FAQ on PF Act

1 What is the Contribution for Provident Fund both by the Employer & Employee?
Ans: The Employee contributes 12% of his/her Basic Salary & the same amount is contributed by the Employer.

Q2) Is it Compulsory for all the employees to contribute to the Provident Fund?
Ans: Employees drawing basic salary up to Rs 6500/- have to compulsory contribute to the Provident fund and employees drawing above Rs 6501/- have an option to become member of the Provident Fund.

Q3) What is the contribution percentage to the Provident fund and Pension Scheme?
Ans: Employers contribution of 12% of basic salary is totally deposited in provident fund account Whereas out of Employees contribution of 12%, 3.67% is contributed to Provident fund and 8.33% is deposited in Pension scheme.

Q4) Which form has to be filled while becoming member of provident fund?
Ans: Nomination Form No 2 has to be filled to become a member of the Provident fund, form is available with HR department.

Q5) Which form has to be filled while transferring provident fund deposit?
Ans: You just have to fill form no 13 to transfer your P.F amount.

Q6) What is the provision of the scheme in the matter of nomination by a member?
Ans: Each member has to make a nomination to receive the amount standing to his credit in the fund in the event of his death. If he has a family, he has to nominate one or more person belonging to his family and none other. If he has no family he can nominate any person or persons of his choice but if he subsequently acquires family, such nomination becomes invalid and he will have to make a fresh nomination of one or more persons belonging to his family. You cannot make your brother your nominee as per the Acts.

Q7) When is an employee eligible to enjoy pension scheme?
Ans: For an employee to become eligible for Pension fund, he has to complete membership of the Fund for 10 Years.

Q8) What does it mean by continuous service of ten years?
Ans: When we say continuous service of 10 years in Employee Pension Fund, we mean to say that during services, for e.g., an employee who has worked with X company for say 3 years, then he resigned from that organisation and joined Y company, wherein he worked for 2 years, then resigned from there to join establishment for 5 years but during these 10 years of service he has not withdrawn but transferred his Employee pension fund, then we say continuous service of ten years.
Q9) When can an employee avail the benefit of Employee pension fund scheme which he has contributed during his ten years of continues service?
Ans : An employee can avail the benefit after completion of 58 years of service.

Q10) What happens to the provident fund & Employee Pension fund if an employee who wants to resign from the service before completion of ten years of continues service?
Ans : Employee can withdraw the PF accumulations by filling Forms 19 & 10 C which is available with the HR department.

Q10) What is From for Withdrawal?
Ans : Form No 19 is for Provident fund withdrawal & Form No. 10 C is for Pension scheme withdrawal.

Q11) Do we get any interest on the amount which is deposited in the Provident Fund account?
Ans : Compound interest as declared by the Govt. is given for every year of service.

Q12) What is the accounting year for Provident fund account?
Ans : Accounting year is from March to February.

Q13) What are the benefits provided under Employee Provident Fund Scheme?
Ans : Two kinds of benefits are provided under the scheme-
a) Withdrawal benefit
b) Benefit of non-Refundable advances

Q14) What is the purpose of the Employee’s Pension Scheme?
Ans : The purpose of the scheme is to provide for
1) Superannuation pension.
2) Retiring Pension.
3) Permanent Total disablement Pension
Superannuation Pension: Member who has rendered eligible service of 20 years and retires on attaining the age of 58 years.
Retirement Pension: member who has rendered eligible service of 20 years and retires or otherwise ceases to be in employment before attaining the age of 58 years.
Short service Pension: Member has to render eligible service of 10 years and more but less than 20 years.

Q15) How much time does it take to receive P.F & pension money if an employee resigns from the Service?
Ans : Normally the procedure for receiving P.F & Pension money is, the employee has to fill 19 & 10 c Form and submit the same to PF Desk, which is then submitted to the P.F office after two months, this two months is nothing but a waiting period as the rules are that an employee should not be in employment for two months after resigning if he has to withdraw his P.F amount. After completion of two months the form is submitted to the regional provident fund Commissioner office after which the employee receives his amount along with interest within a period of 90 days.
Q20 ) Do we receive money through postal order?
Ans: Previously there was a procedure wherein member use to get P.F through Postal order but now while submitting the P.F form withdrawal form you have to mention your saving Bank account No. & the complete address of the Bank where you hold the account.

Q21 ) How would I know the amount of accumulations in my PF account?
Ans: You need to register yourself at PF department portal [http://members.epfoservices.in/](http://members.epfoservices.in/) with certain information and can get the amount accumulated in your account month wise which called passbook.

Q 22) what is EDLI and How I am benefited?
EDLI is Employee Deposit Link Insurance Scheme it is applicable to all Employee who are covered by PF Act and whose contribution paid Regular.

In case of death or permanent disablement of an Employee, the Employees dependent shall be entitle to some lump-sum amount based on calculations, which shall be minimum Rs 100000/- and maximum shall be Rs 1,30,000/-. 

PF Transfer Cases
Transfer In – we need form 13(Revised) along with form 3A from your previous employer.
Transfer Out – they have to collect form 3A from us for onward submission to their new employer.

PF Withdrawal Cases
Ex-employee has to fill form no. 19 & 10C (Available Online) after 60 days of leaving the company and send to us along with one cancel cheque duly signed.

- Now all the documents & information are available on PF site – www.epfindia.nic.in.
- Our establishment code is DL/649.
- Your PF Number is given on your monthly salary slip.

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<tr>
<th>Types of Benefit</th>
<th>Condition</th>
<th>Amount Receivable</th>
<th>Documents Required</th>
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<tbody>
<tr>
<td>1. Purchase of site for construction of House.</td>
<td>Minimum 5 yrs. of membership of the Fund (Min. Balance in member's a/c should)</td>
<td>24 Months wages (Basic + D.A.) or Member's own share of contr. with interest</td>
<td>1. Certified true copy of Allotment Order (In case the purchase is through an agency)</td>
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<tr>
<td>2. Construction of House</td>
<td>Minimum 5 yrs. of membership of the Fund (Min. Balance in member's a/c should be Rs. 1000/-)</td>
<td>36 Months wages (Basic + D.A.) or Member's own share of contribution with interest thereon, whichever is less.</td>
<td>Same as per item (1) Certified true copy of the plan approved by the Collector's Office or Municipal Corporation or the local body as the case may be.</td>
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<td>3) Purchase of dwelling Flat / House.</td>
<td>Minimum 5 yrs. of membership of the Fund (Min. Balance in member's a/c should be Rs. 1000/-)</td>
<td>36 Months wages (Basic + D.A.) or Member's own share of contribution with interest thereon, whichever is less.</td>
<td>1) Certified true copy of Allotment Order (if purchase is through agency) 2) Certified true copy of the agreement with Seller, duty registered under the Indian Registration Act. 1908 3) Non-encumbrance Certificate from the Solicitor 4) Undertaking from the member for not selling/transferring / mortgaging the property for next 5 yrs. 5) Valuation certificate from architect. 6) Letter of expected date of completion of Building. 7) Receipt of advance payment towards flat. 8) If purchase is in a co-op Hsg society, then Registration No. of the Society. 9) Commencement certificate in case of a new construction.</td>
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<td>4) Additions, Alterations or Improvements to the dwelling flat / house.</td>
<td>5 yrs. from the date of completion of dwelling flat / house.</td>
<td>12 months basic + DA or members own share of contribution with interest thereon, whichever is less.</td>
<td>1) Title of flat/house 2) No objection letter from Municipal Corporation/Society. 3) Architect letter stating the approximate cost.</td>
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<td>5) Advance from the fund for repayment of loan.</td>
<td>Minimum 10 yrs. membership of the fund and member should have taken loan from a Govt body.</td>
<td>36 months wages (Basic + DA) or Member's own share of contr. + Co's share of contr. with interest thereon, A certificate from the Govt. lending authority furnishing the details of loan and outstanding amount.</td>
<td>1) Title of flat/house 2) No objection letter from Municipal Corporation/Society. 3) Architect letter stating the approximate cost.</td>
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<td>Advance from the fund for illness viz. Hospitalisation for more than a month, major surgical operation or suffering from T.B., Leprosy, Paralysis, Cancer, Heart Ailment etc.</td>
<td>Stay in hospital at least for a month.</td>
<td>6 months wages (Basic + DA)</td>
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<td>6)</td>
<td>7) Advance from the fund for marriage of Self / Son / Daughter / Sister / Brother etc.</td>
<td>7 yrs. membership of the fund and min. balance in member's a/c should be Rs. 1000/-</td>
<td>50% of member's own share of contribution (Max. number of times advance allowed : 3)</td>
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<td>8) Advance from the fund for education of Son / daughter</td>
<td>7 yrs. membership of the fund and min. balance in member's a/c should be Rs. 1000/-</td>
<td>50% of member's own share of contribution (Max. number of times advance allowed : 3)</td>
<td>Certificate from the Institution regarding the course of study and anticipated expenditure.</td>
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<td>9) Grant of advance in abnormal condition. Natural calamities etc.</td>
<td>1) Certificate of damage from appropriate authority 2) State Govt. declaration.</td>
<td>Rs 5000/- or 50% of member's own share of cont. (To apply within 4 months)</td>
<td>Certificate from the Appropriate Authority.</td>
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For further queries please contact HR.