




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



No. CWC/FD -CPF/Circular/2020-21

Dated: 21 May 2020

CIRCULAR

Sub: Settlement of CPF Final Payments, Part Withdrawal (90%) and Refundable / Non Refundable Advance through e-office

It has been decided that the settlement of CPF Final Payments, Part Withdrawal (90%) and refundable / non refundable advance from CPF trust would be made **through e-office** and no physical paper would be accepted by CWC EPF Trust. CWC EPF Trust, Personnel division of CO & RO and the employees shall be followed the procedure as detailed below for settlement of CPF payments.

- (a) The employees of the Corporation shall submit the application for CPF Final Payments, Part Final payment or refundable / non refundable advance in prescribed format duly signed and recommended by the personnel division of respective Regional office or Corporate Office.
- (b) In case of death of any employee, Personnel Division of the CO/RO 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 from the nominee. **Settlement of CPF in death case shall be given utmost priority.**
- (c) Where no nomination exists, the application should be obtained from the dependant 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 recovery of any dues cannot be made from the CPF payments of the employees, no "No Dues Certificate" is required for release of CPF Final payments. However, it shall be ensured that the recovery of any dues from the employee is made from his salary or terminal leave benefits.
- (f) On receipt of the application from the employee/dependant family members/ legal heirs of the deceased employee, the personnel division of the concerned regional office or corporate office should forward the scanned copy of the application and other supporting document to CPF section **through e-office** to **CPF.TRUST@CEWACOR.NIC.IN** within seven days of receipt of application along with following documents.




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



- (i) Service particulars in respect of WAII and group D employees by the respective Regional offices.
- (ii) In case of Death, a copy of death certificate along with struck of strength order and copy of nomination/family details.
- (iii) In case of resignation copy of acceptance letter of the resignation.
- (iv) Service Particulars in respect of WAG-1 and above employees shall be provided by Personnel Division of corporate office **through e-office** on CPF.TRUST@CEWACOR.NIC.IN to CPF Section within seven days of the retirement/ resignation/ death of the employee.

2. On receipt of the application for CPF Final Payments, Part Withdrawal (90%), Refundable / Non Refundable Advance final payment along with the requisite documents by CPF section of Corporate Office, the following procedure shall be followed:

- (i) CPF section shall open an e-file of respective employee in e-office for processing the CPF Payments to the employee. The e-file name should start with CPF number of the employee and contain name and date of birth of the employee so that the file can be traced easily. On receipt of the application and other requisite documents from respective personnel division of regional offices or corporate office, the documents should be put in respective e-file of the employee.
- (ii) The CPF section shall verify completeness of the application and process the same for payment within seven days from the receipt of completed application and documents. In case of incompleteness of application, all correspondence with the regional offices and personnel division shall be made through e-office only and the relevant communication shall be put in the e-file of the respective employee.
- (iii) CPF section shall submit e-files for pre-audit wherever applicable to internal audit division through e-office for internal audit. DGM (Internal Audit) shall nominate the officers to whom the e-file is to be submitted for internal audit.
- (iv) After completion of pre-audit, the file should be put up to the committee nominated by the Committee of Trustees for approval.
- (v) All CPF payments to the serving and retired employees shall be remitted to the bank account where regular salary of the employee is credited. Therefore, the employees are advised to continue with the bank account where their monthly salary is credited. In exceptional circumstances where the employees wish to change the bank account after retirement, the requisite bank details shall be given to the payroll co-ordinator of the region and the bank details should be got updated.




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



(vi) The bank details would be accepted only where payment is to be made to the nominee/ legal heir of the deceased employee.

3. It shall be the endeavor of all the stakeholders that the final payment is released to the employee at the earliest. Therefore, all the Regional Offices and Personnel Division of Corporate office are required to adhere to the above procedure to ensure time payment of final CPF dues.

(R R Aggarwal)
Group General Manager (Finance)

Distribution:

1. All Divisional Heads, CWC, Co New Delhi
2. GGM (Systems), CWC, CO, New Delhi for uploading the circular on CWC website.
3. All RMs, CWC Regional Office.
4. PS to Chairman/Sr. PA to MD/SAM to D(F)/Sr.PA to D(P)/PS to D(MCP), CWC, CO, New Delhi.