



# एसपीएमसीआईएल कर्मचारी भविष्य निधि ट्रस्ट

## SPMCIL EMPLOYEES PROVIDENT FUND TRUST

SPMCIL/EPF/Trust/52/2011/01/7684

19<sup>th</sup> January, 2012

CIRCULAR- EPF/11-12/01

**Sub: Voluntary Contribution Form of SPMCIL Employees Provident Fund.**

According to SPMCIL EPF Trust Rule 10 "Every member contributing to the provident fund under sub-rule (a) herein may, if so desires, contribute voluntarily to the provident fund an amount exceeding 12% of his total monthly basic pay and dearness allowance".

2. A member who is permitted to contribute to the provident fund an amount exceeding 12% of his total monthly basic pay and dearness allowance shall be allowed to change the rate of voluntary contribution on his applying for such change in contribution, only at intervals of a minimum period of one year. Such a change in the rate by way of voluntary contribution shall only be given effect to from the beginning of an accounting period of the fund.

3. As the new financial year 2012-13 is going to start, therefore all members who are willing to contribute more than 12% may fill the Voluntary provident Fund (VPF) i.e. Declaration Form no. 31(V). Pre filled forms will be available with helpdesk at unit w.e.f 01<sup>st</sup> Feb, 2012. Members will only be required to declare the rate (in percentage) of voluntary contribution on the filled forms.

4. VPF Forms as above may be submitted by the members to the concerned officer handling EPF work at unit/ helpdesk at unit by 15<sup>th</sup> march, 2012 which should receive at SPMCIL Corporate Office on 25<sup>th</sup> march, 2012. In case of the non receipt of the form by the last date, VPF contribution will be continued at the same rate which is noted in records i.e rate of deduction in 2011-12.

5. This circular may be brought to the notice of all members so that forms may be submitted in time. VPF requests received shall be incorporated at the time of sending next contribution to the trust i.e salary of March paid in April must be drawn after due VPF contribution.

  
(Ashu Kakkar)  
Trustee, SPMCIL EPF Trust

All GMs/HOD's/DGM-(IR), Corporate Office  
(Mints/Presses/Paper Mill), SPMCIL  
All Trustee, SPMCIL EPF Trust

- CC: 1. ES to CMD  
2. Director (T), Director (HR)  
3. All GMs/DGM (Corporate Office),  
4. Manager (OL) - for Hindi translated copy pls.  
5. Notice Board of Head Office and all units.  
6. M/s Sushil Jeetpuria & Co.  
7. Helpdesk at Units.