



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 - 110066.
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066
www.epfindia.gov.in www.epfindia.nic.in

For Web Circulation only

No: WSU/17(4)99/advances

Date: 02/06/2011

To

02 JUN 2011

All Regional P.F. Commissioners, In-Charge of R.O.s
All Regional P.F. Commissioners-II, In-Charge of S.R.O.s

Subject: Processing of applications for withdrawal of fund for housing purpose – Declaration to be obtained with Form 31 under para 68B of the EPF Scheme 1952.

Reference: This office circular No. WSU/17(4)99/Para 68B/81473-578 dated 12.03.2003

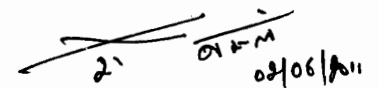
Sir,

As per the existing Scheme provisions, all the advances under para 68B should be processed on submission of Declaration Form (as conveyed vide this office letter cited) but in practice, the same is not being uniformly followed in the field offices. They are insisting for other documents such as Registered Agreement copy, approved plan, link documents, tax receipts etc.

Accordingly, all the field offices are directed to follow the guidelines already circulated vide this office letters dated 12.03.2003 & 16.12.2004 (copies enclosed) while authorizing the withdrawals under para 68B, based on the declaration form without insisting for any other document. Follow up action as per Sub-Para 10 of Para 68B of EPF Scheme 1952 is also required to call for the utilization certificate failing which recovery be initiated against the defaulters.

Yours faithfully,

Encl: As above


21 02/06/2011

(Rajesh Bansal)

Financial Advisor & Chief Accounts Officer

Copy to

- 1 All ACCs in Head Office and Zones.
- 2 CVO
- 3 NATRSS and all ZTIs
- 4 All Zonal Audit Offices
- 5 All RPFCS/APFCs in Head Office
- 6 All Section Officers in Head Office
- 7 Secretary General, EPF Officers Association, Head Office
- 8 Secretary General, EPF Staff Federation
- 9 General Secretary, EPF Staff Union, Head Office
- 10 PS to CPFC
- 11 RPF (NDC) for uploading the same in the website of EPFO
- 12 DD (OL) for issuing Hindi version.


21/06/2011

(P.K. Udgate)
Regional P.F. Commissioner-I
(Finance & Accounts)



कर्मचारी भविष्य निधि संगठन

(श्रम मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

(Ministry of Labour, Govt. of India)

मुख्य कार्यालय / Head Office

भविष्य निधि, भवन, 14, भीकाएजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066

संख्या
No.

WSU/17(4)99/Para-68B/ 81473-578

दिनांक

Dated

12 MAR 21

11.3.20

To

All Regional Provident Fund Commissioners in-charges of Regions
All Officer-in-charge of Sub-Regional Offices/Sub-Accounts Office.

Sub: Processing of application for withdrawal of fund for housing purpose - Declaration to be obtained with Form 31 under para 68B of EPFS 1952.

Sir,

You are aware that para 68B of EPFS, 1952 was amended by deleting Sub para 8 and modifying Sub-para 3(a)(iii) to do away with the requirement of production of non-encumbrance certificate, title deed and other documents before grant of advance / withdrawal.

2. However, references are being received from various quarters seeking guidance as to what types of documents are to be collected. Apprehensions are also expressed that without supporting documents there is scope for misuse of the fund.

3. The issue has been examined in detail based on the feed back received from the Regions. It has been observed that there is no uniformity in the procedure followed by field offices and there is no standard declaration form. Accordingly, following instructions are issued for uniform adoption by all ROs / SROs / SAOs.

- i) Keeping in view the spirit of the recent amendment in para 68B, no supporting documents need be insisted with the Form 31 except a copy of purchase agreement where the application is for withdrawal towards purchase of site / house.
- ii) A declaration form as in the Annexure may be collected, along with Form 31.
- iii) Follow up action need to be taken strictly as per provisions of 68 (B) (10). In order to monitor the compliance by the EPF

Also see
Circular at 1/6/20

10/88

member in this regard, a local programme may be developed which will generate month wise statement showing such details where the member has to furnish required documents after 6/12 months, as the case may be. Based on this report, action to call for utilisation certificate / documents and recovery of misused amount should be taken without fail.

4. You are advised to ensure that the members are not put to any harassment while applying for withdrawal for housing purpose and at the same time it should also be ensured that strict follow up action is taken to confirm that the Fund withdrawn is utilised only for the purpose for which it was sanctioned.

Yours faithfully,

Encl: As above.

[Handwritten signature]
7/3/12

(ANIRUDH RAI)

Financial Advisor and Chief Accounts Officer

**जागी किया
ISSUED**

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Declaration Form to be submitted alongwith **application Form 31** for purchase of a dwelling site/house/flat or for construction of a dwelling house, or for addition /alteration of the dwelling house.

1.	Name of the E.P.F. Member	
2.	Father / Husband's name	
3.	Employees' Provident Fund A/c No.	
4.	Permanent address	
5.	Complete address of the dwelling site /dwelling house or flat or house under construction for which withdrawal is applied for. <ul style="list-style-type: none"> - Name & address of the owner of plot / house from whom purchased / agreement executed. - Survey no / plot no / khatta no / Registration number and the year of the title deed - Boundary <ul style="list-style-type: none"> East: West: North South - Area of site and / house 	
6.	Name of authority who approved site plan with reference no. and date.	
7.	Whether copy of agreement for purchase/allotment letter, in case of purchase is enclosed.	
8.	Estimate of value of property / house / flat or estimated cost of construction / addition / alteration	
9.	Whether withdrawal for housing was availed previously, if so the amount, date of sanction, purpose etc.	
10.	Permission / license no. for construction issued by Local authority with name of local body in the area of construction.	

Declaration & Undertaking

(i) I _____ s/o, d/o, w/o _____ do hereby solemnly declare that the information furnished above are true to the best of my knowledge and the above mentioned *(dwelling site or dwelling house / flat or house under construction) is free from all encumbrances. I also declare that I am not purchasing a share in *joint property or constructing a house on a site owned

and the seller has an absolute
 v. selling sit

jointly except with the spouse. I undertake that the *house/site/ flat is registered / will be registered in my name / my spouse (name), _____ (give name of *wife / husband) / or jointly in the name of my spouse _____ (give name) and myself.

(ii) I hereby undertake to submit a copy of Registered *deed/allotment letter/possession memo /construction completion certificate immediately on receipt / completion/within one year whichever is earlier.

(iii) I also undertake to produce the above documents whenever demanded by the sanctioning authority for future verification.

(iv) I understand that as per the provision of Employees Provident Fund Scheme 1952, I am liable to refund the entire amount of withdrawal in lump sum with penal interest in case the amount is used for any purpose other than the purpose stated in the application. I authorise the Regional Provident Fund Commissioner to recover the amount sanctioned with penal interest @ 2% p.a. from my wages in case I fail to produce copy of the registered purchase *deed / completion certificate within *six months / twelve months after the withdrawal of the amount, as the case may be.

Date: _____ (Signature of EPF Member with name thereunder)
Present address: _____

I certify that I have verified the above particulars and have read out the content of the declaration of Su/Shri/Smt _____ and he / she has signed / thumb impressed before me.

Counter signed _____
Establishment seal & date _____

Name & Designation of employer _____

*Strike out inapplicable words / phrases



EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour, Govt. of India)

Head Office, Bhavishya Nidhi Bhawan,
14, Bhikaiji Cama Place, New Delhi - 110 066

Dated: 16.12.2004

No. WSU/5(1)-2004

To

By name to Sh. Thulasi Raja
To The Regional Provident Fund Commissioner,
Tamil Nadu.

Sub: Sanctioning of withdrawal under Para 68-B of EPSF '1952- clarification regarding documents / declaration to be submitted by the member- Modified Declaration Form.

Sir,

Please refer to your letter No. TN/2521/Gr.36/Accts/Regl/2004 dated 28.10.2004 wherein it has been reported that the instruction issued vide circular No. Coord/8(19) 92/19206 dated 4.8.1992 and circular No. WSU/17(4)99/68B dated 11.3.2003 are contradictory as the circular dated 4.8.1992 state that 'Power of Attorney' is not a valid document under Para 68 B and advances should not be allowed based on power of attorney, whereas in the Circular dated 11.3.2003 no supporting documents need to be collected except the declaration and copy of agreement with the seller.

2. In this context you will appreciate that the circular dated 4.8.1992 has become infructuous upon amendment of the provisions in the Scheme and hence the latest guidelines issued on the subject hold good. The onus to satisfy that the site / dwelling unit is free from all encumbrances is on the member. As such EPFO is to ensure that the member has submitted the prescribed declaration and also to take further follow up action as per sub Para 10 of Para 68 B to call for the utilization certificate failing which recovery to be initiated.

3. However, considering the above aspect, it has been decided to add one more clause in the declaration No. (i) in the Declaration Form as under: -

"and the seller/ agency has an absolute title to sell the dwelling site/ house/ flat"

4. After this amendment the 1st declaration would be read as:

"(I) I _____ s/o,d/o,w/o _____ do hereby solemnly declare that the information furnished above are true to the best of my knowledge and the above mentioned (dwelling site or dwelling house /flat or house under construction is free from all encumbrances and the seller/ agency has an absolute title to sell the dwelling site/house/ flat. I also declare that I am not purchasing a share in joint property or constructing a house on a site owned jointly except with the spouse. I declare, that the house/ site/ flat is registered / shall be registered in my name /my spouse namely _____ or jointly in the name of my spouse namely _____ and myself .".

5. Please take necessary action to incorporate the above in the Declaration Form that is to be submitted by the members seeking withdrawal for housing purpose.

(This Issues with the approval of FA&CAO)

Yours faithfully,

(K.C.M.Kasim)

Regional Provident Fund Commissioner (F&A) HQ

Copy endorsed, for similar action, to:

- 1) All Regional Provident Fund Commissioners
- 2) All OICs in SRO/SAOs
- 3) All Additional CPFCs
- 4) Director (NATRSS)
- 5) All officers in the Head quarters
- 6) All ZTIs/All Zonal Audit Officers
- 7) Director (IS). He is requested to confirm whether the required software has been provided to all field office as requested in our circular dated 11.3.2003.

(K.C.M.Kasim)

Regional Provident Fund Commissioner (F&A) HQ