

தொழிலாளர் வருங்காலவைப்பு நிதிநிறுவனம்
மண்டலஅலுவலகம்
டோக் பெருமாட்டிகல்லூரிசாலை
சொக்கிசூளம், மதுரை-625002



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कर्मचारी भविष्य निधि संगठन,
क्षेत्रीय कार्यालय, भविष्य निधि भवन, लेडीडोककालेजरोड, मदुरै-625 002
Employees Provident Fund Organisation
Regional Office, Bhavishya Nidhi Bhavan, Lady Doak College Road, Madurai – 625 002.

No. TN/RO/MDU//Coord/Settlement of Claims/2016.

Date:01/11/2016.

CIRCULAR

Sub: Priority on settlement of Death claims within 7 Days – Reg.
Ref: CSD-I/CPGRAMS/Pragati E-Samiksha/2016/12866 dated 31.10.2016.

The attention of all concerned is drawn to the reference cited on the above subject wherein The CPFIC has directed that The Hon'ble Prime Minister shown his concern regarding delay in settlement of EPF/EPG/EDLI claims especially in Death Cases and requiring prompt settlement within 7 days.

Therefore it is instructed to ensure that all death case claims submitted by spouse/nominee/legal heir of EPF member be invariably settled within a period 7 days from date of submission of claim form including pension claims. In this connection minutes of the meeting with the Accounts branch at 01.11.2016 be referred to

In order to adhere to the time schedule of 7 days the following instructions are issued for strict compliance.

1. The PRO Section shall make pre scrutiny of all death claims before numbering in the system on the same day of receipt.
2. Once the claims are registered and the same numbered shall be sent to Accounts section immediately same day by MTS concerned.
3. Accounts Groups shall take only two days (DA,SS & AO) to settle the F/20 & F/5(IF) claims with related basic records.
4. It shall be the sole responsibility of the Dealing Assistant to carry the claim papers physically until it is scrollec and sent to cash section within time limit prescribed.
5. The cash section shall make payment through NEFT on same day.
6. In case transfer out Form 10D cases the Accounts Groups shall prepare IDS same day and sent to pension section. The pension section shall process IDS and finalise within one day and forward to transfer out Region/ sub Region alongwith soft copy transmission. In intra office Form 10D claims the Accounts Group shall take two days and pension section shall take two days each and sanction PPOs and sent to bank within maximum 7 days.
7. The PRO has already displayed in Reception counter " Please contact for death cases" for public.
8. The F & G Section will submit stamp for "Death Case-Top Priority" by 02.11.2016 as directed.

The above said instruction should be followed strictly and any lapse in this regard will be viewed seriously and action will be initiated against the officials concerned.


(RABINDRA SAMAL)

REGIONAL PF COMMISSIONER-I

To
All APFCs
All AOs/EOs
All Section Supervisors

Copy to:
The RPFC-II/OIC,SRO,Tirunelveli & Nagercoil... for similar action and report