



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



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

20<sup>th</sup> June 2017

**CIRCULAR No. 3**

**Subject: Submission of Nomination for CPF.**

As per Regulation 16 of CWC EPF Regulations, 1962 every subscriber of EPF is required to submit the nomination conferring in the event of his/her death on one or more person, the right of receiving the amount that may stand to his/her credit in the fund.

2. Therefore, the Personnel Division of CO/ROs/CCs are required to obtain the nomination in three copies (all copies should be filled by Blue ink in original) from all the employees at the time of first appointment of the employee.

3. All the three copies of the nomination shall be submitted to the Secretary, CWC EPF Trust by the Personnel Division of the Corporate Office in respect of the WAG-I and above and by the respective ROs/CCs in respect of officials below the post of WAG-I.

4. On receipt of the nomination form, on appointment of the employee, by the CWC, EPF Trust, the Secretary, CWC, EPF Trust would allot a CPF Number to the employee and also enter the nomination details in the CPF Number allotment register. All the three copies of the nomination should be signed by the Secretary, CWC EPF Trust. One copy of the nomination should be retained by the CWC, EPF Trust and two copies should be returned to the respective Personnel Division along with CPF Number allotment letter.

5. The respective Personnel Division should retain one copy of the nomination form along with Number allotment letter in the personal file of the employee and the other copy should be handed over to the respective employee under acknowledgement.

*Signature*  
CPK

*Signature*  
22/6

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6. Whenever the nomination is changed by an employee, similar process shall be followed and the nomination should be updated in the CPF allotment register.
7. All the employees should to ensure that a copy of the accepted nomination is received by them for their records.
8. The details of nomination are also reflected on the PF slips generated through payroll application which shall be verified by every employee and in case of any discrepancy a fresh nomination shall be submitted by them for updation.

  
( R R Aggarwal )  
GM(Finance)

**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.
5. Manager (Rajbhasha) with a request to arrange Hindi version of the Circular.