



# एसपीएमसीआईएल भविष्य निधि ट्रस्ट

## SPMCIL PROVIDENT FUND TRUST

SPMCIL/Fin/PF Trust/150/11/01/7871

Dated: 28-01-2012

### CIRCULAR - PF/11-12/02

Subject: - Payment of GPF Advance/GPF Withdrawal/GPF Settlement through e-transfer of funds to member's bank account.

With reference to this office letter no. SPMCIL/Fin/149/09/4631 dated 25.08.2011, it has been requested to all the units to attach a cancelled cheque with GPF Withdrawal/ Advance/ Settlement applications, so that funds can be directly transferred to member's bank account through e-transfer of funds. However, it is observed in most of the cases that cancelled cheque are not enclosed with application and in spite of this members are requesting for payment via e-transfer of funds directly to their bank account. In all such cases only DD are being prepared and forwarded to units.

2. The main benefit of e-transfer of funds is instant transfer of funds from SPMCIL PF Trust's bank account to individual member's bank account. It saves time and also avoids the mistakes which happened while preparing the DDs in favour of members. Sometime due to clerical/feeding mistakes and the master data with us, members name differs from the name as given by the members in their bank accounts. In all such cases, members have to return back DDs to trust thereafter fresh DDs are to be issued.

3. On view of the above, competent authority has now decided to make payment of GPF Advance/GPF withdrawal/GPF settlement through e-transfer of funds directly to member's bank account from April 2012 onwards. For this purpose, SPMCIL PF Trust has to create a Master Data of all members which shall contain Bank Account detail of each member. Therefore all the members are requesting to submit a cancelled cheque with helpdesk at unit or the concerned person who is taking care of EPF & GPF at unit. The member should ensure that the following information must be mentioned on the cheque:

- Name of the bank.
- Account number of the member. (14 to 16 digits)
- IFSC Code of Branch.
- Branch Name and address of the branch.
- Location of the branch.
- Nature of Account (whether saving or current)

Cont.....

011-43582223  
011-43582254

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E-mail : epfdlcor@spmcil.com

The cheque should be cancelled by the member and it should be signed by the member. The member will specify the following information on the back of the cheque:

- Name of the Member.
- Employee Code/ Token no. at unit.
- GPF No. allotted by the trust.
- Designation of the member.
- Date of Birth.
- The above information is to be duly certified by the concerned person at unit on back side of the cheque itself.

The member should ensure that all the information provided on the cheque is correct and if any information is found to be furnished wrong and it results / causes wrong transfer of funds to some other account, member shall be solely liable for it.

4. Members can submit cancelled cheque w.e.f. 01.02.2012 to 18.02.2012. Afterwards helpdesk will prepare a master data containing all the details of bank account of members and sent to Payroll section/ HR section of the concerned unit for cross verification from their records. The duly certified master data by the unit, then, will be forwarded to SPMCIL PF Trust by 28.02.2012. On receipt of master data by the trust, it will be incorporated to each member's ledger account maintained with SPMCIL Provident Fund Trust (for combined optees employees). After that a report containing bank accounts details of all the members will be generated online and sent to unit for re-confirmation of the details. Finally on re-confirmation by the unit, all the payment will be made through e-transfer of funds directly to bank account of members from April,2012 onwards.

5. Those members who will not submit cancelled cheque within the prescribed time limits as stated above, their Payment of GPF Advance/GPF withdrawal/GPF settlement will be transferred through DD only.

6. The above is issued with the approval of competent authority.

 28/01/2012  
Ashu Kakkar

Trustee, SPMCIL PF Trust

To

All GMs/ HODs /DGM-(HR) & DGM (IR), Corporate office  
(Mints/Presses/Paper Mill), SPMCIL  
All Trustees, SPMCIL PF Trust

C.C.:-

1. OSD to CMD
2. Director (T)/Director(HR)
3. All GMs/DGMs, Corporate Office
4. Manager (OL)- for Hindi translated copies please
5. Notice Board of Corporate Office/All Units.
6. Helpdesk at Units.