

तार : 'फूडकॉर्प'  
Gram : 'FOODCORP'  
फैक्स नं.: एचएफसीआई एनडी  
००६१११२३४१३२४१  
००६१११४३५२७४३३

भारतीय खाद्य निगम  
FOOD CORPORATION OF INDIA

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१६-२०, बाराखम्बा लेन, नई दिल्ली-११०००१, दूरभाष : ४३५२७६६७, ४३५२७६६८  
16-20, BARAKHAMBA LANE, NEW DELHI-110001, PHONE : 43527697, 43527698

Ref: HQ/ACCTS/FCI/PENSION/2016

Date: 17.05.2017

**CIRCULAR NO: FCIDCPS- 06 / 2017**

**Subject: Procedure for Settlement of Pension Claims of Ex-Employees (both Opt-Out & Opt-in).**

This has reference to the various circulars issued by FCI, Headquarters, till date in regards to FCI Defined Contribution Pension Scheme. It has been brought to the notice of Hqrs. that there has been delay in settlement of pensionary benefits. It seems there is lack of clarity on procedure to be followed to dispose- off the Pension Claims. For smooth and expeditious disposal of claims of Ex-members / their spouse, following procedures are prescribed to ensure timely disposal of Pension Claims.

**A. Situation-1. Eligible Ex-employees-Opt- out cases.**

1. All Pension Claims of Ex-employees/Beneficiaries of the deceased ex-employees who want to opt-out from the Pension Scheme shall be submitted in Form 7(a) / 7(b), as applicable along with Form-8 in quadruplicate with the Administrative Division of the respective Unit Office from where the concerned Ex-employee had last served.
2. Personnel Division of said office shall, on receipt of such claims, verify the particulars mentioned in the claim forms with the Personal records available with them.
3. The eligibility of the claimant as per terms and conditions specified in "FCI Defined Contribution Pension Scheme" shall be determined viz., superannuation from FCI and putting minimum 15 years of service in FCI (not applicable for deceased employee) etc. and certified on the face of the Claim Form by the personnel division.
4. Thereafter, the Administrative Division may forward the Claim Form to the Accounts Division for quantification of amount of arrears payable to the claimant.
5. Accounts Division shall mention the amount of arrears payable to the claimant enclosing therewith the calculation sheet and return the Claim form to the Administrative Division.
6. The Administrative Division shall forward the same to Internal Audit division for pre-audit.

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7. Consequent upon Pre-audit of the Claim form, the Administrative Division shall issue sanction orders to Accounts Division for release of the amount of the arrears subject to deduction of tax as per Hqrs. Circular no. FCI DCPS-03/2017 dated: 14-02-2017.

**B. Situation 2: (Eligible Ex-employees, Opt-in cases).**

1. Ex-employees / Beneficiaries of the deceased ex-employees, who want to opt-in to the Pension Scheme, shall submit their Pension Claim in Form-6 along with Form-8 in quadruplicate with the Administrative Division of the respective Unit Office from where the concerned Ex-employee had last served. The Ex-employee shall also submit the annuity claim documents of the chosen Annuity Provider with option.
2. Personnel Division shall, on receipt of such claims, verify the particulars mentioned in the claim forms with the Personal records available with them.
3. The eligibility of the claimant as per terms and conditions specified in "FCI Defined Contribution Pension Scheme" shall be determined viz., superannuation from FCI and putting minimum 15 years of service (not applicable for deceased employee) etc. and certified on the face of Claim Form by the personnel division.
4. Thereafter, the Administrative Division shall forward the Claim Form to the Accounts Division for quantification of amount of arrears to be paid by FCI and arrear employee share to be recovered from the claimant i.e., 2 % of (Basic Pay + D.A) and additional voluntary contribution, if any, offered by the claimant.
5. Accounts Division shall mention the lump sum amount of arrears of employer (FCI) share and employee share to be recovered and deposits of additional voluntary contribution made by ex-employee / spouse, if any, along with detail calculation sheet and return the Claim form to the Administrative Division.
6. The Administrative Division shall forward the same to Internal Audit division for pre-audit.
7. Consequent upon Pre-audit of the Claim form, the Administrative Division shall issue administrative order to generate IOPF in favour of Headquarters, subject to receipt of employee share of arrear and voluntary contribution by ex-employee / spouse of the deceased ex-employee / spouse of deceased ex-employee.



