

**No. EP.39(7)/2017
FOOD CORPORATION OF INDIA
HEADQUARTERS, 16-20, BARAKHAMBA LANE**

New Delhi, Date:- 1st August 2017

(CIRCULAR NO. EP-08-2017- 23)

Subject: Procedure for expeditious processing of Pension Claims and penalty for non-compliance under FCI Defined Contribution Pension Scheme.

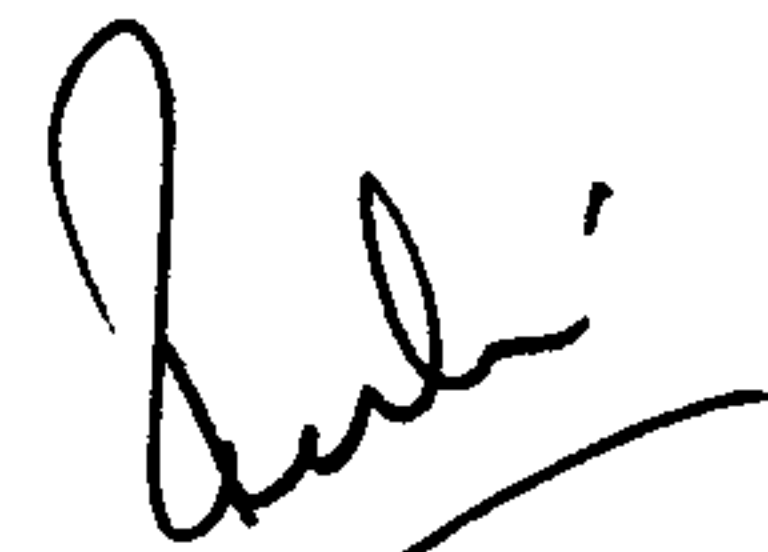
FCI Defined Contribution Pension Scheme is applicable to all member employees of the Corporation who are on the payrolls of the Corporation as on date. As per this Office Circular no. FCIDCPS- 07 / 2017 dated 16.06.2017 wherein it has been specified that all eligible employees shall submit their Annuity / Pension Claim Form of the opted Annuity Provider, with option of the scheme, in quadruplicate one month prior to their scheduled date of retirement with their controlling Administrative Division of the respective Office where they are posted.

2. It has been observed that due attention is not being given to this very important responsibility of submission of pension cases. Pension claims are either not been submitted by the retiring member or not being forwarded to Headquarters which results in delay in submission of pension claims with the chosen Annuity Provider.
3. In order to ensure that the annuity under FCI-DCPS is extended to the members on timely basis, all the field offices should strictly follow the following procedure for processing the pension claim documents:-
 - i) The concerned retiring employee/ member will submit claim documents for pension **one month** prior to the date on which he/she has attaining the age of 60 years, to the Area Office/Regional Office/Zonal Office/ Headquarters, wherever he/she is posted.
 - ii) The concerned office shall verify the documents and forward the same to Headquarters under intimation to their respective Regional / Zonal Office or return it to the concerned official, if documents are incomplete, **within five working days**.

- iii) If any employee/member fails to submit the claim form, as stated at para i) above, Manager(Pers.) shall intimate their names to the DDO and **ensure that his/her salary for the last month shall not be released till submission of pension documents to the concerned office.** The Drawing & Disbursing Officer (DDO) of the concerned office shall verify this aspect every month before releasing the salary.
- iv) Pension Division at Headquarters, on receipt of pension documents forwarded by Area Office/Regional Office/Zonal Office/ Headquarters shall verify the documents and submit it to the respective Annuity Provider or return it to the concerned office, if documents are incomplete.
- v) Area Manager/GM (Region)/ED (Zone)/ED (Pers.) shall review this position on monthly basis and ensure that pension documents are submitted by the concerned employee as per time limit fixed.
- vi) The Zonal Office shall monitor the compliance of this circular and will submit the monthly report to Headquarters (Pension Division) in the following format:

a)	No. of employees superannuated during the period 01.02.2017 to 31.05.2017.	
b)	No. of employees superannuated in the month of June'2017	
c)	Add:- Claims returned for Headquarters for want of Information / documents.	
d)	Total of a) + b) + c)	
e)	Pension Claims forwarded to Headquarters during the Month.	
f)	Closing balance (d) -(e)	
g)	No. of employees whose salary was stopped	

4. All are requested to strictly comply with the above instructions.
5. This issues with the approval of C&MD.



(Ruchi Govil)
GENERAL MANAGER (PE)

Distribution:

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