



कर्मचारी भविष्य निधि संगठन  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEE'S PROVIDENT FUND ORGANISATION  
(Ministry of Labour and Employment, Govt. of India)  
क्षेत्रीय कार्यालय, मुंबई -III, कांदिवली  
REGIONAL OFFICE, MUMBAI- III, KANDIVALI



प्लॉट नं.222 भविष्य निधि भवन, चार्कओप, कांदिवली(प), मुंबई - ४०००६७

PLOT NO 222 BHAVISHYA NIDHI BHAVAN, CHARKOP KANDIVALI (W) MUMBAI-400067

दूरभाष: ०२२-२८६९२२९२, फैक्स: ०२२-२८६८७३८३ ई.मेल: [ro.kandivali@epfindia.gov.in](mailto:ro.kandivali@epfindia.gov.in) Tel: 022-28692292, Fax: 022-28687383

MH/PF/RO/KND/Co-ord/Circulars/2016-17

Dated: 16.11.2016

## C I R C U L A R

**Sub: Payment of PF and Pension on the date of retirement to EPF & EPS Members**

**Ref: H.O. Circular No.CSD-I/CPGRAMS/Pragati E-Samikhsa/2016/1289 dated 01.11.2016.**

All are directed to take reference to above circular dated 01.11.2016 of the Central PF Commissioner whereby it has been directed that PF and Pension payment to the member of EPF Scheme 1952 and EPS 1995 should be made on the date of retirement itself. To implement the said decision, the following actions are required to be taken.

1. The monthly list of retiring EPF / EPS member attaining age of superannuation is to be generated three months in advance. The first list of 1651 members has been generated for the period 01.11.2016 to 31.01.2017 and the AOs of the A/cs. sections is to be briefed by RC(F&A) to pursue the employer. A soft copy of this list have been forwarded to all the employers. It is further directed that the concerned AOs to co-ordinate with the establishments for:

- a. To remit all dues against the retiring member atleast 1 month prior to the date of retirement.
- b. To submit the pension claims duly filled, with all relevant documents atleast 1 Month prior to the date of retirement to this office.

2. EDP section is directed to generate the list of such retirees for next three months, atleast Two month in advance and mail them to the establishments. A hard copy of the said list group wise/ task wise /month wise to be provided to the co-ordination cell for further distribution to the accounts group through respective AOs. The concerned AOs are required to provide the mailing details and contact details to the EDP cell for onward mailing of the list of retiring members to the establishments.

3. APFC (Inward) is directed to post a person to man the counter regarding the claims in respect of retirement and death cases. The said person shall ensure that the retirement claims so received are scrutinised properly, to avoid rejections and are sent to the Accounts sections separately from other claims with a stamp "RETIREMENT CLAIMS – TOP PRIORITY".

4. RPFC-II (F&A) & (Pension) shall monitor the process of such claims and list of such claims shall be hosted on the intranet under daily reports so that each DA and AO are alert about such claims.



(Uday Baxi)  
Regional Provident Fund Commissioner (I)  
RO, Kandivali, Mumbai-III

Encl. as above.

To,

1. All RPFC-II
2. All APFCs
3. All AOs
4. All SS Accounts & Pension (OR), Pension (for circulation among the DAs)
5. Caretaker Section
6. PRO
7. EDP Section - For uploading in the Regional Website

**Copy to: RPFC-II/OIC- SRO, Nashik - (Through Fax)**