



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. Of India)
मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14, भीकाएजी कामा प्लेस, नई दिल्ली - 110 066.
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No. Manual/Amendment/2011/Pt

Date: 27.04.2017

To

All Addl. CPFC (HQ/Zone)
Regional P.F. Commissioners
In-charge of Regional Offices.

Sub: Amendment in paragraphs 68-J and 68-N of EPF Scheme, 1952.

Ref: HO order of even number dated 20.02.2017 (placed on EPFO's website - Sl. No. 656-
'Office Orders/Circulars' for the year 2016-17).

Sir,

Please refer to the above said subject.

2. Ministry of Labour & Employment vide Notification No. G.S.R.404(E) dated 25th April, 2017 has amended Employees' Provident Funds Scheme, 1952. It shall come into force from the date of its publication in the Official Gazette.

3. **Paragraph 68-J: Advance from the fund for illness in certain cases:** The sub-paragraph (2) and proviso to sub-paragraph (3) of paragraph 68-J have been omitted. A member would only be required to submit a self-declaration, which has already been included in the Composite Claim Form, to avail advance from the provident fund for illness in certain cases. A member would no longer be required to submit any medical certificate or any other certificate or document or any proforma whatsoever to avail advance under paragraph 68-J.

4. **Paragraph 68-N: Grant of advance to members who are physically handicapped:** The sub-paragraph (2) of paragraph 68-N has been substituted wherein a member who is physically handicapped would be required to submit only a self-declaration, which has already been included in the Composite Claim Form. A member would no longer be required to submit any medical certificate or document or any proforma whatsoever to avail advance under paragraph 68-N.

Enc: As above

Yours faithfully,

Central Provident Fund Commissioner



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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नई दिल्ली, मंगलवार, अप्रैल 25, 2017/वैशाख 5, 1939

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NEW DELHI, TUESDAY, APRIL 25, 2017/ VAISAKHA 5, 1939

श्रम एवं रोजगार मंत्रालय

अधिसूचना

नई दिल्ली, 25 अप्रैल, 2017

सा.का.नि.404(अ).— केन्द्रीय सरकार, कर्मचारी भविष्य निधि और प्रकीर्ण उपबन्ध अधिनियम, 1952 (1952 का 19) की धारा 7 की उपधारा (1) के साथ पठित धारा 5 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, कर्मचारी भविष्य निधि स्कीम 1952 का और संशोधन करने के लिए निम्नलिखित स्कीम बनाती है, अर्थात् :-

1. संक्षिप्त नाम और प्रारंभ- (1) इस स्कीम का संक्षिप्त नाम कर्मचारी भविष्य निधि (पांचवां संशोधन) स्कीम, 2017 है।

(2) यह शासकीय राजपत्र में इसके प्रकाशन की तारीख को प्रवृत्त होगी।

2. कर्मचारी भविष्य निधि स्कीम, 1952 (जिसे इसमें इसके पश्चात् उक्त स्कीम कहा गया है) के पैरा 68अ में,-

(क) उप-पैरा (2) का लोप होगा;

(ख) उप-पैरा (3) के परंतुक का लोप होगा;

(ग) उप-पैरा (6) के स्थान पर निम्नलिखित पैरा रखा जाएगा, अर्थात्:-

"(6) उप-पैरा (1) या उप-पैरा (3) के अधीन सदस्य को कोई अग्रिम अनुदत्त नहीं किया जाएगा जब तक कि वह उसके प्रभाव में स्व-घोषणा प्रस्तुत न करे।"

3. उक्त स्कीम में पैरा 68ड के उप-पैरा (2) के स्थान पर निम्नलिखित उप-पैरा रखा जाएगा, अर्थात् :-

"(2) उप-पैरा (1) के अधीन सदस्य को कोई अग्रिम संदत्त नहीं किया जाएगा जब तक कि वह उसके प्रभाव में स्व-घोषणा प्रस्तुत न करे।"

[फा. सं. एस-35012/02/2017-एसएस-II]

आर.के.गुप्ता, संयुक्त सचिव

टिप्पण: कर्मचारी भविष्य निधि स्कीम, 1952 भारत के राजपत्र, भाग II, खंड (3), उपखंड (i) में अधिसूचना संख्यांक का.नि.आ. 1509, तारीख 2 सितंबर, 1952 द्वारा प्रकाशित की गई थी और अंतिम बार अधिसूचना सा.का.नि. 351(अ) तारीख 12 अप्रैल, 2017 द्वारा संशोधन किया गया था।

MINISTRY OF LABOUR AND EMPLOYMENT

NOTIFICATION

New Delhi, the 25th April, 2017

G.S.R.404(E).— In exercise of the powers conferred by section 5 read with sub-section (1) of section 7 of Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952), the Central Government hereby makes the following Scheme, further to amend the Employees' Provident Funds Scheme, 1952, namely:-

1. Short title and commencement.- (1) The scheme may be called the Employees' Provident Funds (Fifth Amendment) Scheme, 2017.

(2) It shall come into force on the date of its publication in the Official Gazette.
2. In the Employees' Provident Funds Scheme, 1952 (hereinafter referred to as the said Scheme), in paragraph 68J,-
 - (a) sub-paragraph (2) shall be omitted;
 - (b) proviso to sub-paragraph (3) shall be omitted;
 - (c) for sub-paragraph (6), the following sub-paragraph shall be substituted, namely:-

“(6) No advance shall be granted to the member under sub-paragraph (1) or sub-paragraph (3) unless he produces a self-declaration to that effect.”.
3. In the said Scheme, in para 68N, for sub-paragraph (2), the following sub-paragraph shall be substituted, namely:-

“(2) No advance shall be paid to the member under sub-paragraph (1) unless he produces a self-declaration to that effect.”.

[F. No. S-35012/02/2017-SS-II]

R. K. GUPTA, Jt. Secy.

Note:- The Employees' Provident Funds Scheme, 1952 was published in the Gazette of India Part II, Section 3, Sub Section (i) *vide* notification number SRO.1509, dated the 2nd September, 1952 and was lastly amended *vide* notification No. G.S.R. 351(E) dated the 12th April, 2017.



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
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No: Manual/Amendment/2011/Pt

31792

ORDER

Date: 20.02.2017

20 FEB 2017

In the matter of Introduction of Composite Claim Forms (Aadhar and Non-Aadhar) to replace existing Claim Forms No. 19, 10C & 31 and Forms No. 19 (UAN), 10C(UAN) & 31 (UAN)

Employees' Provident Fund Organisation has embarked upon its next phase of e-governance reforms with a view to make its services available to its stakeholders in an efficient and transparent manner. EPFO has since implemented Universal Account Number (UAN) for its subscribers. It is now possible for subscribers, who have seeded with Aadhar number and Bank account details, to submit claim forms directly to EPFO without the attestation of employers.

2. The Central Provident Fund Commissioner vide order No. WSU/10(1)2011/Changes in MAP/34106 dated 01.12.2015 had prescribed new Forms No. 19 (UAN), 10C(UAN) & 31(UAN) for all employees whose Aadhar number and Bank account details had been seeded with Universal Account Number (UAN). The said order is being modified to prescribe a Composite Claim Form (Aadhar) to replace the existing Forms No. 19 (UAN), 10C(UAN) & 31(UAN) with a view to simplify the submission of claim forms by subscribers. This new Composite Claim Form (Aadhar), enclosed herewith can be submitted to respective jurisdictional EPFO office, without the attestation of employers.

3. In pursuance of provisions of paragraph 72(5) of the Employees' Provident Funds Scheme, 1952, Central Provident Fund Commissioner, hereby prescribes the new Composite Claim Form (Non-Aadhar) to replace the existing Forms No. 19, 10C & 31 with a view to simplify the submission of claim forms by subscribers. The new Composite Claim Form (Non-Aadhar), enclosed herewith shall be submitted with the attestation of employers to the respective jurisdictional EPFO office.

4. Further, the submission of Composite Claim Form (Aadhar) / Composite Claim Form (Non-Aadhar) will be further simplified and modified to include self-certification by EPF subscribers in place of various certificates prescribed at present. These include:-

- I. **Para 68B:** The "New Declaration Form" required to be appended with Form No. 31 for housing loan/purchase of site/house/flat or for construction/addition, alteration in existing house/repayment of housing loan shall stand discontinued. Similarly, the present practice of calling for "Utilization Certificate" shall also be dispensed with. No document would be required to be submitted by the subscriber in respect of these partial withdrawals.
- II. **Para 68H:** Grant of advances in case of closure of factories: No document would be required to be submitted by the subscriber along with the Composite Claim Form (Aadhar) / Composite Claim Form (Non-Aadhar).
- III. **Para 68K:** Marriage advance & for availing advance for post-matriculation education of children: No document, including marriage card, would be required to be submitted by the subscribers.
- IV. **Para 68L:** Advance in abnormal condition: Member may self-certify that his property has been damaged. No document would be required to be submitted by the subscriber.

V. **Para 68 J & 68N:** Orders in respect of certificates under these paras will be issued separately.

5. It may be noted that the submission of Composite Claim Form (Aadhar) / (Composite Claim form (Non-Aadhar) duly signed by the EPF subscriber shall be construed as 'self-certification' for the above said partial withdrawals, for which no document as specified above would be required to be submitted to the EPFO offices.

6. This order shall be made operational with immediate effect.


(Dr. V.P. Joy)
Central P.F. Commissioner

Enclosures:

1. Composite Claim Form (Aadhar)
2. Composite Claim Form (Non- Aadhar).



Mobile Number

EMPLOYEES' PROVIDENT FUNDS ORGANISATION
COMPOSITE CLAIM FORM (AADHAR)

(APPLICABLE IN CASES WHERE EMPLOYEES' COMPLETE DETAILS IN FORM-11 (NEW), AADHAR NUMBER AND BANK ACCOUNT DETAILS ARE AVAILABLE ON UAN PORTAL AND UAN HAS BEEN ACTIVATED)

[FORM NO. – 19 (PF FINAL SETTLEMENT) / 10C (PENSION WITHDRAWAL BENEFITS) / 31 (PF PART WITHDRAWAL)]

1	Claim applied for: i) Final PF Settlement () ii) Pension Withdrawal Benefits () iii) PF PART WITHDRAWAL () (Tick whichever is/are applicable)																																			
2	Name of the member: (IN CAPITAL LETTERS)																																			
3	Universal Account Number (UAN)																																			
4	Aadhar Number:																																			
5	Date of joining the establishment:																																			
6	<div style="display: flex;"> <div style="flex: 1;"> <p>a) Purpose of PF PART Withdrawal: (Tick ✓ whichever applicable)</p> <p>b) Amount (in Rs.): _____</p> <p>c) For purpose of Site/House/Flat or Construction through "agency" or Repayment of Housing Loan or LIC, indicate cheque to be drawn "in favour of" and payee's address.</p> </div> <div style="flex: 1;"> <table border="1"> <thead> <tr> <th>SN</th> <th>Purpose of PF Part Withdrawal</th> <th>✓</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>Housing Loan/Purchase of site/House/Flat or for Construction/Addition, alteration in existing house/Repayment of Housing loan (Para 68B/68BB/68BC)</td> <td></td> </tr> <tr> <td>II</td> <td>Lockout or closure of factory (Para 68H)</td> <td></td> </tr> <tr> <td>III</td> <td>Illness of member/family (Para 68J)</td> <td></td> </tr> <tr> <td>IV</td> <td>Marriage of self/son/daughter/brother/sister (Para 68K)</td> <td></td> </tr> <tr> <td>V</td> <td>Post Matriculation education of children (Para 68K)</td> <td></td> </tr> <tr> <td>VI</td> <td>Natural calamity (Para 68L)</td> <td></td> </tr> <tr> <td>VII</td> <td>Cut in electricity in establishment (Para 68M)</td> <td></td> </tr> <tr> <td>VIII</td> <td>Purchasing equipment by physically handicapped (Para 68N)</td> <td></td> </tr> <tr> <td>IX</td> <td>One year before retirement (Para 68NN)</td> <td></td> </tr> <tr> <td>X</td> <td>Investment in Varistha Pension BimaYojana (Para 68NNN)</td> <td></td> </tr> </tbody> </table> </div> </div>			SN	Purpose of PF Part Withdrawal	✓	I	Housing Loan/Purchase of site/House/Flat or for Construction/Addition, alteration in existing house/Repayment of Housing loan (Para 68B/68BB/68BC)		II	Lockout or closure of factory (Para 68H)		III	Illness of member/family (Para 68J)		IV	Marriage of self/son/daughter/brother/sister (Para 68K)		V	Post Matriculation education of children (Para 68K)		VI	Natural calamity (Para 68L)		VII	Cut in electricity in establishment (Para 68M)		VIII	Purchasing equipment by physically handicapped (Para 68N)		IX	One year before retirement (Para 68NN)		X	Investment in Varistha Pension BimaYojana (Para 68NNN)	
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7	Date of leaving service: (not required if applying for PF Part Withdrawal)																																			
8	<p>a) Permanent Account No.(PAN): (Only in case of service less than 5 years) (Please enclose two copies of Form No. 15G/15H, if applicable)</p> <p>b) Reason of leaving Service:</p> <ul style="list-style-type: none"> - Service terminated on account of (a) ill health of member (b) Contraction /Discontinuation of employer's business or (c) Other Cause beyond the control of the member - Personal Reasons 																																			
9	Full Postal address																																			

Pin.....

- Certified that the particulars are true to the best of my knowledge. I certify that I have gone through the data seeded in UAN Portal and found all data, including Form No.-11 (New), bank account details and Aadhar number, to be correct. Please make the payment in the bank account mentioned in the UAN Portal. A cancelled cheque (containing member's name, bank account number and IFS Code) is attached herewith.
- In case the amount is used for any purpose other than stated in column (6) above, I am liable to return the entire amount with penal interest.

Member's Signature

INSTRUCTION SHEET FOR FILLING COMPOSITE CLAIM FORM (AADHAR)

1. The Composite Claim Form (Aadhar) is applicable in cases where a member's complete details in Form-11 (New), Aadhar number and bank account details are available on the UAN Portal and UAN has been activated. Such members can submit this form directly to the concerned EPFO office, without attestation of claim form by the employers.
2. Purpose of advance & documents required: (The purpose may be one of the following):
 - i) **Housing Loan/Purchase of site/house/flat or for construction/Addition alteration in existing house/Repayment of Housing loan:** No document is required. New Declaration Form/Utilization Certificate required earlier has been discontinued.
 - ii) **Illness of member/family:** i) Certificate of doctor and ii) Certificate by employer that ESIC facility is not available to the member may be submitted by the member.
 - iii) **Marriage of self/son/daughter/brother/sister:** No document/Marriage Card is required.
 - iv) **Post Matriculation education of children:** No document is required.
 - v) **Lockout or closure of factory/Cut in supply of electricity:** No document is required
 - vi) **Natural calamity:** No document is required.
 - vii) **Purchasing equipment by physically handicapped:** Medical certificate is required.
 - viii) **One year before retirement:** 90% of total PF balance can be withdrawn. No document is required.
 - ix) **Investment in Varistha Pension Bima Yojana:** 90% of total PF balance can be transferred to LIC. No document is required.
3. No Revenue stamp (Re. 1/-) is required to be affixed by the member.
4. Income Tax (TDS) is deducted if the service is less than 5 years (60 months). No Income Tax (TDS) is deducted in case the total balance is less than Rs. 50,000/-. However, TDS is deducted @10% if the member submits PAN in such cases. In case PAN is not submitted, then TDS @34.608% is deducted.
5. The total service in the present establishment as well as previous establishment is counted and, therefore, it is advisable to merge all PF accounts.
6. Pension Withdrawal benefits can be availed only if the service is less than 10 years.



Mobile Number

**EMPLOYEES' PROVIDENT FUNDS ORGANISATION
COMPOSITE CLAIM FORM (NON-AADHAR)**

[FORM NO. - 19 (PF FINAL SETTLEMENT)/10C (PENSION WITHDRAWAL BENEFITS)/31 (PF PART WITHDRAWAL)]

1	Claim applied for: i) Final PF Settlement () ii) Pension Withdrawal Benefits () iii) PF PART WITHDRAWAL () (Tick whichever is/are applicable)																																		
2	Name of the member:(IN CAPITAL LETTERS)																																		
3	a): Universal Account Number(UAN) b): P.F. Account No.(In case UAN not available)	a): b):																																	
4	Aadhar Number (for seeding):																																		
5	a) Father's Name: b) Husband's Name:	a): b):																																	
6	Date of Birth:																																		
7	Date of joining the establishment:																																		
8	Date of leaving service: (not required if applying for PF Part Withdrawal)																																		
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11	Bank Account details for payment: (Please attach a copy of cancelled cheque/attested copy of first page of Pass Book)	Saving Bank Account No. _____ Name& address of the Bank _____ _____ _____ IFS Code _____																																	
12	Full Postal address																																		

Pin.....

- The member hereby declares that he has not been employed for two months (Yes/No.)
- Certified that the particulars are true to the best of my knowledge.
- In case the amount is used for any purpose other than stated in column (10) above, I am liable to return the entire amount with penal interest.

Member's Signature

Employer's Signature
Designation& Seal of Employer

INSTRUCTION SHEET FOR FILLING THE COMPOSITE CLAIM FORM (NON-AADHAR)

1. Purpose of advance & documents required: (The purpose may be one of the following):
 - i) **Housing Loan/Purchase of site/house/flat or for construction/Addition alteration in existing house/Repayment of Housing loan:** No document is required. New Declaration Form/Utilization Certificate required earlier has been discontinued.
 - ii) **Illness of member/family:** i) Certificate of doctor and ii) Certificate by employer that ESIC facility is not available to the member may be submitted by the member.
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 - viii) **One year before retirement:** 90% of total PF balance can be withdrawn. No document is required.
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2. No Revenue stamp (Re. 1/-) is required to be affixed by the member.
3. Income Tax (TDS) is deducted if the service is less than 5 years (60 months). No Income Tax (TDS) is deducted in case the total balance is less than Rs. 50,000/-. However, TDS is deducted @10% if the member submits PAN in such cases. In case PAN is not submitted, then TDS @34.608% is deducted.
4. The total service in the present establishment as well as previous establishment is counted and, therefore, it is advisable to merge all PF accounts.
5. Pension Withdrawal benefits can be availed only if the service is less than 10 years.