



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
 (Ministry of Labour & Employment, Govt. Of India)
 मुख्य कार्यालय / Head Office

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No. Manual/Amendment/2011/Pt

Date:

To

1948

01 MAY 2017

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

Sub: Revised delegation of financial powers for settlement of claims.

Ref: HO circular of even number dated 05.03.2012 (placed at Sl. No. 584 of office orders/ circulars for the year 2011-12).

Sir,

After introduction of Composite Claim Forms and for smooth processing thereof, the Central P.F. Commissioner in exercise of Powers conferred upon him under para 24(3) of the EPF Scheme, 1952 has modified the following delegation of Financial Powers for authorization of claims and the same are to be implemented after necessary modification in the application software by IS Division: -

Head Office vide circular of even number dated 05.03.2012 had prescribed two levels for settlement of claims. However, with the introduction of Composite Claim Form, in case of a claim under more than one scheme, the amount for approval rests with two different levels e.g. SS and AO, then the claim shall be settled by higher of the two authorities. As an illustration, if the withdrawal benefit (F-10C) involves amount upto Rs. 25,000/- and the provident fund (F-19) to be paid exceeds Rs. 25,000/-, then the said composite claim form (Form-19 & 10C both) shall be approved by AO. This rationale shall be applied uniformly for settlement of all type of claims as mentioned in circular of even number dated 05.03.2012.

2. Since the settlement of claim is done from two different schemes/accounts (A/c-1 for F-19 and A/c-10 for F-10C), for accounting & reporting purpose, two separate receipt numbers are required and may be entered on the single composite claim form. The member would be required to submit a single Composite Claim Form.

3. Apart from the modification stated above, other delegation of financial powers for settlement of claims will continue to be exercised in accordance with Head Office circular dated 05.03.2012 referred to above.

Yours faithfully,

Udita

(Udita Chowdhary)
 Addl. CPFC (F&A)



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FOR WEB CIRCULATION ONLY

No.: WSU/28(1)2003/Delegation/Vol-II/49436

Date: 05.03.2012

To

**All Regional P.F. Commissioners
In-charge of the ROs/SROs**

Subject: Delegation of financial powers to the Section Supervisor (SS) for speedy settlement of claims.

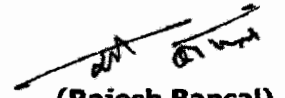
Sir,

Central P.F. Commissioner in exercise of Powers conferred upon him under para 24(3) of the EPF Scheme, 1952 has approved the delegation of Financial Powers for authorization of claims upto ₹ 25,000/- by the Section Supervisor (SS) and beyond ₹ 25,000/- by the Accounts Officer (AO). Accordingly, following changes have been incorporated in the EPFO Application Software (Version 3.29 dated 03.03.2012) and the same is to be implemented with immediate effect: -

1. Form-10D (Input Data Sheet) is changed from three levels to two levels where DA (Accounts) will submit the claim form and it will be approved by AO (Accounts).
2. Form-19, Form-20, Form-20 (Special), Form-13 (Un-exempted), Form-14 (LIP Payment) and Form-31 the following changes are done:-
 - a. The forms are reduced to two levels from three levels where Claim will be submitted by DA (Accounts) and approved by SS (Claims) in case the Settlement amount is up to ₹ 25,000/- including inoperative accounts.
 - b. The forms are reduced to two levels from three levels where Claim will be submitted by DA (Accounts) and approved by AO (Accounts) in case the Settlement amount is more than ₹ 25000/-.
 - c. In case settlement of claims out of inoperative accounts, Claim will be submitted by DA (Accounts) and approved by AO (Accounts) in case the Settlement amount is more than ₹ 25,000/ and less than ₹ 50,000/-.
 - d. In case settlement of claims out of inoperative accounts, Claim will be submitted by DA (Accounts) and approved by APFC in case the settlement amount is beyond ₹ 50,000/-.
3. Form-13 (Exempted) approval is changed three levels to two levels i.e. DA (Accounts) to SS (Claims).
4. Form 5-IF and Form 5-IF (Special) is changed from three levels to two levels i.e. DA (Accounts) to AO (Accounts).

5. The return/rejection of claims is changed from three levels to two levels in which DA (Accounts) will submit the return/rejection and AO (Accounts) will approve it.
6. The broken period 3A where settlement amount is up to ₹ 25,000/-, DA (Accounts) will submit the 3A and SS claims will approve the same.
7. The broken period 3A where settlement amount is beyond ₹ 25,000/-, DA (Accounts) will submit the 3A and AO (Accounts) will approve the same.
8. In finalization of accounts the changes are as follow:-
 - a. 3A/6A will be originated by DA and approved by AC.
 - b. 6A summary approval remains unchanged (i.e. DA/SS/AC).
 - c. 3A vs. Challan reconciliation remains unchanged (i.e. DA/SS/AC).
 - d. IPR (Interest Processing) remains unchanged i.e. DA only.
 - e. Form-24 will be generated and approved manually by DA/SS/AC.
9. Form 10C & 10C Special (withdrawal Benefit cases only) the following changes have been done:-
 - a. The forms are reduced to two levels from three levels where Claim will be submitted by DA (Accounts) and approved by SS (Claims) in case the Settlement amount is up to ₹ 25,000/-.
 - b. The forms are reduced to two levels from three levels where Claim will be submitted by DA (Accounts) and approved by AO (Accounts) in case the Settlement amount is more than ₹ 25,000/-
 - c. Form 10C (Scheme Certificate Cases only) the forms are reduced to two levels from three levels where Claim will be submitted by DA (Accounts) and approved by AO (Accounts).
10. To handle claims, approval at SS levels, a new role i.e. "SS Claims" is added in the Software.

Yours faithfully,


 (Rajesh Bansal)
 Financial Advisor & Chief Accounts Officer
 05/03/2012

Copy to:

- 1) PS to CPFC
- 2) PS to Chief Vigilance Officer
- 3) All Addl. CPFC (Zones)
- 4) All ACC (Head Office)
- 5) ACC (IS)
- 6) Director, NATRSS
- 7) Director (Audit)/DD (Audit)/AD (Audit)/Zonal Audit Parties/ZTIs
- 8) RPFC (NDC) for uploading the same in the website of EPFO
- 9) DD (OL) for issuing Hindi version.


 (Rajesh Bansal)
 Financial Advisor & Chief Accounts Officer
 05/03/2012