(CIRCULAR NO. EP-08-2020-02)

Subject: Expeditious processing of Option Forms for EPS pension on actual salary to respective RPFCs and penalty for non-compliance.

Reference is invited to this Office Circular no. EP-08-2019-21 dated 18.06.2019 wherein it has been informed that considering the time bound directions upon the Corporation by the Hon'ble Courts, all Administrative Authorities may initiate the process of joint option for the benefit of pension on higher salary and also informed the procedure for forwarding the Option Forms received to respective RPFCs.

2. CPF Division, FCI IIqrs. from time to time had issued instructions for submitting of Joint Option Forms received from retired/serving employees for availing pension on actual salary to the respective RPFCs at the earliest in order to ensure compliance of court direction.

3. However, it has been observed that due attention is not being given to this very important responsibility of Processing and submission of Option Forms to Concerned RPFCs inspite of regular directions from this office.

4. In order to ensure that the Option Forms for EPS pension on actual salary be submitted to respective RPFCs timely basis, all the field offices should strictly follow the following timeline for processing/review of Option Forms received from retired/serving employees:-

i) On receipt of option form, Personnel Establishment Division of D.O./R.O./Z.O./IIqrs. will verify the place of posting from service record and based on it, seek necessary salary details as per Annexure-III of option form from bills section of the concerned office wherever the officer/official posted. The option form shall be kept with Personnel Establishment Division, only Annexure-III(Salary particulars) should be called from bills section concerned within twenty working days and forward the same duly completed along with necessary documents to CPF Division of Zonal Offices/Headquarters, under intimation to their respective Regional/Zonal Office or return it to the concerned officer/official, if documents are incomplete, within five working days.
ii) CPF Division of Zonal Offices/Headquarters, on receipt of option form documents either directly or as forwarded by Divisional Office/Regional Office/Zonal Office shall prepare details of monthly contribution in the 7PS/8PS form in prescribed format in respect of the said individual along with calculation sheet of differential EPS contribution along with up to date interest within fifteen working days, forward the same duly completed, along with necessary documents to Concerned RPFCs at the earliest or return it to the concerned office, if documents are incomplete, within five working days.

iii) Divisional Manager/GM(Region)/ED(Zone)/ED(Pers.) shall review this position on monthly basis and ensure that in any case, no option form documents will be kept pending for more than five working days in D.O./R.O./Z.O./I1qrs.

iv) The Zonal Office shall monitor the compliance of this circular and will submit the monthly report to Headquarters (Establishment Division).

v) Personnel Establishment Division of Hqrs. will monitor the processing of Option Forms of all Zones/I1qrs.

5. This matter may be reviewed in Monthly review meeting in each D.O./R.O./Z.O./I1qrs.

6. All are requested to strictly comply with the above instructions.

7. This issues with the approval of Competent Authority.

(Devesh Kumar Yadav)
GENERAL MANAGER (PF)

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