THE FOOD CORPORATION OF INDIA
CONTRIBUTORY PROVIDENT FUND REGULATIONS

[This edition includes the Regulations as published in Part III Section 4 of the Gazette of India dated 27.05.1967 and subsequent ten amendments issued from time to time up to 10th February, 1969]

(Amended up to July, 2006)
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CONTRIBUTORY PROVIDENT FUND REGULATIONS

No. 9(2)/650 - Rules - In exercise of the powers conferred by Sub-Section (1) of Section 45, of the Food Corporation Act, 1964 (37 of 1964) and with the previous sanction of the Central Government the Food Corporation of India hereby makes the following Regulations to be called the "FOOD CORPORATION OF INDIA (CONTRIBUTORY PROVIDENT FUND) REGULATIONS 1967".

1. Short title, commencement and application:
   
1. These Regulations may be called the Food Corporation of India (Contributory Provident Fund) Regulations, 1967.
   
2. They shall come into force on the 1st day of April, 1965.

REGULATION 1 (3).

(3) They shall apply:

i. to an employees of the Corporation regularly appointed to its service under sub-clause (a) of clause (1) of Regulation 7 of the Food Corporation of India (Staff) Regulations, 1971;

ii. to all employees of the Corporation appointed to its service under sub-clause (b) of clause 1 of Regulation 7 of the Food Corporation of India (Staff) Regulations, 1971, other than those who opt for the pensionary benefits of the Government;

iii. to deputationists absorbed permanently in the service of the Corporation under sub-clause (c) of clause (1) of Regulation 7 of the Food Corporation of India (Staff), Regulations, 1971;

iv. to the departmental workers engaged in the service of the Corporation; and

v. to such employees of the Corporation as were appointed on temporary/casual basis, "but have actually worked for not less than" [60 days during a period of 3 months or less] and w.e.f 01.05.1995 from the date of joining the Corporation.

vi. to the direct system worker in 56 depots as notified by the Govt. of the India vide notification no. 23013 (1)/88-LW dated 29.06.1989 and to such depots as may be similarly notified in the behalf.

4. Notwithstanding anything contained above, the Managing Director may, by general or special order, direct that the application of these Regulations be extended to employees of the Corporation, other than those specified in clause (3), subject to such terms and conditions as he may specify in such order.

Explanation: The Regulations shall not be applicable to an employee on deputation to the Corporation who is entitled to any pensionary benefits under the rules of the Central/State Government.


[240 working days during a period of 12 months or less prior to 1.8.74, or 120 days during a period of 6 months or less the period from 1.8.74 to 5.7.1988]
2. Definitions:

(a) 'Act' means the Food Corporations Act, 1964.

(b) (a) 'Pay' includes, where admissible, special pay or personal pay, dearness allowance (including dearness pay), training allowance, if any, and cash value of food concession admissible therein [and CCA] but does not include any other allowance to which the employee may be entitled.

(c) 'Board' means the Board of Trustees constituted under these Regulations.

(d) 'Contribution' means any contribution payable by the Corporation as an employer in respect of a member under these Regulations.

(e) Corporation' means the Food Corporation of India established under Section 3 of the Act.

(f) 'Family' means:-

1. In the case of a male member, the wife or wives and children of such member and the widow or widows and children of a pre-deceased son of such member and her dependent parents.

Provided that if a member proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a part of the member's family in matters to which these Regulations relate unless the member subsequently intimates in writing to the Board that she shall continue to be so regarded.

2. In the case of a female member, the husband and children of the member, her dependent parents, her husband dependent parents and the widow or widows and children of a pre-deceased son of a member:

Provided that if a member by notice in writing to the Board expresses his desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a part of the member's family in matters to which these Regulations relate, unless the member subsequently cancels such notice in writing.

1'Explanation, in either of the above two cases, if the child of a member, or as the case may be the child of deceased son of the member, has been adopted by another person if under the personal law of the adopter, adoption is legally recognized, such a child shall be considered as excluded from the family of the member.

NOTE: 'Child' means a legitimate child, and includes an adopted child, where adoption is recognized by the personal law governing the member.

(g) 'Fund' means the Food Corporation of India Contributory Provident Fund established under these Regulations.

(h) 'Managing Director' means the Managing Director of the Corporation.

* Excluded w.e.f. 1.6.76 in respect of employees other than port and godown workers.

* Amended vide notification No. 62 dt 20.2.92 circulated vide no. 13(l)/92-BC dated 05.04.92 effective from 20.02-92.
(i) 'Member' means an employee of the Corporation who is required or is entitled to become a member of the Fund.

(ii) 'President' means the President of the Board.

(k) 'Secretary' means the Secretary to the Board.

(l) 'Subscription' means a subscription to the Fund made by a member.

(m) 'Trustee' means a member of the Board of Trustees.

(n) 'Year' means the Financial year of the Corporation beginning on the 1st day of April.

3. Constitution of the Fund:

(1) The Corporation shall constitute a fund to be called the Food Corporation of India, Contributory Provident Fund.

(2) The Fund shall be maintained in rupees subject to these Regulations.

(3) The Fund shall constitute an irrevocable trust for the benefit of the members thereof.

4. Assets of the Fund:

The Fund shall consist of:

(a) Contribution to be made by the Corporation and subscriptions to be made by the members in terms of these Regulations;

(b) Interest which may accrue on such contributions and subscriptions;

(c) Balance transferred from any other Provident Fund where such transfers are authorised by the Managing Director;

(d) Moneys lapsed to the Fund in accordance with the provisions of Regulation 26 or sub-regulation (2) of Regulation 27.

(e) Other receipts (including donations from the Corporation) if any.

5. Board of Trustees:

(1) "The Fund established under these Regulations shall be administered by a Board of Trustees consisting of the following members; namely:

i. The Executive Director (Finance) of the Corporation, who will be the ex-officio President.

ii. An Officer dealing with the Establishment/Personnel matters nominated by the Managing Director who will be an ex-officio Trustee.

Note: Officer so nominated would not be lower than the rank of a General Manager.

iii. An Officer of the Finance Division nominated by the Executive Director (Finance), who will be an ex-officio Trustee.

Note: Officer so nominated would not be lower than the rank of a General Manager.

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* Amended vide notification No. 27-1/80-E.P. dt. 8.1.82 effective from 23.1.82
* Amended vide notification No. 59 dated 09.08.91 effective from 09.08.91 issued from file No. EP 16(2)/86.
iv. Five Executive Director of the Corporation posted at Bombay, Calcutta, Madras, Guwahati and New Delhi, who will be ex-officio Trustees.

v. Five representatives of the officers/officials of the Corporation to be nominated by the Managing Director from amongst the members of the Fund.

vi. Three representatives of Departmental Workers to be nominated by the Managing Director from amongst the members of the Fund.

Note: Every nomination of a representative of officials/Departmental workers shall be notified in the Official Gazette.

(2) An Officer of the Finance Division in the Head Office of the Corporation nominated by the President of the Trust shall discharge the functions of the Secretary to the Board. The Secretary shall have the assistance of such staff provided by the Corporation from time to time. It shall be the duty of the Secretary to convene meetings of the Board, keep the records thereof, maintain accounts of the C.P.F., and carry out the decisions taken by the Board from time to time.

6. Term of office:

(1) Every Trustee other than an ex-officio shall, subject to these regulations hold office for a period of two years commencing from the date on which his nomination in notified in the official Gazette;

(2) Where any casual vacancy occurs in the office of a Trustee (other than an ex-officio Trustee) the Managing Director may nominate a member of the Fund as Trustee to fill such vacancy and any Trustee so nominated shall hold office for the un-expired term of office of the Trustee in whose place he is nominated;

(3) An out-going Trustee shall be eligible for re-nomination.

7. Resignation and cessation of Trustee:

(1) Trustee other than an ex-officio Trustee may resign his office by a letter addressed to the Managing Director and his office shall become vacant from the date on which the resignation is accepted by the Managing Director.

(2) If a Trustee other than an ex-officio Trustee fails to attend three consecutive meetings of the Board without obtaining leave of absence from the President, he shall cease to be a Trustee. Provided that the Board may of its own motion or on an application made by such Trustee in this behalf restore a Trustee to his office if it is satisfied that there were reasonable grounds for the absence.

8. Disqualifications for Trusteeship and Removal:

(1) A person shall be disqualified for being a Trustee, under category (d) of clause (1) of Regulation 5.

i. If he is declared to be of unsound mind by a competent Court;

ii. If he is an un-discharged insolvent;

iii. If he has been convicted of an offence involving moral turpitude;

iv. If he ceases to be an employee of the Corporation, or if he ceases, for any reason, to be a member of the Fund.

Amended vide notification No. 66 dated 17.01.92 effective from 17.11.92 issued from file No. EP 412/87.
purports to represent on the Board after giving him a reasonable opportunity of
making any representation against the purposed action.

9. Meetings:

1. The Board shall meet at such place and such time as may be appointed in this
behalf by the President. The President may whenever he thinks fit, and shall within
15 days of the receipt of a requisition in writing from not less than 3 Trustees, call
for a meeting of the Board.

2. Notice of not less than fifteen days in respect of a meeting of the Board, shall be
given to every Trustee. Provided that when the President calls for a meeting for
consideration of any matter which, in his opinion, is urgent, at a notice shorter than
fifteen days, such shorter notice shall be deemed to be sufficient notice for the
purpose of this Regulation.

3. The President shall preside at every meeting of the Board. In his absence, the
Trustees shall elect one of the members present to preside the meeting and the
person so elected shall have all the powers of the President at such meeting.

10. Quorum:

1. No business shall be transacted at a meeting of the Board unless at least Five
Trustees are present, of whom at least two shall be from among the representative-
members.

2. If at any meeting a quorum is not present, the President shall adjourn the meeting
informing the Trustees of the time and place of the adjourned meeting and it shall
there upon be lawful to dispose of the business at such adjourned meeting
irrespective of the number of Trustees present thereat.

3. Every question considered at a meeting of the Board shall be decided by a majority
of votes of the Trustees present and voting, and in the event of an equality of
votes the President shall have and shall exercise a second or casting vote.

11. Minutes of the meeting;

The minutes of the meeting of the Board shall be kept by the Secretary.

On the confirmation of such minutes, with or without modifications, at the next meeting of
the Board, the minutes so confirmed shall be recorded in the minute book and signed by
the President and the minutes so recorded and signed shall be the proof of the
correctness thereof;

12. Fees and Allowances:

1. All expenses relating to the administration of the Fund including the pay and
allowances of the staff appointed for the purpose of administering the Fund shall be
borne by the Corporation and shall not be charged to the Fund.

2. The grant of traveling allowances to a Trustee in respect of journey performed by
him for attending the meeting of the Board shall be governed by the Regulations applicable to him for journeys performed on official duty and shall be paid by the Corporation.

13. Membership of the Fund:

1. Every member of the Corporation covered under sub-clause 3(i) and sub-clause 3(iv) of Regulation, as also every person covered under sub-clause 3(v) ibid shall be entitled and required to become a member of the Fund from the beginning of the month following that in which he/she has completed 1 (three months continuous service or has actually worked for not less than 60 days during the period of 3 months or less) in the Corporation. 2

EXPLANATION: If person referred to above has been a member of a CPF covered under the E.P.F. Schemes, 1952, and has not withdrawn the Provident Fund amount standing to his/her credit at the time of his/her joining the Corporation, he/she shall be eligible to become a member of the Fund from the date of his/her appointment, in the Corporation.

2. Every employee of the Corporation covered under sub-clause 3(ii) and sub-clause 3(iii) of Regulation shall be entitled/required to become a member of the Fund with effect from the date of his/her appointment/absorption in the service of the Corporation.

EXPLANATION: 3 [Sundays, and other holidays intervening the days of actual work shall be taken into account for the purpose of counting 60 working days for computing eligibility of membership. Authorised leave is, also to be included.]

14. Agreement to be executed by Members:

Every employee on becoming a member of the Fund shall execute an agreement in the following form:-

I hereby declare that I have read and understood the Food Corporation of India (Contributory Provident Fund) Regulations, 1967 and I hereby undertake to subscribe the Fund and agree to be bound by the said Regulation.

Witness: ... Signature in Full: ...

Date: ... Name: ...

Designation: ...

Address: ...

15. Rates of subscription and contribution:

1 [One year's continuous service or has actually worked for not less than 240 working days during the period of 12 months or less prior to 1.8.74. 6 months continues service or actually worked for not less than 120 days during the period of 6 months or less, for the period from 1.8.74 to 5.7.1988],


3 and from the date of joining on his / her appointment in the corporation w.e.f. 1.5.95

Sundays, closed holidays & Gazetted holidays are not to be taken into account for the purpose of containing 240 working days for computing eligibility of membership. Authorised leave is, however, to be included prior to 1-8-74.

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emoluments.

(2) Every member shall give intimation as to the amount of his monthly subscription (in case he desires to subscribe more than 8.33 per cent) in March every year so as to become effective from 1st April & 12% w.e.f. 22.9.97. The amount of subscription so intimated may be enhanced or reduced once at any time during the course of the year provided that when the amount of subscription is so reduced it shall not be less than 8.33 per cent of the pay earned by him for the month.

(3) The Corporation shall contribute to the fund an amount equal to 12% per cent of the pay earned by the member during the month as the employer's contribution.

(4) The subscription and contribution shall be rounded off to the next higher rupee.

16. Realization of subscriptions:

When pay is drawn by a member from the Corporation recovery of subscription on account of such pay and of the principal and the interest of any advance shall be made from the pay itself.

17. Administration of Fund, Accounts and Audit:

(1) The total amounts received as the employer's contributions and towards the employees' subscriptions to the Fund shall be credited to respective accounts.

(2) All amounts lapsed to the Fund and net profits or losses, if any, from the sale, of the investments, shall be transferred to the 'lapse Account'.

(3) All interests, rent and any other income accrued or realized, as the case may be, shall be credited to an account to be called the 'Interest Income Account'.

(4) All moneys belonging to the Fund shall be deposited in the Reserve Bank or the State Bank of India or shall be invested in Central Government Securities.

(5) The Accounts of the Fund shall be audited by the Authority auditing the Accounts of the Corporation.

18. Interest:

The Board shall as soon as possible after the expiry of every year-

i. Determine and notify, with the approval of the Managing Director the rate at which interest shall be allowed during the year on all deposits standing to the credit of every member of the Fund;

ii. prepare an account of the total interest accrued and received on the investments of the Fund during that year; and

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1 Prior to 1.1.79, the rate of subscription & contribution was @ 8 percent.
3 Amended w.e.f. 1.4.93 vide notification no. 72 dated 17.1.95 issued from file no. EP 41-2/87
'PROVIDED THAT in the case of a member ceasing to be such member in the course of the year interest shall be allowed up to the end of the month preceding the date on which the final payment is authorised.

10. Members' Accounts:

(1) An individual account for each member shall be maintained in the form prescribed by the Board and allotted a separate number. All accounts shall be maintained at zonal offices or any other offices of the Corporation as may be decided by the Corporation.

(2) As soon as may be after the close of the year every member shall be supplied with a statement of his account in duplicate showing therein the opening balances for the year of subscriptions and contributions to the credit of his account including interest thereon, the amount of subscriptions and contributions for the year, die interest credited to his account for the year and die total amounts of subscriptions and contributions including interest thereon to his credit at die end of the year.

(3) Every member shall return the duplicate copy of the statement of his account duly signed by him after satisfying himself as to the correctness of the entries made therein, not later than two months from the date of receipt thereof.

(4) An abstract for the year of the individual account of each member in respect of whom a return is required to be furnished under the Income Tax Rules, 1962 shall be furnished to the Income-tax Officer concerned in such form and within such dates as may be required by the provisions of the said Rules.

20. Nominations:

(1) Every member shall, as may be after joining the Fund make a nomination in the form set out in Annexure-I conferring one or more persons die right to receive the amount which may stand to his credit in the Fund in the event of his death before that amount has become payable or having becomes payable has not been actually paid. Provided that if, at the time of making nomination the member has a family, the nomination shall not be in favor of any person or persons other than the members of his family. Where the nomination is in favor of a minor, the member may, for the purpose of these regulations, appoint a major person of his family, as defined in Regulation 2(1) to be the guardian of the minor nominee in the event of a member pre-deceasing the nominee in the event of a member pre-deceasing the nominee 52 and the guardian so appointed. If there is no major person in the family, the member may at his discretion appoint any other person to be a guardian of a minor nominee.

(2) If a member nominates more than one person under sub-regulation (1), he shall specify in the nomination the amount of share payable to each of the nominees in

Amended w.e.f. 1.4.53 vide notification no. 72 dated 17.1.95 issued from file No. EP-41-2/67
such manner as to cover the whole of the amount which may stand to his credit in
the Fund at any time.

(3) A member may at any time cancel or modify a nomination by notice in
writing; Provided that the member shall along with such notice, send a fresh
nomination made in accordance with the provisions of this Regulation (in the form
set out in Annexure-II).

(4) A member may provide in a nomination:
   
   (a) That in the event of any specified nominee predeceasing the member, the right
to confer upon that nominee shall pass to such other person or persons as
may be specified in the nomination.

   (b) Provided that where the member has the family such nominee, shall also be a
member of the family; provided also that where the member has no family,
the provisions of the proviso to sub-clause (B) shall apply.

   (c) That the nomination shall become invalid in the event of the happening of a
contingency specified therein. Provided that if at the time or making the
nomination the member has no family, he shall provide in the nomination that
it shall become invalid in the event of his subsequently acquiring a family.

(5) Immediately on the death of a nominee in respect of whom no special provision has
been made in the nomination under clause (a) of sub-regulation (4), or on the
occurrence of any event by reason of which the nomination becomes invalid in
pursuance of clause (b) of sub-regulation (4), the member shall send to the Secretary
a notice in writing canceling the nomination together with a fresh nomination made in
accordance with the provision of this regulation.

(6) Every nomination made, and every notice of cancellation given, by a member shall
be communicated to the Officer in charge of CPF A/C (not below the rank of AGM
at Hqrs of Zonal Office, as the case may be) and to the extent that it is valid, take
effect on the date on which it is received by the officer in charge of CPF A/C (not
below the rank of AGM at Hqrs or Zonal Office, as the case may be).

(7) Expect as otherwise provided in this Regulation no employee shall assign or create a
charge upon his beneficial interest in the Fund.

21. Advance from the Fund:

(1) The Board may sanction the payment to any member of an advance for any of the
purposes listed in Col. 2 of the statement below up to the limits and subject to
special conditions, if any, set out in col. 3 and col. 4 respectively.

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<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Purpose</th>
<th>Limit up to which advance may be sanctioned</th>
<th>Special Conditions</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>To pay for the cost of passage to a place out of India of an employee or any member of his family.</td>
<td>3 months</td>
<td>Pay or half of the amount of subscription and interest thereon standing to the credit of the member in the Fund, whichever is less.</td>
</tr>
<tr>
<td>2.</td>
<td>To pay obligatory expenses on a scale appropriate to the status which by customary usage the member has to incur in connection with:</td>
<td>6 months</td>
<td>Pay or half of the amount or subscription and interest thereon standing to the credit of the member in the Fund, whichever is less.</td>
</tr>
<tr>
<td></td>
<td>a. The marriage of himself or his children or of any other person actually dependent on him.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Other Ceremonies connected with self or of his children or of any other person actually dependent upon him or in connection with the funeral ceremonies of his parents, or of any other person dependent on him.</td>
<td>3 months</td>
<td>Pay or half of the amount of subscription and interest thereon standing to the credit of the member in the Fund, whichever is less.</td>
</tr>
<tr>
<td>3.</td>
<td>To pay any expenses in connection with illness or a disability including travelling expenses of the subscriber or any person actually dependent on him.</td>
<td>3 months</td>
<td>Pay or half of the amount of subscription and interest thereon standing to the credit of the member in the Fund, whichever is less.</td>
</tr>
<tr>
<td>4.</td>
<td>For any other purpose authorised by the Income Tax Rules.*</td>
<td>3 months</td>
<td>Pay or half of the amount of subscription and interest thereon standing to the credit of the Managing Director and in default of such payment shall be ordered by the sanctioning authority to be recovered from his emoluments either in</td>
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(2) The advance shall not be granted to any member until the repayment of the last instalment of any previous advance.

(3) A member who has been sanctioned an advance from the Fund shall satisfy the sanctioning authority within such period as may be specified by that authority that the money has been utilized for the purpose for which it was sanctioned and, if he fails to do so the whole sum so sanctioned or so much thereof as has not applied for the purpose for which it was sanctioned Shall forthwith be repaid in one lump sum together with interest thereon at the rate specified under sub-regulation (3) or Regulation 22 by the member of the Fund and in default of such payment shall be ordered by the sanctioning authority to be recovered from his emoluments either in
one lump sum or in such number of monthly installments as, may be determined by
such authority.

22. Recovery or Advances:

(1) An advance shall be recovered from the member in such number of equal monthly
installment as the sanctioning authority may direct but such number shall not be less
than 12 unless the member so elects and more than 36. A member may at his
option make repayment in a smaller number of installments than that prescribed. The
amount of each installment shall be fixed in terms of whole rupees the amount of
the advance being raised or reduced if necessary to admit or such fixation.

(2) Recovery shall be made in the manner provided in regulation 16 and shall
commence from the first occasion after the advance is made on which the member
draws pay for a full month. Recovery shall however not be made except with the
member's consent while he is in receipt of subsistence grant or on sick leave and/or
extra-ordinary leave exceeding 30 days.

(3) Interest shall be charged on advances and recovered in accordance with the

23. Withdrawals:

The Board, or where so authorised by the Board, any Trustee may on an application from
a member in such form as may be prescribed and subject to the conditions prescribed in
this paragraph, sanction from the amount standing to the credit of the member in the
Fund, a withdrawal;

1. a. For purchasing a dwelling house/flat, including a flat in a building owned jointly
with other (out-right or on hire purchase basis or for constructing a dwelling
house including the acquisition of suitable site for the purpose from the Central
Government, the State Government, a Cooperative Society, an institution, a
trust, a Local Body or a Housing Finance Corporation (hereinafter referred to
as the agency / agencies);

OR

b. For purchasing a dwelling site for the purpose of construction of a dwelling
house or a ready-built dwelling house/flat from any individual, provided the said
house/flat to be purchased in new and un-lived one;

OR

c. For the construction of a dwelling house on a site owned by the member or
the spouse of the member or jointly by the member and the spouse, or for
completing / continuing the construction of a dwelling house already commenced
by the member or the spouse, on such site.

Examination 1 - in this paragraph, the expression, Cooperative Society means a society registered
or deemed to be registered under the Cooperative Societies Act, 1912 (2 of 1912 or under any
other law for the time being in force in any State relating to Cooperative Societies.

Explanation 2 - In this paragraph, the fact of a new and un-lived in house/flat shall be determined with reference to the certificates relating to the number and date of approval of the building plan, the date of commencement and completion of the house/flat, and the tax bills and receipts issued by the appropriate authorities and wherever necessary by neighbourhood enquiries.

2. a. No withdrawal under this paragraph shall be granted unless -
   i. The member has completed five years membership of the fund;
   ii. The member's own share of contribution with interest thereon in the amount standing to his credit in the Fund in not less than one thousand rupees;
   iii. The dwelling site or the dwelling house/flat or the house under construction in free from encumbrance.

Provided that where a dwelling site or a dwelling house/flat is mortgaged to any of the agencies referred to in clause (a) of sub-paragraph (1), solely for having obtained funds for the purchase of dwelling house/flat or for the construction of a dwelling house including the acquisition of a suitable site for the purpose, such a dwelling site or a dwelling house/flat as the case may be shall not be deemed to be an encumbered property:

Provided further that a land acquired on a perpetual lease or on lease for a period of not less than 30 years for constructing a dwelling house / flat, or a house/flat built on such a leased land, shall also not be deemed to be an encumbered property:

Provided also that where the site of the dwelling house/flat is held in the name of any agency referred to in clause (a) of sub-paragraph (1) and the allottee is precluded from transferring or otherwise disposing of the house/flat, without the prior approval of such agency, the mere fact that the allottee does not have absolute right of ownership of the house/flat and the Site is held in the name of the agency shall not be a bar to the giving of an withdrawal under clause (a) of sub-paragraph (1) if the other conditions mentioned in this paragraph are satisfied.

(b) No withdrawal shall be granted for purchasing a share in a joint property or for constructing a house on a site owned jointly, except on a site owned jointly with the spouse.

3. Subject to the limitation prescribed in sub-paragraph 11.

(a) Where the withdrawal is for the purchase of a dwelling house/flat or a dwelling site from an agency referred to in clause [a] of sub-paragraph [1]. the payment of withdrawal shall not be made to the member but shall be made direct to the agency, in one or more installments, as may be authorised by the members.

(b) Where the withdrawal is for the construction of a dwelling house, it may be sanctioned in such number of installments as the Board or where so authorised by the Board any Trustee, thinks fit.

(c) Where the withdrawal is for the acquisition of a dwelling site for the purpose of construction of a dwelling house thereon from any individual or any agency, the amount shall be paid in not less than two equal installments. The first installment at the time of the acquisition of the dwelling site and the remaining at his request at the time of the construction of a dwelling house on such dwelling site.

4. Where a withdrawal is sanctioned for the construction of a dwelling house the
construction shall commence within six months of withdrawal of the first instalment and shall be completed within twelve months of the final instalment. Where the advance is sanctioned for the purchase of dwelling house/flat or for the acquisition of a dwelling site, the purchase or acquisition as the case may be shall be completed within six months of the withdrawal of the amount.

Provided that this provision shall not be applicable in case of purchase of a dwelling house/flat on hire purchase basis and in cases where a dwelling site is to be acquired or houses are to be constructed by a cooperative society on behalf of its members with a view to their allotment to the members.

5. Except in the cases specified in sub-paragraph (6) no further withdrawal shall be admissible to a member under this paragraph.

6. An additional withdrawal up to twelve months basic wages and dearness allowance or the members own share of contribution with interest thereon in the amount standing to his credit in the Fund, whichever is less may be granted once and in one instalment only, for additions, substantial alterations or improvements necessary to the dwelling house owned by the member or by the spouse or jointly by the member and spouse. Provided that the withdrawal shall be admissible only after a period of five years from the date of completion of the dwelling house.

7. The member shall produce the title deed and such other documents as may be required for inspection which shall be returned to the member after the grant of withdrawal.

8. (a) If the withdrawal granted under this paragraph exceeds the amount actually spent for the purpose for which it was sanctioned, the excess amount shall be refunded by the member to the Fund in one lump-sum within thirty days of the finalization of the purchase or the completion of or necessary addition, alteration or improvements to a dwelling house, as the case may be. The amount so refunded shall be credited to the employer's share of contribution in the members account in the Fund, to the extent of advance granted out of the said share and the balance, if any, shall be credited to the member's share of contributions in his account.

(b) In the event of the member not having been allotted a dwelling site/dwelling house/flat, or in the event of the cancellation of an allotment made to the member and of the refund of the amount by the agency referred to in clause (a) of sub-paragraph (1) or in the event of the member not being able to acquire the dwelling site or to purchase the dwelling house/flat from any individual or to construct the dwelling house, the member shall be liable to refund to the Fund in one lump-sum and in such manner as may be specified, by the Board, or where so authorized by the Board, any Trustee, the amount of withdrawal remitted under this paragraph to him or as the case may be, to the agency referred to in Clause (a) of sub-paragraph (1). The amount so refunded shall be credited to the employer's share of contribution in the member's account in the Fund, to the extent of withdrawal granted out of the said share, and the balance, if any, shall be credited to the member's own share of contributions in his account.

9. If the Board, or where so authorised by the Board, any Trustee, is satisfied that the, withdrawal granted under this paragraph has been utilized for a purpose other than that for which it was granted or that the member refused to accept an allotment or to acquire a dwelling site or that the conditions of withdrawals have not been fulfilled or that there is reasonable apprehension that they will not be fulfilled, wholly or partly, or that the excess amount will not be refunded in terms of clause (a) of sub-paragraph (8), or that the amount remitted back to the member by any agency referred to in clause (a) of sub-paragraph (1), will not be refunded in terms of clause (b) of sub-paragraph (8), the Board or where so authorised by the Board any Trust, shall forthwith take steps to recover the amount due, with penal interest thereon at the rate of two percent per annum, from the wages of the member in such number of installments as the Board, or where so authorised by the Board any Trustee, may determine. For the purpose of such recovery the Board or where so authorised by the Board, any Trustee may direct the employer to deduct such installment from the wages of the member and on receipt of such direction, the employer shall deduct accordingly. The amount, so deducted shall be remitted by the employer to the Board or where so authorised by the Board, any Trustee within such time and in such manner as may be specified in the direction. The amount so refunded, excluding the penal interest, shall be credited to the employer's share of contributions in the member's account in the Fund, to the extent of withdrawal granted out of said share, and the balance, if any, shall be credited to the member's own share of contribution in his account. The amount of penal interest shall, however, by credit to the interest suspense Account.

10. Where any withdrawal granted under this paragraph has been misused by the member, no further withdrawal shall be granted to him under this paragraph within a period of three years from the date of grant of the said withdrawal or till the full recovery of the amount of the said withdrawal with penal interest thereon, which is later.

11. The amount of withdrawal shall not exceed the member's basic wages and dearness allowance for thirty six months or the member's own share of contribution, together with that amount of the employer's share of contributions admissible under Regulation 27 (1) (b), had the member been allowed to withdraw his accumulation on the date of authorization of payment with interest thereon, or the actual cost towards the acquisition of the dwelling site or the purchase of the dwelling house/flat or the construction of the dwelling house, whichever is the least.

24. Conversion or an advance into a withdrawal:

A member who has already drawn an advance under Regulation 21 may convert, at his discretion, by written request addressed to the President through the Secretary the balance outstanding against it into a withdrawal on his satisfying the conditions laid down in Regulation 23.

25. Final withdrawals or accumulations in the Fund:

(1) When a member quits the service of the Corporation, the accumulated balance standing to his credit in the Fund shall, subject to the deduction of Income-tax that may be due and payable by him according to the provisions of the Income-tax Act and also subject to any deductions under Regulation 27 become payable to him.


32
(2) Notwithstanding anything contained in Regulations 21 to 25, it shall be open to the Board to permit the withdrawal of ninety percent of the amount standing at the credit of an employee if the employee takes leave preparatory to retirement, provided that if he resumes duty on or after the expiry of leave he shall refund the amount drawn together with interest at the rate allowed by the Fund.

2-A Notwithstanding anything contained in Regulation 21 to 25, it shall be open to the Board to permit at any time within twelve months before the date of retirement on superannuation of an employee, the withdrawal of up to Ninety percent of the amount standing at the credit of the employees.

26. Procedure on death of member:

Subject to any deduction under Regulation 27, on the death of a member before the amount standing to his credit has become payable or where the amount has become payable before actual payment has been made:

i. if a nomination made by the member in accordance with Regulation 20 subsists, the amount standing to his credit in the Fund or that part thereof which the nomination relates, shall become payable to his nominee or nominees in accordance with such nomination; or

ii. if no nomination subsists or if the nomination relates only to a part of the amount standing to his credit in the Fund the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall become payable to the members of his family in equal shares:

Provided that no share shall be payable to-

(a) sons who have attained majority;
(b) sons of a deceased son who have attained majority;
(c) married daughters whose husbands are alive;
(d) married daughters of a deceased son whose husbands are alive;

If there is any member of the family other than those specified in clauses (a), (b), (c) and (d):

Provided further that the widow or widows, and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the member and had not attained the age of majority at the time of the member's death.

(iii) in any case, to which the provision of clauses (i) and (ii) do not apply the whole amount shall be payable to the person legally entitled to it.

Explanation - For the purpose of this paragraph a member's posthumous child, if born alive, shall be treated in the same way as a surviving child born before the member's death.

27. Deductions:

(1) Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the Corporation with interest thereon, before the amount standing to the credit of a member in the Fund is paid
out of the Fund. The Managing Director/Personnel Manager/Commerce and all General Manager/General (Est.) and ED (Zones), as the case may be, may direct the deductions therefrom of -

a. any amount, if a member has been dismissed from the service of the Corporation;

b. any amount, if a member resigns his employment under the Corporation within 5 years of the commencement thereof. Provided that the employer's contribution in cases of voluntary retirement or resignation of any member from the service of the Corporation is payable at the following reduced scale:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Corporation's share of contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than three years</td>
<td>75%</td>
</tr>
<tr>
<td>Between three &amp; four years</td>
<td>50%</td>
</tr>
<tr>
<td>Between four &amp; five years</td>
<td>75%</td>
</tr>
</tbody>
</table>

Provided, however, that in cases of death, the employer's contribution would be paid in full.

c. Any amount due under a liability incurred by the member to the Corporation.

(2) All amounts deducted under clause (a) or clause (b) of sub-regulation (1) shall lapse to the Fund.

(3) All amounts deducted under clause (c) of sub-regulation (1) shall be paid into the credit of the Corporation.

(4) The Competent authority as mentioned in sub regulation (1) above may permit a member to withdraw the full amount standing to his/her credit in the fund on ceasing to be an employee of the corporation, provided that he/she has not been employed in any organization/establishment to which the EPF Act applies for a continuous period of not less than two months immediately preceding the date on which he/she makes an application for withdrawal. The requirements of two months waiting period shall not, however, apply in cases of female members resigning from the services of the corporation for the purpose of getting married.

Note: The Managing Director will exercise this power in respect of the members of the Fund of the rank of Executive Director or equivalent rank, the Executive Director (Personnel) will exercise this power in respect of the members of the fund of the rank of General Manager. The General Manager (Personnel Establishment) will exercise this power in respect of the members of the fund of the rank of Deputy General Manager and below. The Executive Directors (Zones) will exercise this power in respect of the departmental labour.

The Managing Director will exercise this power in respect of the members of the Fund of the rank of ED (P), ED (G) (Storage), ED (F) or equivalent rank.

The ED (P), ED (G) (Storage) will exercise this power in respect of the members of the fund of the rank of General Manager.

---


The General Manager (Estt) will exercise this power in respect of the members of the Fund of the rank of Deputy General Manager and below.

The Executive Director (zones) or officer so authorized not below the rank of Manager (now General Manager) will exercise this power in respect of the departmental labour."

28. Manner of Payment of amount in the Fund:

(1) When the amount standing to the credit of a member in the Fund or the balance thereof, after any deduction under Regulation 27 becomes payable, it shall be the duty of the "Officer in charge of CPF account (not below the rank of AGM at Hqrs are Zonal Office as the case may be)."

(2) It the person to whom under these Regulations any amount is to be paid is a 'lunatic' for whose estate a Manager has been appointed under the Indian Lunatic Act, 1912 the payment will be made to such Manager and not to the lunatic.

(3) Any person who desires to claim payment under this Regulations shall send a written application in that behalf to the Officer in charge of CPF accounts (not below the rank of AGM at Hqrs of Zonal Office as the case may be) payment of amounts withdrawn shall be made in India only. The Persons to whom the amounts are payable shall make their own arrangements to receive payments in India.

29. Delegations of powers:

The Board may delegate any of its powers under these Regulations to the President or to any ex-officio trustee subject to such conditions and modifications, as it may deem fit to impose.

30. Interpretation:

If any question arises relating to the interpretation of these Regulations, it shall be referred to the Managing Director whose decision thereon shall be final.

31. Winding up:

The Fund shall not be closed except when the Corporation is wound up. In the event of the dissolution of the Corporation, the Fund shall be closed and the moneys after payment of amounts due to be paid but not yet paid under these Regulations, shall be distributed amongst the members then existing by payment to each of them a sum which shall bear the same proportion to the aggregate market value of proceeds of securities and unvested cash then constituting the Fund as the amount then standing to the credit of the member in his individual account bears to the aggregate of the amounts, then standing to the credit of the individual accounts of all such members.

*As amended vide Notification No. 41-1/85-E.P. Dt. 10-2-89. Effective from 10.2.89.

Amended vide notification no. 72 dated 17.1.95 issued from file number EP 41-2/87.
THE FOOD CORPORATION OF INDIA  
(CONTRIBUTORY PROVIDENT FUND)  
(Regulations, 1967)

1. Name (in block letters)  
2. Caste  
3. Sex  
4. Religion  
5. Occupation  
6. Establishment/Department  
7. Height  
8. Father's Name  
9. Husband's Name  
(For married women employees only)  
10. Marital Status  
11. Date of Birth: Day  
Month  
Year  
12. Mark of Identification  
13. Permanent Address:  
   Village  
   Thana  
   Taluk / Sub-div.  
   District  
   State  

13. I hereby nominate the person or persons mentioned below to receive the amount standing to my credit in the Fund in the event of my death before that amount has become payable or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

<table>
<thead>
<tr>
<th>Name and Address of the Nominee or nominees</th>
<th>Nominee's relationship with the member</th>
<th>Age of Nominee</th>
<th>Amount of Share of accumulation in the Fund to be paid to each nominee</th>
<th>Contingencies on the happening of which the nomination shall become invalid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Contd....
14. I hereby direct that in the event of my death during the minority of my above named nominee, the person whose particulars are given below shall be deemed to be the graduation of the minor nominee for the purpose of C.P.F. Rules.

<table>
<thead>
<tr>
<th>Name &amp; Address of the Guardian</th>
<th>Age of the guardian</th>
<th>Relationship of the guardian with the nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

Date ____________________________

Signature or left hand thumb impression of the member

Certified that the above declaration has been signed by _______________ employed in the Corporation before me he has read the entries.

The entries have been read out to him by me.

Date ____________________________

Signature of the authorised Officer

Designation ____________________________

Name ____________________________

Address ____________________________

Where exact particulars are not available, approximate may be indicated in consultation with the Medical Officer of the Corporation.
ANNEXURE II

THE FOOD CORPORATION OF INDIA
(CONTRIBUTORY PROVIDENT FUND)
(Regulations, 1967)

I hereby, cancel the nomination made by me on the
as regards the disposal in the event of my death, of the amount standing
to my credit in the Fund and hereby nominate the person or persons mentioned below to receive
the amount standing to my credit in the fund, in the event of my death before that amount has
become payable or having become payable has not been paid and direct that the said amount
shall be distributed among the said persons in the manner shown against their names :-

<table>
<thead>
<tr>
<th>Name and Address of the Nominee or nominees</th>
<th>Nominee's relationship with the member</th>
<th>Age of Nominee</th>
<th>Amount of Share of accumulation in the Fund to be paid to each nominee</th>
<th>Contingencies on the happening of which the nomination shall become invalid</th>
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</table>

Signature of left hand thumb impression of member

Certified that the above declaration has been signed before me by
employed in __________________________ Date __________________________

Signature of the authorised Officer

Date __________________________

Designation __________________________

Name __________________________

Address __________________________
THE FOOD CORPORATION OF INDIA

ANNEXURE 'B'

Statement of employees eligible for admission to the FCI-CPF Form No. C.P.F. II

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the employee(s)</th>
<th>Designation</th>
<th>Date of First Appointment</th>
<th>Date of satisfactory completion of 60 Actual working days</th>
<th>Date of which eligible to subscribe to the Fund</th>
<th>Pay on the date of eligibility to join Fund</th>
<th>Account No. assigned</th>
</tr>
</thead>
</table>

Note: In case of Food Transferee the old GPF A/c No., Name of the PAO and Sl. No. in Gazette Notification may also be furnished.

N.B. - It is certified that the Official(s) mentioned above has/have not been allotted any C.P. Fund A/c No. so far.

No. ........................................
Station ....................................
Date ........................................

Forwarded to:

The Assistant General Manager (CPF)
Food Corporation of India,
Head Office,
New Delhi.

ESTABLISHMENT OFFICER / DEPUTY GENERAL MANAGER (REGION) / AREA MANAGER
ANNEXURE 'C'

FORM NO. CPF 1
THE FOOD CORPORATION OF INDIA
AGREEMENT FROM FOR SUBSCRIPTION TO CONTRIBUTORY
PROVIDENT FUND
(RULE - 14)

To

The Board of Trustees,
Food Corporation of India,
Contributory Provident Fund,
New Delhi.

I hereby declare that I have read and understood the "Food Corporation of India Contributory Provident Fund Registrations, 1967" and I hereby undertake to subscribe to the Fund and agree to be bound by the said regulations (for the time being in force and as may from time to time be prescribed).

1. Name in Full .................................................. (Block Letters)
2. Father's Name ..................................................
3. Nature of appointment ...........................................
4. Date of Joining Service ...........................................
5. Date of completion of probation ..................................
6. Pay / Wagers per mansem ........................................
7. Rate of subscription ............................................ (4.102)

SIGNATURE OF WITNESS : .................................................. SIGNATURE OR THUMB IMPRESSION
DATE ..................

NAME OF WITNESS .................................................. (BLOCK LETTERS)
DESIGNATION ..........................................................
ADDRESS ..............................................................

Contd....
ANNEXURE 'C' (Contd.)

Certified that Shri./Smt./Kumar has satisfactorily completed actual working of 60 days in the post of on

The particulars furnished by the applicants against S. No. (4) and (6) have been verified and found correct.

ESTABLISHMENT OFFICER
DEPUTY GENERAL MANAGER (REGION)/ AREA MANAGER

________________________________________
(FOR OFFICE USE ONLY)
ACCOUNT NUMBER ASSIGNED:-
Date from which he/she has been admitted to the benefits of the fund

MANAGER (A/Cs) / ASSISTANT GENERAL MANAGER (A/Cs)
<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name &amp; Designation of Employees</th>
<th>First Four Alphabets of Name</th>
<th>C.F.F. A/c No.</th>
<th>Pay</th>
<th>Employee'sCPF Contribution</th>
<th>F.C.I's Matching CPF Contribution</th>
<th>Employee's Family Pension Contribution</th>
<th>F.C.I's Matching Family Contribution</th>
<th>Total of Column (7+8)</th>
<th>Balance Subscription by Employee CPF (Col 5 Minus 3)</th>
<th>Balance Subscription by F.C.I. CPF (Col 6 Minus 4)</th>
<th>Voluntary CPF Subscription by Employee</th>
<th>Refund of Advance Amount</th>
<th>Installment No.</th>
<th>Total of Column (9+10+11+12+13)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

PAGE TOTAL

Contd...

43
<table>
<thead>
<tr>
<th>1. AMOUNT OF RS. (TOTAL OF COLUMNS 14)</th>
<th>2. CERTIFIED THAT NAMES OF ALL EMPLOYEES OF THIS OFFICE, WHO WERE ENTITLED / REQUIRED TO BECOME MEMBERS OF THE CPP ARE INCLUDED IN THIS SCHEDULED AND THE AMOUNTS SHOWN IN COLUMNS 5, 6, 12A HAVE ACTUALLY BEEN RECOVERED FROM THE CONCERNED EMPLOYEES FROM THEIR SALARY FOR THE MONTH OF (FOR USE IN C.P.F. SECTION, HEAD OFFICE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMITTED TO THE TRUSTEE, FOOD CORPORATION OF INDIA CONTRIBUTORY PROVIDENT FUND, NEW DELHI, ON ___________ VIDE DEMAND DRAFT / CHEQUE NO. ___________ DATED ___________</td>
<td></td>
</tr>
<tr>
<td>DISTRIBUTION</td>
<td>ORIGINAL- COMPUTER SECTION</td>
</tr>
<tr>
<td></td>
<td>DUPLICATE POSTING SECTION</td>
</tr>
<tr>
<td></td>
<td>TRIPlicate C.P.F. IV</td>
</tr>
<tr>
<td></td>
<td>QUADRUPLICATE - OFFICE COPY</td>
</tr>
</tbody>
</table>

Contd. to page no.

| RECEIVED ON ___________ VR NO. ___________ DATED ___________ CHECKED BY ___________ POSTED BY ___________ |

SIGN. OF DRAWING / DISBURSING OFFICER ___________
INSTRUCTIONS FOR FILLING UP THE SCHEDULE

1. This schedule should be drawn up in quadruplicate and sent to Headquarters (CPF Wing) in triplicate, the quadruplicate copy being retained as office copy.

2. Amount in column 4 should be the total of basic Pay, D.A./D.P. and NOT basic pay alone.

3. Amounts in columns 5 & 6 should be identical, each equal to 8.33% (round to the next higher rupee) of the amount in column 4.

4. Columns 7, 8 & 9 should be completed in respect of employees who are members of the Family Pension Scheme:

   (a) Having been admitted to the C.P.F. on or after 1.3.1971, or

   (b) Being members of the C.P.F. prior to 1.3.71, having specifically opted for the Family Pension scheme.

5. Amount in columns 7 & 8 should be identical, each equal to 1-1/6% of the amount in column 4. (Rounded to the nearest rupee i.e. below fifty paise to be ignored and 0.50 or above to be taken as one rupee)

6. Column 13 (b) should indicate the number of the instalment which the refund in question represents (in the numerator) and the total number of instalments prescribed for the refund of the advance (in the denominator). The amount of interest on advice when recovered should be shown as a separate item with the words "interest on advance" in bracket there against, in column 12 i.e. under "voluntary subscription".

7. The total (vertical and horizontal) of each of the relevant columns should be struck invariably, page wise and in the last page, summary of the pages should be prepared striking the grand total duly agreed with the amount booked under 5.127 duly reconciled with corresponding account heads in 17 series.

8. The demand-draft/Cheque in respect of the supplementary remittance to be made to Headquarters (in the name of Trustees, Food Corporation of India, Contributory Provident Fund, New Delhi) should invariably be for the grand total of column 14 and No, date and amount of the demand draft should be indicated in the schedule in the space provided for the purpose.

9. In case the name of any employee appears in the schedule for the first time, it should be clearly indicated in the 'Remarks' column whether he/she is a new member (giving reference to the relevant correspondence with Headquarters) or has come on transfer from elsewhere (giving the name of his/her previous office, and the date of transfer). Similarly, if any of the names appearing in the schedule for the previous month has been omitted the fact (giving name of the member, the reason (resignation, death, transfer etc.) for excluding the name, date of occurrence of the event, and in case of transfer, the name of the office to which transferred should be clearly mentioned in the remarks column or in a separate sheet to be attached to the schedule.

10. The arrears of CPF/FP for the previous months should be shown separately below the regular subscription giving the period to which the arrear relates.

11. The serial number of the members in the schedules should remain the same as given in the months of March of a financial year. Addition consequent on joining, on transfer or allotment of new numbers should be added in the last page. In the case of deletion consequent on retirement/death/resignation, the name of the member next to him should appear on the following month.
ANNEXURE ‘E’

THE FOOD CORPORATION OF INDIA
16-20 BARAKHAMBA LANE
NEW DELHI

CONTRIBUTORY PROVIDENT FUND
(Rule 21 of C.P.F. Regulations)

1. Name ____________________________________________________________
2. Designation ______________________________________________________
3. Office to which attached ___________________________________________
4. Present basic pay _______________________________________________
5. CPF Account No. & Monthly Subscription ______________________________
6. Balance at the Credit of the subscriber in his CPF A/c __________________
7. a. Amount of advance required _____________________________________
    b. Number of installments in which advance is to be recovered ________
8. Particular of advance last drawn, if any (amount of advance, amount repaid, the balance outstanding and the month in which last installment was recovered) ____________________________
9. a. Purpose for which advance is required ____________________________
    b. i. If for medical treatment, its nature & details ____________________
         ii. If for some religious ceremony, pilgrimage, its name date and whether it is obligatory to perform by your religion ________________________
10. If advance is required for some one, whether he is solely dependent upon you. __________________________
11. CPF Rule under which admissible ________________________________
12. Particulars of Part withdrawal, if any __________ CC ___________ GS __________

Station: __________________________ Signature: __________________________
Date: __________________________ Designation: __________________________

Verified and recommended for Rupees __________________________

Signature & Stamp of the Forwarding authority
(Head of Office/Head of Division In H.Qr.)

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FOOD CORPORATION OF INDIA
FCI CPF TRUST
FORM NO : 23-1

APPLICATION FROM FOR PART / FINAL WITHDRAWAL UNDER
AMENDED REGULATION OF FCI CPF REGULATION.

PART I

<table>
<thead>
<tr>
<th>1. NAME OF THE MEMBER</th>
<th>DESIGNATION</th>
<th>FCI EMPLOYEE/DEP. LABOUR</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2. CPF ACCOUNT NO.</th>
<th>DATE OF ADMISSION TO OFFICE IN WHICH WORKING</th>
</tr>
</thead>
</table>

| 3. | Amount of withdrawal applied for : Rs. |
| 4. | Purpose of withdrawal |
| 5. | CPF Regulation under which admissible [23-1] |
| 6. | Particulars of Pay |
|     | i. Pay Rs. |
|     | ii. Dearness Pay Rs. |
|     | iii. DA & ADA Rs. |
|     | TOTAL Rs. |

PART II

<table>
<thead>
<tr>
<th>7. Particulars of Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. As per Last Account Slip Year</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>b. Monthly Contribution since Last Account Slip:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>c. Amount of Temporary Advance Last drawn and date of drawl whether recovered regularly as per details below:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount and date of Withdrawal of temporary advance</th>
<th>Recovery per Month effected</th>
<th>Installments recovered</th>
<th>Amount Recovered to be recovered. Balance Plus Interest</th>
</tr>
</thead>
</table>

Contd.......
8. Documents to be furnished:

a. In case the withdrawal is for purchasing a dwelling house/flat including a flat in a building owned jointly with others (outright or on hire purchase basis) or for construction of a dwelling house including the acquisition of suitable site for the purpose from the Central Govt. the state Govt. a Coop Society, a house including the acquisition of suitable site for the purpose from the Central Govt. me State Govt. a Co-op Society, an institution, a Trust a local body or a Housing Finance Corporation (hereinafter referred to as the Agency/Agencies).

Please State:

i. The name of the Agency from which the dwelling house/flat/site is to be purchased (Please attach attested copies of allotment letter, demand etc.)

ii. If the House/flat/site is mortgaged, please give details.

b. In the case of withdrawal is for purchasing a dwelling site for the purpose of construction of a dwelling house or a ready built dwelling house/flat from any individual, provided the said house/flat to be purchased is new and lived one:

Please attach attested copies of certificated relating to the No. & date of approval of building plan, date of commencement/completion of house or flat, tax-bill and receipt and result of neighbourhood enquiries along with title deed copies etc.

c. Whether the withdrawal is for the construction of a dwelling house on a site owned by me member or jointly by the Member and me Spouse, or for Completing/continuing me construction of a dwelling house already commenced by the member or the spouse on such site.

d. In case the withdrawal is applied for addition, substantial alteration and improvement to me dwelling house:

Please state the date of completion of the dwelling house and enclose title deed of the property

9. Please state the name in whose favor the property exist or the property is sought to be acquired and enclose attested copies of title deed etc.

10. a. Total Cost:

i. Cost of Site Rs.

ii. Cost of construction Rs.

iii. Cost of house/flat Rs.

b. Funds already obtained

i. From House building Advance Rs

ii. From any other source Rs.

c. Funds now required.

d. How the balance amount if any is proposed to be met

e. Details of any withdrawal drawn previously for the purpose.

Contd.....
f. Whereas the Corporation has granted an advance of Rs. ........................ for purchase of House/Flat or for construction of House situated at ............................................................ under the House Building Advance (Grant & Recoveries) Rules 1967 to be recovered in .................................................. monthly installment of Rs. ............................................................... per month. And whereas, the said advance granted by the Corporation has not been sufficient for purchase of house/flat or for construction of my house mentioned above.

11. Mode of Payment:
   i. The name of the Agency or otherwise in whose favor the payment required.
   ii. The number and amount of installments in case to be paid in more than one installment

12. Please furnish undertakings to the effect:
   a. That the House/Flat/site to be acquired is free from encumbrance and shall not be encumbered.
   b. That the withdrawal obtained for construction shall commence within 6 months of withdrawal and completed within 12 months of the final installment
   c. That in case the amount of withdrawal exceeds the amount actually spent the same shall be refunded to the trust within 30 days of the finalization of the purchase or completion.
   d. That in the event of the member not having allotted house/flat/site or cancellation of allotment made or not being able to acquire, purchase or construct the house for which the withdrawal is made the same shall be refunded in one lump.
   e. That in the event of the withdrawal is not utilised for the purpose it was made or misused the same shall be reported immediately to fund.

Signature of Applicant

PART III

Administrative authority while recommending the application, shall certify that
   i. The particulars furnished in the application have been checked/verified with the records and documents furnished.
   ii. Necessary administrative approval granted for acquisition/construction/modification of the immovable property in question.
   iii. Nature of advance already sanctioned/recommended for the purpose
   iv. Amount now reconvened for withdrawal under CPF Regulation 23.

Administrative Authority

NB. Administration authority means Head of the office except in case of Heads of office themselves in whose case the next administration office.
### INDIVIDUAL MONTHLY ACCOUNT RECEIPT

<table>
<thead>
<tr>
<th>Members A/C No.</th>
<th>Name and Designation</th>
<th>Pay</th>
<th>Brought Forward</th>
<th>Amount &amp; Date Advance Sanctioned</th>
<th>Name of Month*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>C.S.</td>
<td>C.C.</td>
<td>V.S.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
</tr>
</tbody>
</table>

* Separate Columns for each month.
FOOD CORPORATION OF INDIA
CPF A/C SLIP

Date of Joining F.C.I. ........................................
Date of Admission of C.P.F. ...................................

ACCOUNT NO. .................... DATE ......................

FPS APPLICABLE ...................... Yes/No.  Rate of Interest % ..................

<table>
<thead>
<tr>
<th>Month</th>
<th>CORPORATIONS CONTRIBUTION</th>
<th>MEMBERS SUBSCRIPTION</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For the Month</td>
<td>Compulsory</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Voluntary</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Advance Repayment (+)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Progressive Monthly balance on which interest is to be calculated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APRIL 1998</td>
<td>Rs.  P.</td>
<td>Rs.  P.</td>
<td></td>
</tr>
<tr>
<td>MAY 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUNE 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JULY 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUGUST 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECEMBER 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JANUARY 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEBRUARY 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARCH 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contd.....
<table>
<thead>
<tr>
<th></th>
<th>Total .................................................</th>
<th>Rs.</th>
<th>P.</th>
<th>Rs.</th>
<th>P.</th>
<th>Rs.</th>
<th>P.</th>
<th>Rs.</th>
<th>P.</th>
<th>Rs.</th>
<th>P.</th>
<th>Rs.</th>
<th>P.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Interest on the year's Contribution/Subscription (1 month's interest on total of progressive columns) .................................................</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Balance brought forward from last year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Interest on balance of last year (1 year's interest)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Balance as on

31.3.19 (1+2+3)

DATED ..................  

SIGNATURE OF EMPLOYER (OFFICIAL SEAL)

CUT HERE

I accept / do not accept the balance as shown above.
The reason for non acceptance are :-
1.  
2.  
3.  
4.  

SIGNATURE OF THE MEMBER
ANNEXURE H

SALIENT FEATURES OF FAMILY PENSION-CUM-LIFE ASSURANCE SCHEME

1. The Family Pension-cum-Life-Assurance Scheme called Employees' Family Pension Scheme 1911 was introduced by the Govt. of India, by a notification in the Gazette of India Extraordinary dated 4-3-1971. It is administered by the Central Board of Trustees of the Employees’ Provident Fund.

2. All the employees of less than 60 years of age, who are enrolled as members (for the first time) of the Employees’ Provident Fund/Exempted Fund in the Unexempted/Exempted Establishments on or after 1-3-71, are compulsorily brought under the Scheme. Those employees aged less than 60 years, who are already members of the Employees’ Provident Fund/Exempted Fund on 28-2-1971, would be given an option to come under the Family Pension Scheme. The option, once exercised, will be final.

3. Utilizing only a small portion (1-1/6 per cent) of their existing quantum of contribution along with the corresponding matching contribution from the employers to the Employees Provident Fund, the scheme provides for a regular monthly payment of pension to the surviving members of the family of the deceased ranging from Rs. 225/- to 750/-, the actual amount depending on the pay of the particular member at death and the age of his entry into the Scheme. In addition, a maximum lump-sum amount of Rs. 2,000/- is also payable as Life Assurance Benefit in the event of the member's death while in service. If however, the member were to continue in service till retirement on attaining the age of 60 years, a lump-sum retirement benefit will be paid to him to the maximum extent of Rs. 19825/- depending upon the number of full years contributions paid by him toward family pension fund. In instances of discontinuance of service for reasons other than death before the age under the Scheme. In order to make the Scheme financially workable, the Govt. of India will also be making appropriate contribution to the Family Pension Fund, as prescribed under the Scheme.

4. Every employee will seek entry into the Scheme on the prescribed form and immediately thereafter will have to furnish full particulars of himself and members of his family in the form prescribed for the purpose.

Family Pension:

5. In case of a member who being a member of the Family Pension Scheme dies while in service before attaining the age of 60 years, Family Pension will be paid at rates specified under the Scheme, provided he had contributed to the Family Pension Fund for not less than one year.

If the member had to his credit at the time of death more than 7 years' reckonable service, Family Pension is payable for a period of 7 years from the date of death or till the date on which the member would have reached the age of 60 years, had he remained alive, whichever period is shorter at the rate of 50 per cent of the pay last drawn subject to prescribed ceiling. The Family Pension payable thereafter will be the normal pension as described under Para 28 of the Employees' Family Pension Scheme 1971.
ANNEXURE H (Contd.)

Life Assurance Benefit:

6. Where a member of family pension fund dies during the period reckonable service, a lump-sum of Rs. 2,000/- will be payable to his family as life assurance benefit.

Retirement-cum-Withdrawal Benefit:

7. On attaining the age of 60 years or on cessation of membership of family pension fund before attaining the age of 60 years, for reasons other than death, the retirement cum withdrawal benefit ranging for Rs. 110/- to 19825/- is payable depending upon the number of full years contribution paid subject to the condition that he has contributed to the family pension fund for a period of not less than 1 year.

8. Where a member dies before the aforesaid amount is actually paid to him, the lump-sum will be payable to the member of his family who is entitled for the Family Pension under the scheme.

9. If the member ceased his membership of the Family Pension Fund before completion of one year contribution to it, only the contributions of the member credited to the FPF, together with the interest there on at the prescribed rate per annum will be refundable to him.
ANNEXURE I

THE EMPLOYEES' FAMILY PENSION SCHEME, 1971
DECLARATION FORM

1. Name............................................Surname............................................
   (in block letters)
2. Sex..............................................................
3. Nationality..............................................................
4. Father's/Husband's Name...............................
5. Marital Status ...............................................................
   (Whether unmarried, married, widow or widower)
6. Date of Birth .................. day .... month .............. year
   (Whether exact particulars are not available, approximate age may be indicated in
   consultation with the Medical Officer of the establishment).
7. Permanent Address
   Village ........... ....... Thana ..............
   Tehsil/sub-division ............. ....... .............. ..............
   Post Office .................. ....... District ..............
   State .............. .............. .............. .............. ..............
8. i. I declare that I have not previously been a member of the Employees' Family
     Pension Fund
    ii. I hereby furnish below particulars of the members of my family who would be
        eligible to receive Family Pension and Life Assurance Benefits in the event of my
        premature death in service:-


<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name &amp; Address of the family member</th>
<th>Age</th>
<th>Relationship with the Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that I have no family as defined in para 2(b) of the employees' Family Pension
Scheme and should I acquire a family hereafter I shall furnish particulars thereof in the above
form.

* (Delete if not necessary)  Signature or Left/Right hand

Thumb impression of the member  
Contd. .........
To be completed by the employer

Certified that the above declaration has been signed / thumb impressed by Shri/Shrimati………………… employed in my establishment before me after he/she has read entries / the entries have been read over to him / her by me and got confirmed by him/her.

Signature of the employer or other
Authorised officer of his establishment

Place: .................................

Date: .................................

Designation: .................................

Name and address of the establishment

...........................................

...........................................

Office Seal / Stamp: .................................
(For both exempted and unexempted establishments)

THE EMPLOYEES' FAMILY PENSION SCHEME, 1971

[PARAGRAPH 15(1)]

Consolidated Return of Employees who are entitled and required to become members of the Family Pension Fund on the date the Family Pension Scheme comes into force

Name & Address of the Establishment ................................................................. Date of Coverage .................................................................

Industry in which the Estt., is engaged ................................................................. Registration No. of the Estt. .................................................................

<table>
<thead>
<tr>
<th>St. No.</th>
<th>Account No.</th>
<th>Name of the Employee (in block capitals)</th>
<th>Father's Name (or husband's name in the case of married women)</th>
<th>Wages including D.A. etc.</th>
<th>Age at Entry</th>
<th>Sex</th>
<th>Date of entitlement of Membership</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

Date .................................................................

Signature of the employer/ or other authorised officer

Station .................................................................

Stamp of the Establishment

* The information received in form 10 in respect of the members leaving service shall be entered in this form by commissioner specifying clearly the reason for leaving service.

Note: This form should be accompanied by declaration in Form-2 by every employee mentioned in column 3.
THE EMPLOYEES' FAMILY PENSION SCHEME, 1971
RETURN ON MEMBERS LEAVING SERVICE DURING THE MONTH OF .......................... 19

Name & Address of the Establishment .........................................................

Code no. of the Establishment .................................................................

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Account Number</th>
<th>Name of the Member (in Block capitals)</th>
<th>Father's Name of Husband's Name in case of Married woman</th>
<th>Date of Leaving Service</th>
<th>Reasons for leaving service (see not given below)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

Note: Please state whether the member is (a) retiring (b) leaving India for permanent settlement abroad (c) retrenchment (d) ordinarily dismissed for serious and wilful misconduct (e) discharged (f) resigning from or leaving service (g) taking up employment elsewhere (h) died (i) attained age of 60 years.

Date ...........................................

Signature of the employer

Stamp of the Establishment
ANNEXURE L

THE EMPLOYEES FAMILY PENSION SCHEME, 1971

Statement of Contribution for the month of ___________________________ 20 .................
Name & Address of the Establishment ________________________________
Code No. of the Establishment ..................................................

<table>
<thead>
<tr>
<th>Total No. of Subscribers</th>
<th>Wages on which contributions are recovered</th>
<th>Amount of contributions due as per recoveries Made in the Wages / acquaintance register</th>
<th>Amount of Contributions remitted in Account No. 10</th>
<th>Date of remittance</th>
<th>Name and Location of the Bank in which remitted or No. and Date of the cheque Draft sent to Regional Office</th>
<th>Whether the triplicate Challan receipt is enclosed if not, state reasons</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Worker's Share (1/2 %)</td>
<td>Employer's share (1/2 %)</td>
<td>Total (1/2 %)</td>
<td>Worker's Share (1/2 %)</td>
<td>Employer's share (1/2 %)</td>
<td>Total (1/2 %)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No. as per last month's return.
(+/-) No. of New Subscribers - vide from 4 (FPF).
(-/-) No. of Subscribers left service - vide Form 5 (FPF)
* Net Total.

(*Total should tally with the figure given at the top right hand corner of the form).

Note:
1. If there is any Substantial variation between the wages and amount of contribution shown above and those shown in the last months return, suitable explanation should be given in the Remarks column.
2. If any arrears of contributions or damages are included in the figures under column 6 to 8, suitable details indicating the circumstances, amount No. of subscribers and the period involved should be furnished in the 'Remarks' column or on the reverse.
3. Remittances shall invariably be made by Deposits in the State Bank of India or its subsidiaries.

Date ..............................................

Signature of the employer
(with Office Seal)

61
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Employee</th>
<th>Designation</th>
<th>Date of Admission Option to F.P.C.</th>
<th>CPF A/C No.</th>
<th>Name of the Month April 19... to March 19...</th>
<th>Grand Total</th>
<th>Date of Birth</th>
<th>Father's Name</th>
<th>Name of the Nominee &amp; Relation with the Employee</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(a) (b) (c)</td>
<td></td>
<td></td>
<td></td>
<td>No.1 No. 2</td>
<td></td>
</tr>
</tbody>
</table>

* Separate columns for each month.
ANNEXURE N

THE EMPLOYEES FAMILY PENSION SCHEME, 1971
CONTRIBUTION CARD FOR MEMBERS FOR THE YEAR 19

1. Account No. E/DL/2271
2. Name, Surname
   (In Block Capitals)
3. Father's/Husband Name
4. Name & Address of the Establishment:
   Food Corporation of India
   16-20, Barakhamba Road,
   New Delhi-110001
5. CPF No.
6. Statutory rate of contribution - 8.33%
7. Voluntary higher rate of employee's contributions, if any
8. Date of Commencement of membership of the Family Pension Fund

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount of wages (Rs.)</th>
<th>Contribution of F.P. Fund</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Worker's share Rs.</td>
<td>Employer's Share Rs.</td>
</tr>
<tr>
<td>APRIL 19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAY 19</td>
<td></td>
<td></td>
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<tr>
<td>JUNE 19</td>
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<tr>
<td>JULY 19</td>
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<tr>
<td>AUGUST 19</td>
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<td>SEPTEMBER 19</td>
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</tr>
<tr>
<td>OCTOBER 19</td>
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<tr>
<td>NOVEMBER 19</td>
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<td>DECEMBER 19</td>
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<td>JANUARY 19</td>
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</tr>
<tr>
<td>FEBRUARY 19</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>MARCH 19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) Certified that the difference between the total of the contributions shown under Cols. (3) and (4) of the above table and that arrived at on the total wages shown in Col. (2) at the prescribed rate is solely due to the rounding off of contributions to the nearest rupee under the rules.

Contd.....

ANNEXURE N (Contd.)
(2) Certified that the total amount of contributions indicated in this card Col. (3) + Col. (4) i.e. Rs. ........................ has already been remitted full in E.P.F. Account No. 10 (Family Pension Contribution Account).

Signature of the Employer
(Office Seal)
ASSISTANT GENERAL MANAGER (CPF)

Dated: ................
## THE EMPLOYEES FAMILY PENSION SCHEME, 1971

### Annual Statement of Contribution for the Currency periods from 1st 19 to 19

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Account</th>
<th>Name of the Member (in Block Letters)</th>
<th>Wages, retaining allowances (if any) and D.A. including cash value of food concession paid during the currency period</th>
<th>Amount of Workers contribution deducted from the wages ( (\frac{1}{2}) )</th>
<th>Employers Contribution ( (\frac{1}{2}) )</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reconciliation of Remittances</th>
<th>Total</th>
<th>Rs.</th>
<th>Rs.</th>
<th>Rs.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Month</th>
<th>FPF Contributions A/c No. 10.</th>
<th>Aggregate Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Rs.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
<td>Rs.</td>
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<tr>
<td>5.</td>
<td></td>
<td>Rs.</td>
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<tr>
<td>6.</td>
<td></td>
<td>Rs.</td>
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<tr>
<td>7.</td>
<td></td>
<td>Rs.</td>
<td></td>
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<tr>
<td>8.</td>
<td></td>
<td>Rs.</td>
<td></td>
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<tr>
<td>9.</td>
<td></td>
<td>Rs.</td>
<td></td>
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<tr>
<td>10.</td>
<td></td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>Rs.</td>
<td></td>
</tr>
</tbody>
</table>

Certified that the difference between the figures of total F.P.F contributions remitted during the currency period and those shown under Cols. 5 & 6 is solely due to the rounding of amounts to the nearest rupees under the rules.

Signature of the Employer (With office seal)

i. Total number of contribution card enclosed (Form 7 FPF).

ii. Certified that forms 7 (FPF) duly completed, of all the members listed in this statement are enclosed, except those already sent during the course of the currency period for the final settlement of the concerned members' account vide 'Remarks' furnished against the names of the respective members above.

Signature of the Employer (With office seal)

Contd…. 
Note: 1. The names of all members, including those who had left service during the currency period, should be included in this statement. Where the Form 7 (FPF) in respect of such members as had left service were already sent to the Regional Office for the purpose of final settlement of their accounts, the fact should be stated against the members in the 'Remarks' column above thus “Form 7 FPF already sent in the month of ..................... 19”.

2. In case of substantial variation in the wages / contribution of any member as compared to those shown in previous month's statement, the reason should be explained adequately in the 'Remarks' column.
ANNEXURE P

THE EMPLOYEES' FAMILY PENSION SCHEME, 1971

Declaration by a person taking up employment in an establishment in which the Employees' Family Pension Scheme is in force

I______________________________________(Name) *son/wife/daughter of______________________________________________________________
do hereby solemnly declare that:

a. I was last employed in______________________________________________________(Name and full address of the establishment) and left service______________________________19__________

b. * I was a member of____________________Provident Fund

* and also of the family pension fund from____________________to____________________
* but not
and my account number(s) was/were____________________/

c. * I have/have not withdrawn the benefit accruing from the Family Pension Fund.

d. * I have never been a member of any Provident Fund nor Family Pension Fund

Signature of *right/left hand thumb
Impression of the employee

Dated: ___________

______________________________________________________________

* Strike out whichever is not applicable

NB: The principal employer should have it filled up also in respect of employees to be employed by or through contractor.
ANNEXURE Q

THE EMPLOYEES' FAMILY PENSION SCHEME, 1971

Form to be used by the authorised member of the family under 29, 31 and 31 A of the Employees Family Pension Scheme, 1971 for claiming Pension and Life Assurance benefits.

To
The Regional Provident Fund Commission,

(Through the employer under whom he /she was last employed)

I regret to inform you that Shri/Smt. ................................................. Account No. ..........................
Son/ Widow/ Widower/ Daughter of Shri .......................................................... died on the ............... 19.

Widow

Widower

I being the ........................................... of the deceased member apply for payment of the Family Pension Guardian of Son/daughter and Life Assurance benefits from the Family Pension Fund to which the deceased member had been contributing. My other particulars are furnished below:

<table>
<thead>
<tr>
<th>Name &amp; Address</th>
<th>Sex</th>
<th>Age or year of birth</th>
<th>Marital status</th>
<th>Relationship with the deceased</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two copies of my passport size photograph taken recently and duly attested are enclosed herewith.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) The particulars in respect of the deceased member are given below:-
  i. Name and address of the deceased member ..........................................
  ii. Father's /Husband's name ................................................................
  iii. Date of death ..............................................................................
       (copy of death certificate to be attached)
  iv. Last employed in ..........................................................................
  v. Account Number ............................................................................
  vi. Date and year of enrolment as member ..........................................

(3) Description of Shri/Smt. .................................................................
  i. Date of birth (by Christian era) .....................................................
  ii. Height ...........................................................................................
  iii. Personal marks, if any, on hand/face/body ....................................
  iv. Let hand thumb and finger impression:

<table>
<thead>
<tr>
<th>Small Finger</th>
<th>Ring Finger</th>
<th>Middle Finger</th>
<th>Index Finger</th>
<th>Thumb</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contd....
5. Address to which payment is to be remitted
6. Mode of remittance; whether
   i. Postal money order at payee's cost:
   OR
   ii. Crossed cheque sent through post:
   OR
   iii. Deposit in Postal Saving Bank (A/c NO.__________in the_________Post Office
   (Passbook enclosed)
7. Documents to be produced:
   i. Guardianship certificate in case of claim preferred by a guardian;
   ii. Death Certificate.
   I certify that the above particulars are correct and true to the best of my knowledge
   and belief.

Date_______19 Signature or * Left/Right hand Thumb impression of the applicant
(Enclosed: 2 passport size photographs)

*(Left thumb impression in the case of male member and right thumb impression in the case of
female member).

(To be certified by employer only in such cases where the forms are routed through the
employer)

Forwarded duly verified

i. I certify that the above has been signed/thumb impressed before me by
   Shri/Smt.__________________________widow/widower/Guardian of son/ Daughter of
   Shri__________________________formerly employed in__________________________

ii. I further certify on the basis of the records maintained in my establishment and the
    remittance made to the Family Pension Contribution Account (FPF Account NO.10) that the
    contributions to the Family Pension Contribution account were remitted in respect of
    Shri /Smt__________________. For a minimum period of two years from the date of enrolment
    of the member to the Family Pension Scheme.

Signature of the employer or his authorised officer
Designation________________________
Code No.of the Establishment____________

Dated__________________________
Office Stamp / Seal________________________

Note: (I) May be attested with official seal and date by any of the following officials in case
the form is not completed in the presence of the employer:
   i. Magistrate, or
   ii. Gazetted Officer; or
   iii. Any other officer notified as duly approved by the competent authority from
time to time.

Note: (II) The claim form will have to be attested invariably by the employer himself. Only
where the establishment is closed down and the employer is unable to attest the
form, the attestation could be got from other than the employer in Note (i) above.
ANNEXURE R

THE EMPLOYEES’ FAMILY PENSION SCHEME, 1971

(PARAS 32 AND 34B)

<table>
<thead>
<tr>
<th>For Office Use Only</th>
<th>Claim admitted and payment authorised on .......... vide D.S.P. Item No. ............... Auditor H.C. A.O.</th>
</tr>
</thead>
</table>

Form to be used by a member for claiming the retirement benefit and Withdrawal benefit from Family Pension Fund

To

The Regional Provident Fund Commissioner

(Through: The employer under whom he/she was last employed)

I hereby request you to pay me the retirement/withdrawal benefit due to me under Para 32/34B of the Employees’ Family Pension Scheme, 1971.

1. Name (in block letters)  
2. Father’s Name (or husband’s name)  
3. Name and address of Estts, in which the member was last employed.  
4. Whether the member was an exempted or un exempted employee.  
5. Account No.  
6. i. Ground on which the request for withdrawal is made.  
   ii. Date of leaving service.  
7. Mode of remittance and address to which to be remitted.  
   a. full address (in block letters)  
   b. Remittance by:  
      i. MO at payee’s cost  
      ii. Crossed cheque through post*  
      iii. Deposit in postal saving bank in PO A/c No...........(Pass book enclosed)  

NOTE: If payment is required by cheque, advance stamped receipt may be attached.

8. Particulars of last contribution made i.e. amount and monthly/year.  

I certify that the particulars given above are correct and true to the best of my knowledge.

Signature or *Left/right hand thumb impression of the member.

Contd. ....
ANNEXURE R (Contd.)

* Right thumb impression in the case of female and left thumb impression in case of male member.

Forwarded duly verified. Certified the above has been signed / thumb impressed before me by Shri/Smt. ............................................................... Formerly employed in ..................................................

Date: ..................................................

Signature of the employer or
His authorised officer

Designation ..........................................

Code No. of the Establishment ..................................

Office Stamp / Seal ..........................................

May be attested official seal and date by any of the following officials in case the form is not completed in the presence of the employer:-

1. Magistrate, or
2. A Gazetted Officer or
3. Post / Sub-Post Master, or
4. President of a village Panchayat, or
5. President of a village union, or
6. Chairman / Secretary / Member of the Municipal / District of Local board, or
7. Member of Parliament or Legislative Assembly, or
8. Member of the C.B.T. / Regional Committee, or
9. Any other Officer notified as approved by the Commissioner.
ANNEXURE S
REGISTERED A.D.

THE FOOD CORPORATION OF INDIA

No........................................... Dated...........................................

To

The Dy. Manager (GPF)
The Food Corporation of India
16-20 Barakhamba Lane
New Delhi 110001

Sub: Advice of credit under "0.405-Inter Officer GPF A/c" in respect of GPF balances received from Pay and Accounts Offices.

A credit of Rs...........................................(Rupees...........................................) has been classified in the books of this office in the accounts for the month of........................................19.................... under 0.405 Inter Officer General Provident Fund Accounts.

"The amount represents GPF balances received from the Pay and Accounts Offices as per details given below:-

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Pay &amp; A/cs Office</th>
<th>Name of the employee</th>
<th>Old A/c No. in P&amp; AO</th>
<th>New A/c No. allotted in FCI</th>
<th>Amount of the balance received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL RS............................................

Yours faithfully,

Disbursing Officer
Food Corporation of India

Schedule of recoveries of General Provident Fund Subscriptions etc. from Salary for the month of ........... 19............

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name and Designation</th>
<th>GPF A/C No.</th>
<th>Pay</th>
<th>Subscription</th>
<th>Total</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Grand Total

G. Total of Col. 7 included in IOGPF Credit advice No. .................................. dt ................................ for Rs. .............................................

..............................................................

Disbursing Officer
ANNEXURE U

Dated ......................

FOOD CORPORATION OF INDIA

................................. Office .................................

Register of advances / withdrawals paid from GPF

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; Designation</th>
<th>GPF A/C No.</th>
<th>Sanction Letter No. &amp; Date</th>
<th>Amount of advance/withdrawal</th>
<th>Mode of recovery (in case of advance)</th>
<th>Payment Made vide SE Vr. No. &amp; date</th>
<th>Signature of the Disbursing Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Total for the Month...........................................

Progressive year's total upload Date.............

75
ANNEXURE V

Name of the Office

FOOD CORPORATION OF INDIA

Schedule of advances / withdrawals from general Provident Fund paid during the month of... 19

Register of advances / withdrawals paid from GPF

|---------|-------------------|--------------|-------------------------------|----------------------------------------|------------------------------------------------------|

Grand total

Grand Total of Col. 4 included I.O.G.P.F. Debit advice No. Dated

for Rs.

Disbursing Officer
FOOD CORPORATION OF INDIA

No.......................... Date..........................

To

The Dy. Manager (GPF)
Food Corporation of India
16-20 Barakhamba Lane
New Delhi 110001

Sub: Advice of Debit/Credit under "0.405 Inter Office General Provident Fund Account"

1. A Debit/Credit of Rs............................... (Rs..............................) has been
classified in the books of this office in the accounts for the month of.........................19................ under "0.40 inter office GPF account". The amount
represents advances/withdrawals vide particulars given in the enclosed schedule.
Subscriptions/refund of advances.

2. The progressive total Debit/Credit (including the aforesaid amount) under "0.405 IOGPF
Account appeared debit in this book of this office during the currency year comes to
Rs............................... (Rupees..............................)

3. The enclosed copy of this advice may please be returned recording your acceptance of
debit/credit therein.

Yours faithfully,,

Disbursing Officer

Returned, duly accepted. The progressive total debit/credit indicated in para 2 above is confirmed/
found to be incorrect for the following reasons:

1.
2.
3.

Assistant General Manager (GPF)