

PARA 7.2

MONTH _____

_____ Bank
_____ Branch

MONTHLY STATEMENT OF SERVICE CHARGES DEBITED BY THE BANK

S.No.	Monthly amount of Pension disbursed	Service Charges @ 2.5% on the Pension disbured	Amount \$f service charges debited to S.B. Account	Date of Debit	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

BRANCH MANAGER
Link Branch

Date: _____

Place: _____

LETTER OF INTIMATION TO PENSIONER BY THE PAYING BRANCH

_____ (Bank)
 _____ (Name of Branch)
 _____ (Station)

No.: _____ Date: _____

To

Shri/Smt. _____

Subject:- Payment of pension.

Sir/Madam,

Your pension papers including pensioners' half of P.P.O. have been received in this branch. You are requested to call urgently at this branch for personal identification and bring with you the following documents on any working day between to hours.

- (i) Personal copy of the letter issued by the Regional Provident Fund Commissioner, forwarding your P.P.O. to the Link Branch of the Bank.
- (ii) In the case of deceased member for release of Family Pension, Certificate of non-marriage of widow/widower.
- (iii) Undertaking for refund of excess amount (if any) overpaid, in form as in Annexure VI.
- (iv) _____
- (v) _____
2. Your photo has not been received alongwith P.P.O. You are requested to bring with you a joint passport size photo of yourself and your spouse.
3. You are also required to open a Saving Bank Account exclusively for Pension payment in your name (not 'Joint' or 'either or survivor' account) with this

: 16 :

branch unless you are already having one. For this purpose the requisite forms for opening a new account are also enclosed.

Yours faithfully,

(Manager/Branch-in-Charge)

*
Strike out if not applicable.

ANNEXURE - VI

(Para 9.3.)

SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER

To

The Branch Manager,

(Bank)

(Branch & Address)

Dear Sir,

Payment of pension under P.P.O.

No. _____
office.

through your

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I, the undersigned, agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs. Successors, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the Scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account/deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature :

Name :

Address:

Witnesses :

(1) Signature :

Name :

Address :

Date :

(2) Signature :

Name :

Address :

Date :

ANNEXURE - VII

(Para 10.1.)

LIFE CERTIFICATE

(To be submitted by Pensioner in duplicate once a year in November)

Certified that I have seen the Pensioner Shri/Smt. _____ holer of Pension Payment Order No. _____ and that he is alive on this date.

* Signature / Thumb impression of Pensioner.

Name & Signature :

Designation of Authorised Officer

Seal :

Place : _____

Date : _____

ANNEXURE - VIII

(Para 10.2)

CERTIFICATE OF RE-MARRIAGE

1. I hereby declare that I have not got re-marriage and I undertake to report such an event promptly to the Pension Disbursing Authority/bank.

(Applicable for widow/widower receipt of family pension).

2. I hereby declare that I am not married/I have not got married during the past six months.

(To be submitted by widow/widower once every year in the month of November).

Signature :

Name of the Pensioner :

P.P.O. NO.

Place :

Date:

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of a responsible Officer or a well-known person

Name : _____

Designation : _____

Place :

Date :

ITEM NO.5(a): TO BE PLACED IN THE MEETING OF PENSION IMPLEMENTATION COMMITTEE.

ALLOWING PENSION TO DISABLED CHILDREN IRRESPECTIVE OF THEIR AGE AND NUMBER OF CHILDREN.

Standing Committee on Parliament for Labour and Welfare while clearing the Pension Bill have made recommendation suggesting amendment to the Employees' Pension Scheme' 1995 which is as follow:-

"In the Pension Scheme there should be a provision for providing Pension to disabled children irrespective of age who are unable to earn. This should also be over and above the ceiling of two eligible children who would be otherwise eligible to get pension."

In this regard an item was placed in the VIth Meeting of Pension Implementation Committee held on 26.4.96 for considering the recommendations of the Standing Committee. The Pension Implementation Committee after discussion decided that a full-fledged proposal may be put up in consultation with the Actuary in the next meeting of the Pension Implementation Committee. Accordingly, a reference was made to the Actuary who has opined vide his letter dated 3.6.96 that this can be accommodated. (Copy enclosed)

In view of above, in order to allow Pension to disabled children irrespective of their age and number of children, Employees' Pension Scheme'95 may be amended by adding a separate para under sub-para (3) of Para 16 as under:-

"If the deceased member is survived by disabled children within the definition of family and the disablement is such that it incapacitates the

: 2 :

child with earning capacity for his livelihood, then on certification by competent medical authority, such children shall be entitled to a Monthly Children Pension as prescribed subject to further following condition that:-

- (a) Such Pension to disabled children shall be payable irrespective of any age bar for life; and
- (b) The pension shall be admissible to all such children irrespective of their number and restriction of pension to two children at a time.

The proposal is submitted for consideration and approval.

ITEM NO.: 5(b)PRESCRIBING TIME LIMIT FOR PAYMENT OF MONTHLY PENSION TO "NOMINEE".

As per para 5(a) of para 16 of Employees' Pension Scheme, 1995, a member who is not married or who does not have any living spouse and/or an eligible child, may nominate a person to receive benefits as admissible under sub-clause (i) and (ii) of clause(a) of sub-para (2) of para 16. In the event of death of the member, such a nominee shall be entitled to receive a monthly pension equal to the monthly widow pension as stated hereinabove.

2. No restriction has been prescribed for selecting a nominee nor any limit about period for payment of such pension has been prescribed. As a result of this in all likelihood, the members may choose very young persons as their nominee and in such a case the pensionary liability will be required to be borne for an unusually long duration of 50 years or more, which will put avoidable strain on the fund. In cases of widow pension and children pension, a normal cut off applies by way of remarriage and age bar respectively. Some such limitation would be desirable to be prescribed in the case of nominee pension too, instead of keeping it open ended. It is, therefore, suggested that in the case of pension payment to nominee, a provision may be added to the effect that the nominee pension shall be payable till the nominee survives or subject to a maximum period of 20 years whichever is earlier.

The proposal is submitted for consideration and approval please.

ITEM NO.:5(C)

ALLOWING PENSION PAYMENT TO DEPENDENT PARENTS IN THE ABSENCE OF FAMILY MEMBERS.

Consequent upon introduction of the Employees' Pension Scheme-1995, the former Labour Minister had taken a meeting with the Members of Parliament, Central Trade Union Leaders and CBT's members in Vigyan Bhawan on 19.12.95. During the meeting Mr. R.S. Rawat, MP had made a suggestion to amend the EPS-95 so as to allow pension to dependent parents in case the deceased member is not survived by the family members. The suggestion put-forth by the Member of Parliament is reproduced as under:-

"In the event of death of member without nomination and having no family to receive pension, the pension in that case may be authorised and paid to surviving dependent parents of the deceased member."

On the above issue Actuary was consulted who has furnished his opinion as under:-

"Proposal has been made that in the absence of Children, benefits should be passed on to the dependent parents.

We feel that a nomination to that effect should be made to authorise the Trustee to make payments.

In absence of any nomination, a grant from Court of Law will be required.

Following are our reasons for advising as above:

- 1) Such provision of payment to parents without nomination does not exist under any Employee Benefit Act like:
 - Employees' Provident Fund Act, 1952
 - The Payment of Gratuity Act, 1972
 - The payment of Bonus Act, 1965
 - Workmens Compensation Act
 - Employees State Insurance Act, 1948

- (2) In the event the Member nominates someone else other than parents by way of a will, which will not be known to the Trustees, in such cases payment to parents will lead to dispute.
- (3) Such provision is also contrary to the provisions of Indian Succession Act. Any provision in a scheme in contradiction to the Law of the land stands vindicated.
- (4) Since the parents will be of advanced age, therefore amount of pension payment will be less compared to contribution paid by the Member. Such an arrangement will not be equitable. Therefore, it will not be correct for Trustees to make such payment, without specific request from a member.

Even though the Actuary has expressed reservation with the proposal put-forth by the Member of Parliament, it is proposed that in keeping with the response that was expressed by the Hon'ble Labour Minister at the meeting, the proposal may be sent to the Government for considering the suggestion favourably and amending the Employees' Pension Scheme'1995 appropriately so as to allow pension to dependent parents in case the deceased member is not survived by family members. Such cases will be very far and few having not much financial impact but will take care of social sentimental feeling at large.

The proposal is submitted for consideration.

ANNEXURE-I

Date: 09/03/96

Sub.: Employees' Pension Scheme, 1995 - Collection of information in form 2 / form 9/ form 3(PS).

Sl. no.	NAME OF THE REGION	POSTION AS ON	TOTAL NO. OF ESSTS. (EXEMPTED + UN EXEMPTED AS ON 31.3.96)	FORM 2 ISSUED		FORM 9/3(PS) ISSUED		FORM 2 RECEIVED		FORM 9/3(PS) RECEIVED		DATA ENTER MADE IN COMPUTER	
				NO. OF ESSTS.	NO. OF SUBSC-RIBERS	NO. OF ESSTS.	NO. OF SUBSC-RIBERS	NO OF ESSTS.	NO. OF SUBSC-RIBERS	NO. OF ESSTS.	NO. OF SUBSC-RIBERS	NO. OF ESSTS.	NO. OF SUBSC-RIBERS
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	AP	06/09/96	24734	370	35428	376	27478	207	9194	167	6835	0	0
2	BR	06/09/96	8589	1131	18352	964	18458	325	6128	178	5233	0	0
3	DL	30/08/96	17027	7136	225947	7136	225947	699	16502	612	21298	0	0
4	GJ	06/09/96	25446	5187	193840	25446	1021694	329	5540	25284	1012153	0	0
5	HR	23/08/96	8495	1575	1321	1575	1321	204	1385	204	27	0	0
6	KN	04/09/96	18266	4233	619072	4491	511781	634	34606	485	26610	0	0
7	KR	06/08/96	9431	121	11202	137	15485	10	450	125	12896	0	0
8	MH	30/08/96	36813	9292	0	8287	440	716	8244	280	1808	0	0
9	MP	30/08/96	9019	8436	869802	8436	869802	2106	116612	8436	869802	0	0
10	MER	30/08/96	2646	313	27081	41	2050	53	1266	0	0	0	0
11	OR	06/09/96	5354	152	3390	71	2768	152	3390	71	2768	0	0
12	PB	06/09/96	12354	3684	411223	22	1521	913	37563	6	154	0	0
13	RJ	26/08/96	7286	502	61450	137	3740	310	2659	44	924	0	0
14	TN	06/09/96	32219	1512	127834	1512	127834	553	9733	553	8723	0	0
15	UP	06/09/96	20601	1343	203314	16	9	155	9160	1	5	0	0
16	WB	30/08/96	26568	1153	61253	0	0	48	270	0	0	0	0
*** Total ***			264848	46140	2870509	58597	2825278	7116	262761	26321	1925116	0	0