



कर्मचारी भविष्य निधि संगठन Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. Of India)

मुख्यालय / Head Office

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www.epfindia.gov.in www.epfindia.nic.in

No: WSU/Inoperative Accounts/

16184

Date:

To

28 JUL 2014

All Addl. CPFC (Zones)
All Regional P.F. Commissioners
In-charge of Regional/Sub Regional Offices.

Subject: Modalities for payments out of Inoperative Accounts.

Ref: 1) HO circular No. WSU/Inoperative Accounts/Vol-II/103415 dated 11.03.2011
2) HO circular No. WSU/28(1)2003/Delegation/Vol-II/49436 dated 05.03.2012

Sir,

In the 192nd meeting of the CBT, EPF held on 15.02.2011, following modalities/ procedures to ensure correct identification and genuineness of the beneficiary alongwith correctness of the amount for settlement/authorisation of claims out of Inoperative Accounts have been approved: -

- a) In all such cases where the establishment is functioning and employer is available, the attestation of claim forms by the authorized signatory should be mandatory.
- b) In those cases where employer is not available to identify the member, the attestation by the Bank authorities should be insisted alongwith at least one of the documents as required under KYC (Know Your Customer) towards identity proof (ID) and proof of residence. These are:
 - i) PAN Card
 - ii) Voters Identity Card
 - iii) Passport
 - iv) Ration Card
 - v) ESI Identity Card
 - vi) Copy of electricity/water/landline telephone bill in the name of the claimant with the present address.
 - vii) Driving license, if applicable
 - viii) Any other identity card issued by the Government authority, including Aadhar Card.

Further, after delegation of financial powers to the Section Supervisor (SS) issued vide HO circular No. WSU/28(1)2003/Delegations/Vol-II/49436 dated 05.03.2012 (placed at Sl. No. 584 on 'office orders & circulars for 2011-12' of EPFO website), following changes have been done for settlement of claims out of inoperative accounts:-

- a) In case the settlement amount is upto Rs. 25,000/-, claims will be submitted by DA (Accounts) and approved by Section Supervisor (Claims).

- b) In case the settlement amount is more than Rs. 25,000/- and less than Rs. 50,000/-, the claims will be submitted by DA (Accounts) and approved by AO (Accounts).
- c) In case the settlement amount is beyond Rs. 50,000/-, the claims will be submitted by DA (Accounts) and approved by APFC.

The above instructions shall be followed scrupulously for settlement of claims out of inoperative accounts. All care shall be taken to reduce the risk of frauds and to ensure that the claims are authentic and the payments are made to the genuine claimants.

Yours faithfully


(Sanjay Kumar)
FA&CAO

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(Sanjay Kumar)
RPFC-I (F&A)