



NO: 500-85/CA II/BSNL/EPF/2010/Vol IV

Dated 06.05.2011  
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To  
All CGMs  
BSNL Telecom Circles,

**Sub.: Transfer of EPF balance from one EPF a/c to other EPF a/c - reg**  
**Ref.: 1. No. 500-85/CA II/BSNL/EPF/Vol III Dated 15.06.2009 and**  
**2. Gazette Notification GSR 25(E) dated 15.01.2011**

It has been brought to the notice that in case of transfer of employees (which are covered by EPF & MP Act, 1952) from one unit i.e. SSA/Circle to another, the balance lying in EPF A/cs of the old station have not been got transferred to new EPF A/c opened at new unit i.e. SSA/Circle. This leads to create an unlinked EPF A/c at the old station from where the employee has been transferred and over the period this EPF A/c becomes inoperative. In this regard, this office had already issued instructions through letter under reference 1 (copy enclosed as annexure-I). Over the period of time, these old EPF A/cs are becoming inoperative due to which employees are not able to get the clear idea of balance lying in their EPF A/cs. Further, as per Gazette Notification GSR 25(E) dated 15.01.2011, from 01.04.2011, interest will not be credited to EPF A/cs from the date on which it has become inoperative.

To expedite the process of transfer of EPF A/cs, better co-ordination between New Station unit and Old Station unit is must. In order to assist to the field units, a list of prescribed forms to be submitted with concerned RPF, EPFO in case of transfer of EPF accounts by the Old Station unit and New Station unit have been furnished vide annexure-II. However, any other form/instructions/guidelines issued by EPF authorities/ this office from time to time on this score may also be taken care of. The unsettled cases of transfer of EPF accounts may please be minimized by close liaisoning with the concerned EPF authority so that the employees in question may earn interest on their money lying in these EPF accounts.

In view of above, it is requested that necessary instructions/ guidelines may please be issued to all the units of your circle for taking immediate and appropriate necessary action in connection with transfer of the balance in EPF A/cs to the station where the employee has been transferred at the earliest.

Encls: As above

  
(Sushil Sharma)  
Dy. General Manager (CA)

**Copy for information and taking necessary action to:**

1. The General Manager (Finance)/ IFAs of BSNL Circle.
2. CPAO (ITI) Bills.
3. AGM(R&P), BSNL CO, New Delhi.

**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt of India Enterprise)  
Corporate Accounts Section, 1<sup>st</sup> Floor,  
H. C. Mathur Lane, Janpath, N.Delhi-110001

No. 500-85/CA II/BSNL/EPF/Vol III

Dated 15.06.2009

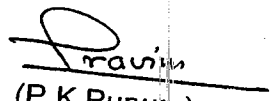
To  
General Manager (Finance) / IFA,  
BSNL, All Telecom Circle.

Sub : Transfer of EPF balance from one EPF region to another EPF region – reg.

Queries have been received from different circles regarding the procedure to be followed for transferring the EPF balances accumulated at the old station when the transfer of an employee takes place from one station to another station falling under the jurisdiction of different EPF region. As the procedure has been codified in the existing Act no separate circular has been issued so far by the BSNL. However to overcome the difficulties the circles may follow the following procedure.

After joining in the new station on transfer the concerned officer / official will submit an application in the prescribed proforma (Form 13A) to the office where he / she is now working. This Form 13A needs to be submitted to the local regional EPFO for transferring the balances accumulated at the old station. EPFO will arrange for transfer on the balance.

In view of above it is requested that necessary instruction may please be issued to all the units of your circle to submit the Form 13A promptly and resolve the unsettled cases immediately by close liaison with the concerned EPF authority.

  
(P K Purwar)  
GM (CA)



**Annexure-II**

**Forms to be submitted for Transferring EPF Account on transfer of employees recruited by BSNL from one unit to another:**

Primarily, transfer of EPF accounts has to be done by EPF authorities but there are a lot of formalities to be complied with and prescribed forms are to be submitted with EPF authorities by Old Station and New Station unit of BSNL. A list of prescribed forms (which is not an exhaustive list) is provided for the assistance of these units so that the EPF accounts may get transferred speedily and smoothly.

**A. Forms to be submitted by DDO of Old Station unit (from where the employee has been transferred):**

The DDO of Old Station unit will submit the following forms to RPFC after updating the details in respect of transferred employee within the stipulated time as mentioned against the forms:

Sl. No.	Form No.	Purpose	Stipulated time limit
1.	10	Return of members leaving service during the month	15 <sup>th</sup> of the following month.
2..	3A	Member's Annual Contribution Card: Forms showing month-wise recoveries towards EPF and Pension Fund in respect of a member in question	20 <sup>th</sup> of the following month.
3.	6A	Consolidated Annual Contribution Statement: Form provides annual contributions of each member of the establishment.	30 <sup>th</sup> April of the following financial year.
4.	9(Revised)	Return of employees who are entitled and required to become members of the EPF and Pension Fund.	Within 15 days of coverage.

**Notes:**

- Form-6A should be forwarded yearly along with form-3A ensuring that all the form-3A are entered in form-6A, irrespective of whether the form-3A was forwarded for the broken period and the total dues as per the form-12A for the whole year agrees with the total of form-6A.
- Form-9(Revised) should be updated on transfer of balance of EPF account from one account to another and get submitted with the RPFC, EPFO within 15 days of coverage.
- In the 1<sup>st</sup> month of the following financial year, DDO of Old Station unit should provide a copy of Form-3A for the period upto service rendered by employee in question and pay drawn in that unit to concerned employee.



**B. Forms to be submitted by DDO of New Station unit (where the employee joins on his transfer) :**

The DDO of New Station unit will submit the following forms to RPFCL after updating the details in respect of transferred employee within the stipulated time as mentioned against the forms:

Sl. No.	Form No.	Purpose	Stipulated time limit
1.	2	Nomination Form.	Along with Form 5 (within 15 days of following month).
2.	11(Revised)	Declaration by a person taking up employment in an establishment in which the Employees' Provident Funds & Family Pension Fund Scheme are in force.	Along with Form 2 (within 15 days of following month).
3.	5	Return of Employees' Provident Fund for the first time during every month.	Within 15 Days of the following month.
4.	9(Revised)	Return of employees who are entitled and required to become members of the EPF and Pension Fund.	Within 15 days of coverage.
5.	13(Revised)	Application for Transfer of EPF Account	Immediately after form get filled from employee in question. (See Note 2 also)

**Notes:**

- Form 2 - Nomination form and Form 11 (Revised) - Declaration shall be get filled from the employee in question immediately on joining of employee and submit the same to concerned RPFCL, EPFO. The nomination form should be get filled following the rules applicable framed under the EPF & MP Act, 1952 and EPF Scheme, 1952.
- Employee should submit Form 13 (Revised) under acquittance to DDO. DDO should verify the entries of Form-13 (Revised) of the employee who joins on transfer and submit it to the concerned RPFCL, EPFO. The information in this regard shall be given to concerned employee so that he may also pursue his case of EPF a/c transfer with the EPF authorities.
- In the 1<sup>st</sup> month of the following financial year, DDO of New Station unit should provide a copy of Form-3A for the period from the date of joining of employee in question in that unit to end of the financial year for which pay is drawn by that unit to concerned employee.
- The reference month for stipulated time limits shall be the first month of drawal of salary (i.e. provisionally or regularly) at the New Station.