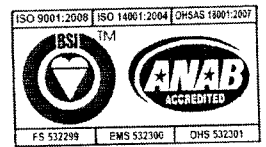




**CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)**



No. CWC/FD-CPF/Circular/2017-18

9th May 2017

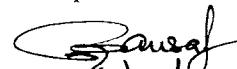
CIRCULAR

Subject: Procedure for CPF Final settlement.

It has been observed that at times there is inordinate delay in CPF Final payment of the employees who have retired or expired/resigned.

2. In order to ensure the timely payment of CPF dues to the employees/nominees/legal heirs, the following procedure for CPF Final Payment shall be followed scrupulously.

- (a) The Personnel Division of the CO/ RO/CC should advise the retiring employee to submit the application for Final payment of CPF (As per Annexure-I) one month before the retirement.
- (b) In case of death of any employee Personnel Division of the CO/RO/CC should depute an officer to the residence of the deceased employee who should obtain the requisite application for CPF final payment along with requisite documents. Settlement of CPF in death case shall be given utmost priority.
- (c) Where no nomination exists, the application should be obtained from all the family members as per the provisions of Regulation 17 of the CWC EPF Regulations, 1962.
- (d) A succession certificate should be insisted only, if no nomination subsists or no details of family members as prescribed in regulation 17 is available as per service records.
- (e) Since any recovery of outstanding dues cannot be made from the CPF except in case of dismissals, it should be ensured that the outstanding dues if any are recovered from the salary dues or terminal leave benefits only. No NDC shall be required for release of CPF Final payments.
- (f) On receipt of the application from the employee, the same should be forwarded to the CPF division of the Corporate Office by the respective administrative authority i.e. authorised officers of Personnel Division of CO/RO/CC along with the following documents within seven days of receipt of the application:
 - (i) Service particulars in respect of WAI and group D employees by the respective RO/CCs.
 - (ii) Bank details along with copy of cancelled cheque.


09/05/17

- (iii) In case of Death, a copy of death certificate along with struck of strength order and copy of nomination/family details.
- (iv) In case of resignation copy of acceptance letter of the resignation.
- (v) In case of dismissal a copy of the penalty order for dismissal of the employee.

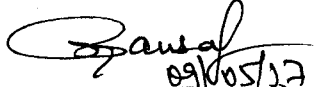
3. Service Particulars in respect of WAG-I and above should be issued Personnel Division of Corporate Office to CPF Section within seven days of the retirement/resignation/death of the employee.

4. On receipt of the application for final payment along with the requisite documents by CPF section of Corporate Office, the following procedure shall be followed

- (i) The CPF Section should enter the same in the diary register.
- (ii) The CPF Section should verify the completeness of application and requisite documents within seven days and communicate with respective CO/RO/CC for discrepancy, if any.
- (iii) The application which are completed shall be processed by CPF section within 10 days of receipt of application and sent for pre-audit.
- (iv) The Internal Audit Division should complete the audit of the CPF final payment file within three days of receipt of the file.
- (v) The CPF Section should ensure that the entire process of payment of CPF final payment to the employee is completed within twenty days of the receipt of application.
- (vi) On receipt of the file after pre-audit, the same should be put up to the committee nominated by the Trustees for approval of the final payment.
- (vii) An intimation of final payment should be given to the Personnel Division of respective CO/RO/CC and the employee concerned by the CPF Section. The CO/RO/CC shall make the entry of final CPF Payment in the service record of the employee.

5. It shall be the endeavour of all the stakeholders that the final payment is released to the employee at the earliest. Therefore, all the Regional Offices including the Personnel Division of Corporate Office are required to adhere to the above said process to ensure time payment of final CPF dues.

6. This issues with the approval of General Manager (Finance)


(Tarun Kr. Bansal)
Secretary (CPF)

Encls: Annexure - I

Distribution:

1. All HODs, CWC, Corporate Office, New Delhi.
2. All RMs/EEs of Regional Offices/Construction Cell, CWC
3. PPS to MD/Sr. PA to Director (Pers.)/AM to Director (Fin), Sr. PA to Director (M&CP), CWC, New Delhi
4. GM(system), CWC, CO, New Delhi for uploading the circular on CWC Website.

APPLICATION FOR CPF FINAL PAYMENT

(Under Regulation 15 of the CWC EPF Regulations 1962)

| | | |
|-----|--|--------------------------------------|
| 1 | Name & Designation of the applicant: | |
| 2. | CPF Code No. | |
| 3. | Father/ Husband name: | |
| 4. | Place of current posting (RO/CC) | |
| 5. | Basic pay | |
| 6. | Date of Birth | |
| 7. | Date of Joining CWC | |
| 8. | Amount Outstanding as per last CPF slip | Employer Share: Employee Share: |
| 9. | Whether Superannuation/ Resignation/ Death/ Dismissal etc. | |
| 10. | Date of Superannuation/ Resignation/ Death/ Dismissal etc. | |
| 11. | In case of death, Details of nominees/family members: | |
| 12. | Bank Details: (a) Name of bank: (b) Name of Branch: (c) Account No. (d) IFSC Code (please attach a copy of cancelled cheque). | |
| 13. | Complete address for communication | |
| 14. | Mobile Number | |

Certified that the particulars furnished above are correct to the best of my knowledge.

Signature of applicant

Name

Date:

RECOMMENDATION OF THE ADMINISTRATIVE AUTHORITY

The particulars mentioned above have been checked/verified from the records/documents furnished.

Signature of Administrative authority with seal _____

Instructions:

1. The administrative authority shall be authorised officer of Personnel Division of RO/CC. The application shall be recommended and forwarded through respective administrative authority of the CO/RO/CC.