

TUTICORIN PORT EMPLOYEES (GENERAL PROVIDENT FUND) REGULATIONS, 1979

(Published in the Gazette of India dated 16.3.1979)

G.S.R. 236 (E).-In exercise of the powers conferred by section 126, read with section 28 of the Major Port Trusts, Act, 1963 (38 of 1963), the Central Government hereby makes the following first regulations, namely :-

1. Short title and commencement:-

(1) These regulations may be called the Tuticorin Port Employees (General Provident Fund) Regulations, 1979.

(2) They shall come into force from the first day of April 1979.

2. Definitions:-

(I) In these regulations, unless the context otherwise requires-

(a) 'Accounts Officer' means the Financial Adviser and Chief Accounts Officer of the Board;

(b) 'Board', 'Chairman', 'Deputy Chairman', shall have the meanings respectively assigned to them in the Major Port Trust Act, 1963;

(c) Save as otherwise expressly provided 'emoluments' means pay, leave salary, or subsistence grant as defined in the FR and includes dearness pay appropriate to pay, leave salary or subsistence grant if admissible, and any remuneration of the nature of pay received in respect of foreign service.

(Regulations as replaced vide GSR 910 (E) dated 23.10.1989)

(d) 'employee' means a person, who is a member of service under the Board and includes any such person whose services are temporarily placed at the disposal of Central/State Government or local or other authority;

(e) 'Family' means-

(i) in the case of a male subscriber, the wife or wives, parents, children, minor brother, unmarried sister, deceased sons' widow and children: and where no parents of the subscriber is alive, a parental grand parents.

Provided that if a subscriber, proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall hence forth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate unless the subscriber subsequently intimates in writing to the Accounts Officer that she shall continue to be so regarded;

(ii) in the case of the female subscriber, the husband, parents, children, minor brothers, unmarried sister, deceased sons' widow and children, and where no parents of the deceased subscriber is alive, a parental grand parents.

Provided that if a subscriber by notice in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall hence forth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate unless the subscriber subsequently cancels such notice in writing.

Note:-'Child' means a legitimate child and includes an adopted child where adoption is recognised by the personal law governing the subscriber

(Regulations as replaced vide GSR 910 (E) dated 23.10.1989)

(f) 'Form' means the Form appended to the regulations

- (g) 'Fund' means the Tuticorin Port Employees' General Provident Fund.
- (h) 'Head' of the Department', for the purpose of exercising the powers under these regulations, means the authority so declared by the Board;
- (i) 'Head of the office', means the authority declared to be the Head of the office under the financial rules by the Board or the Head of the Department;
- (j) 'Leave' means any kind of leave recognised by the leave regulations framed under section 28 of the Major Port Trusts Act, 1963, which may be applicable to the subscriber;
- (k) 'year' means the financial year.

(II) Any other expression used in these regulations which is defined either in the Provident Funds Act 1925 (19 of 1925), or in the Fundamental Rules of the Central Government or any other regulations applicable to the subscriber, shall have the meanings respectively assigned to them in such Act rules or regulations.

3. Constitution and management of the fund:-

- (1) On and from the date of commencement of these regulations, the Board shall establish, a fund for the welfare of the Board's employees.
- (2) The fund shall be administered by the Board and shall be maintained by it in India in rupees.

4. Conditions of eligibility:-

- (1) All temporary employees after a continuous service of one year re-employed pensioners other than those eligible for a admission to the contributory provident fund and all permanent employees shall subscribe to the fund.
- (2) All temporary employees who complete one year of continuous service during the middle of the month shall subscribe to the fund from the subsequent month.
- (3) Temporary employees who have been appointed against regular vacancies and are likely to continue for more than a year may subscribe to the fund at any time before completion of one year's service.
- (4) The Board, may at its discretion, require any other category of employee to subscribe to the fund.
- (5) Employees who are subscribers to any contributory provident fund shall not be required to subscribe to the fund.
- (6) The admission of an employee to the fund involves the following procedure, namely:-
 - (a) submission of an application Form I.
 - (b) allotment of Account number. The Head of the office shall obtain the application from the employees 3 months ahead of the officials completing one year of service; in form I

5. Transfer of balances:-

On the commencement of these regulations, the balance standing to the credit of an employee in the G.P.F. constitute under the G.P.F. Rules, 1960 or any other G.P.F. Rules in force for such employee shall be credited to the Account of the employee under the Board constituted under these regulations.

6. Nominations:-

- (1) A subscriber shall at the time of joining the fund send to the A.O a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the fund in the event of his/her death, before the amount has become payable, or having become payable, has not been paid:

Provided that a subscriber, who has a family at the time of making the nomination, shall make such nomination only in favour of a member or members of his family:

Provided further that the nomination made by the subscriber in respect of any other P.F. to which he was subscribing before joining the fund shall if the amount to his credit in such other fund has been transferred to his credit in the fund, be deemed to be a nomination duly made under this regulation until he makes a nomination in accordance with this regulation.

- (2) If a subscriber nominates more than one person under sub-regulations (1) he shall specify in the nomination the amount of share payable to each of the nominees in such a manner as to cover the whole of amount that may stand to this credit in the fund at any time.
- (3) Every nomination shall be in such one of the forms II, III, IV, and V as is appropriate in the circumstances.
- (4) A subscriber may at any time cancel a nomination by sending a notice in writing to the A.O . The subscriber shall along with such notice or separately send a fresh nomination made in accordance with the provisions of these regulations.
- (5) A subscriber may provide in a nomination,
- (a) in respect of a specified nominee that in the event of his predeceasing the subscriber the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination provided that such other person or persons shall, if the subscriber has other members of his family be such other member or members. Where the subscriber confers such right on more than one person under this clause he shall specify the amount or share payable to each of such person in such a manner as to cover the whole of the amount payable to the nominee;
- (b) that the nominations shall become invalid in the event of the happening of a contingency specified therein:

Provided that if at the time of making the nomination the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family:

Provided further that if at the time of making the nomination the subscriber has only one member of the family he shall provide in the nomination that the right conferred upon the alternative nominee under clause (a) shall become invalid in the event of his subsequently acquiring a member of his family.

- (6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-regulation (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-regulation (5) or the provision thereto, the subscriber shall send to the A.O a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of the regulations.
- (7) Every nomination made and every notice of cancellation by a subscriber shall to the extent that it is valid take effect on the date on which it is received by the A.O.
- (8) In case where no nomination exists in favour of the widow of the subscriber, the title of the widow to the claim in respect of the fund deposit of her former husband is not affected by her subsequent marriage.

7. Subscriber's accounts:

An account shall be maintained in the name of each subscriber and shall show the amount of his subscriptions with interest thereon calculated as prescribed in regulation 12 as well as advanced and withdrawals from the fund.

8. Conditions and rates of subscriptions:

(1) A subscriber shall subscribe monthly to the fund except during the period when he is under suspension:

Provided that a subscriber may, at his option, not subscribe during leave which either does not carry any leave salary or carries leave salary equal to or less than half pay:

Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one sum or instalments any sum not exceeding the maximum amount of arrears of subscription payable for the period of suspension.

(2) A subscriber shall intimate, in writing, his election not to subscribe during leave (referred to in the first provisions to sub-regulation (1) of regulation 8) to the Accounts Officer. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The option of a subscriber intimated under this sub-regulation shall be final.

(3) Notwithstanding any thing contained in sub-regulation (1), a subscriber shall not subscribe to the fund for the month in which he quits service unless before the commencement of the said month, he communicates to the Head of Office in writing his option to subscribe for the said month.

(4) An employee due to retire on superannuation shall be exempted from making any subscription to the General Provident Fund during the last three months of his service. The discontinuance of subscription would be compulsory and not optional. No recoveries towards refund of advance taken from General Provident Fund shall be made during this period.

(5) Notwithstanding any thing contained in Regulations 8 (1), 9(1)(b) and Regulations 9(4) of Tuticorin Port Employees (General Provident Fund Regulations) 1979, the subscriber who are entitled to receive the Productivity Linked Bonus or similar payments made, if they so desire, deposits the whole or a part of the amount admissible under the schemes in their respective Provident Fund Accounts.

(Sub-regulations 3, 4 and 5 as amended vide GSR 427 (E) dated 20.4.1992)

9. Rate of subscription:

(1) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions, namely:-

(a) it shall be expressed in whole rupees:

(b) it may be any sum so expressed not less than six percent of his emoluments and not more than his total emoluments:

Provided that in the case of a subscriber who has previously been subscribing to any contributory provident fund at the higher rate of 8-1/3 percent, it may be any sum, so expressed, not less than 8-1/3 percent of his emoluments and not more than his total emoluments:

(c) when an employee elects to subscribe at the minimum rate of 6 percent or 8-1/3 percent, as the case may be, the fraction of a rupee shall be rounded to the nearest whole rupees, 50 paise counting as the next higher rupee

(2) For the purpose of sub-regulation (1) the emoluments of a subscriber shall be,-

(a) in the case of a subscriber who was in Board's service on the 31st March of the preceding year, the emoluments to which he was entitled on that date:

Provided that-

(i) If the subscriber was on leave and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty.

(Proviso 1 is substituted vide GSR 427 (E) dated 20.4.1992)

(ii) If the subscriber was on deputation out of India, on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave his emoluments to which he would have been entitled had he been on duty in India.

(b) In the case of a subscriber who was not in Board's service on the 31st March of the preceding year, the emoluments to which he was entitled on the day he joins the fund.

(3) A subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner, namely:-

- (a) if he was on duty on the 31st March of the preceding year, by the deduction which he proposes in this behalf from his pay bill for that month;
- (b) if he was on leave on the 31st March of the preceding year and elected not to subscribe during such leave, or was under suspension on that date, by the deduction which he proposes in this behalf from his first pay bill after his return to duty;
- (c) if he has entered Board's service for the first time during the year, by the deduction which he proposes in this behalf, from his pay bill for the month during which he joins the fund;
- (d) if he was on leave on the 31st March of the preceding year, and continues to be on leave and has elected to subscribe during such leave, by the deduction which he proposes to be made in this behalf from his salary bill for that month;
- (e) if he was on foreign service on the 31st March of the preceding year, by the amount credited by him to the Board's account on account of subscription for the month of April, in the current year.

(4) The amount of subscription so fixed may be reduced once at any time during the course of a year or may be enhanced twice during the course of the year, or reduced and enhanced as aforesaid:

Provided that when the amount of subscription is so reduced it shall not be less than the minimum prescribed in sub-regulation(i);

Provided further that if a subscriber is on leave without pay or leave on half pay for a part of a calendar month and he has elected not to subscribe during such leave, the amount of subscription payable shall be proportionate to the number of days spent on duty including leave, if any, other than those referred to above;

Provided also that if a subscriber is on duty for a part of a month and on leave for the remainder of that month and he has elected not to subscribe during leave, the amount of subscription payable shall be proportionate to the number of days spent on duty in the month.

10. Transfer to foreign service or deputation out of India

When a subscriber is transferred to foreign service or sent on deputation out of India, he shall remain subject to the rules of the fund in the same manner as if he were not so transferred or sent on deputation.

11. Realisation of subscriptions:

(1) When emoluments are drawn in India, recovery of subscriptions in respect of these emoluments and of the principal and interest and advances shall be made from the emoluments themselves:

(2) When emoluments are drawn from any other source, the subscriber shall forward his dues monthly to the Accounts Officer:

Provided that in the case of a subscriber on deputation to a body corporate owned or controlled by Government, the subscriptions shall be recovered and forwarded to the Accounts Officer by such body.

(3) If a subscriber fails to subscribe with effect from the date on which he is required to join the fund or is in default in any month or months during the course of a year otherwise than as provided for in regulations 8, the total amount due to the fund on account of arrears of subscriptions shall, with interest there on at the rate provided in regulation 12 forthwith be paid by the subscriber to the fund or in default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under sub-regulation (2) of regulation 13:

Provided that the subscriber whose deposits in the fund carry no interest shall not be required to pay any interest:

Provided further that in case of an amount forwarded in accordance with the provisions to sub-regulation (2) of regulation 11 the date of deposit shall be deemed to be the 1st day of that month received by the A.O before the fifteenth day of that month.

12. Interest:

(1) Subject to the provisions of sub-regulation (5) the Board shall pay to the credit of the account of a subscriber interest at such rate as may be determined for each year by the Board:

Provided that, if the rate of interest determined for a year is less than 4 percent all subscribers to the fund in the year preceding that for which the rate has for the first time been fixed at less than 4 percent shall be allowed interest at 4 percent:

Provided further that a subscriber who was previously subscribing to any other Provident Fund of the Central Government and whose subscriptions, together with the interest thereon, have been transferred to his credit in this fund, shall also be allowed interest at 4 percent, if he had been receiving that rate of interest under the rules of such other Fund under a provision similar to that of the first provision to this regulation.

(2) Interest shall be credited with effect from the last day in each year in the following manner; namely:-

(i) On the amount to the credit of a subscriber on the last day of the preceding year less any sums withdrawn during the current year interest for twelve months;

(ii) On sums withdrawn during the current year, interest from the beginning of the current year upto the last day of the month preceding the month of withdrawal:

(iii) On the sums credited to the subscriber's account after the last day of the preceding year-interest from the date of deposit upto the end of the current year;

(iv) the total amount of interest shall be rounded to the nearest whole rupee (fifty paise counting as the next higher rupee):

Provided that when the amount standing to the credit of a subscriber has become payable, interest shall there upon be credited under this regulation in respect of only the period from the beginning of the current year or from the date of deposit, as the case may be, upto the date on which the amount standing to the credit of the subscriber became payable.

- (3) In this regulation the date of deposit shall in the case of a recovery from emoluments be deemed to be the first day of the month in which it is recovered, and in the case of an amount forwarded by the subscriber shall be deemed to be the first day of the month of receipt if it is received by the Accounts Officer before the fifth day of that month, but if it is received on or after the fifth day of that month, the first day of the succeeding month;

Provided that where there has been a delay in the drawal of pay or leave salary and allowances of a subscriber and consequently the recovery of his subscription towards the fund, the interest of such subscription shall be payable from the month in which the pay or leave salary of the subscriber was due under the regulation irrespective of the month in which it was actually drawn:

Provided further that in the case of an amount forwarded in accordance with the provision to sub-regulations (2) of regulation 11 the date of deposit shall be deemed to be the first day of the month if it is received by the Accounts Officer before the fifteenth day of that month;

Provided also that where the emoluments for a month are drawn and disbursed on the last working day of the same month, the date of deposit shall, in the case of recovery of subscriptions, be deemed to be the first day of the succeeding month;

- (4) In addition to any amount to be paid under regulations 21,22,and 23, interest thereon upto the end of the month preceding that in which the payment is made of upto the end of the six month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid:

Provided that where the Accounts Officer has intimated to that person (or his agent) a date on which he is prepared to make in cash, or has posted a cheque in payment to that person interest shall be payable only upto the end of the month preceding the date so intimated or the date of posting the cheque as the case may be.

Note.- Payment of interest on the fund balances beyond a period of six months upto a period of one year may be authorised by the Accounts Officer after he has personally satisfied himself that delay in payment was occasioned by circumstances beyond the control of the subscriber and in every such case the administrative delay involved in the matter shall be fully investigated and action, if any, required shall be taken.

- (5) Interest shall not be credited to the accounts of a subscriber if he informs the Accounts Officer that he does not wish to receive it; but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it.

13. Incentive bonus scheme:

(Regulations is deleted vide GSR 910 (E) dated 23.10.1989)

14. Advance from the fund :

- (1) The appropriate sanctioning authority may sanction the payment to any subscriber of an advance not exceeding in amount three months pay or half the amount standing to his credit in the fund whichever is less, for one or more of the following purposes, namely:-
- (a) to pay expenses in connection with the illness confinement or a disability, including where necessary the travelling expenses of the subscriber and members of his family or any person actually dependent on him;
 - (b) to meet the cost of higher education including where necessary, the travelling expenses of the subscriber and member of his family or any person actually dependent on him in the following cases, namely:-
 - (i) for education outside India for an academic, technical, professional or vocational course beyond the High School state; and to
 - (ii) for any medical, engineering or other technical or specialised course in India beyond the High School state, provided that the course of study is for not less than three years;
 - (c) to pay obligatory expenses on a scale appropriate to the subscribers status, which by customary usage the subscriber has to incur in connection with betrothal or marriages, funerals or other ceremonies, including the birth day celebration of the subscribers' son or daughter;

- (d) to meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purported to be done by him in the discharge, of his official duty ; the advance being available in addition to any advance admissible for the same purpose from any other source;

Provided that the advance under this sub-regulation shall not be admissible to a subscriber who institutes legal proceedings in any court of law either in respect or any matter unconnected with his official duty or against the Board in respect of condition of service or penalty imposed on him/her.

- (e) to meet the cost of his defence where the subscriber is prosecuted in any court of law or where the subscriber engages a legal practitioner to defend himself in any enquiry in respect of any alleged misconduct on his part;

- (f) in other cases of acute distress at the discretion of the Chairman;

- (g) to meet the cost of plot or the construction of a house or flat for his residence or to make any payment towards the allotment of a plot or house or flat by the State Housing Board or a House Building Co-operative Society.

Note.- An advance under this regulation may be sanctioned for the first annual 'Saaradh' ceremony of a person who prior to his/her death was a member of the subscriber's family or was dependent upon him/her.

- (2) The appropriate sanctioning authority may in special circumstances, sanction the payment to any subscriber of an advance, if it is satisfied that the subscriber concerned required the advance for reasons other than those mentioned in sub-regulation (1).

- (3) An advance shall not, except for special reasons to be recorded in writing, be granted to any subscriber in excess of the limit laid down in sub-regulation (1) or until repayment of the last instalment of any previous advance.

Explanation 1: For the purpose of this regulation, pay includes dearness pay where admissible.

Explanation 2: For the purposes of this regulation, the appropriate sanctioning authority shall be the authority that may be authorised by the Board to sanction advances from time to time.

Explanation 3: A subscriber shall be permitted to take an advance once in every six months under clause (b) of sub-regulation(1).

Note: 1 The term special reason in sub-regulation (3) does not mean that the sanctioning authority can sanction an advance for objects other than those specified in sub-regulation(1). The object for which an advance can be granted are confined to those in that sub-regulation. Special reasons are to be given for sanctioning an advance exceeding the normal limit of 3 months' pay or half the amount standing to the credit of the subscriber for sanctioning an advance before re-payment of the last instalment of the previous advance.

Note: 2 The authority competent to sanction an advance under sub-regulation (3) is the authority competent to sanction for part final withdrawal under the regulation 16.

- (4) No Temporary advance shall be sanctioned during the last three months of service in order to enable the Accounts Officer to complete the task of issuing authority for payment of 1 month before retirement. No part final withdrawals shall also be normally permitted during this period. However, in exceptional rare circumstances part final withdrawals may be sanctioned by the competent authority. In that event, the delay in the settlement of final payment, if any, will be responsibility of the subscriber himself.

(Sub-regulations 4 as added vide GSR 427 (E) dated 20.4.1992)

15. Recovery of advance :

- (1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the Chairman or any other officer authorised to sanction the advance may direct , but such number shall not be less than 12 unless the subscriber so elects and more then24. In special cases where the amount of an advance exceeds three month's pay of the subscriber under sub-regulation (3) of regulation 14, the authority sanctioning the advance, may, fix such number of instalments exceeding 24, but not exceeding 36. A subscriber may, at his option, repay more than one instalment in a month. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary to admit of the fixation of such instalments.

- (2) Recovery shall be made in the manner prescribed in regulation 11 for the realisation of subscriptions, and shall commence with the issue of pay for the month following the one in which the advance was drawn. Recovery shall not be made, except with the subscriber's consent while he is in receipt of subsistence grant or is on leave for 10 days or more in a calendar

month (which either does not carry any leave salary or carries leave salary equal to or less than half pay). The recovery may be postponed on the subscriber's request, by the Chairman during the recovery of an advance of pay granted to the subscriber.

- (3) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall, forthwith be repaid by the subscriber to the fund or in default be ordered by the Accounts officer to be recovered by deduction from the emoluments of the subscriber in a lump sum or in monthly instalments not exceeding 12 as may be as directed by the Chairman or the authority competent to sanction an advance under Explanation 2 to sub-regulation (3) or regulation 14.

Provided that, before such advance is allowed, the subscriber shall be given an opportunity to explain the sanctioning authority in writing and within 15 days of the receipt of the communication why the repayment shall not be enforced and if an explanation is submitted by the subscriber within that said period of 15 days, it shall be referred to the Chairman for decision and if no explanation within the said period is submitted by him, repayment of the advance shall be enforced in the manner prescribed in this sub-regulation.

(Proviso to regulation 3 as amended vide GSR 427 (E) dated 20.4.1992)

- (4) Recoveries made under this regulation shall be credited as they are made to the subscriber's account in the fund.

- (5) In case a subscriber is found to have drawn from the fund an amount in excess of the amount standing to his credit on the date of the drawal, the overdrawn amount, irrespective of whether the over drawal occurred in the course of an advance or a withdrawal or the final payment from the fund, shall be repaid by him with interest, thereon in one lumpsum, or in default, be ordered to be recovered by deduction in one lumpsum from the emoluments of the subscriber. If the total amount to be recovered is more than half of the subscribers emoluments the recoveries shall be made in monthly instalments of moieties of his emoluments till the entire amount together with interest is recovered. For this sub-regulation the rate of interest to be charged on overdrawn amount would be 2 1/2 % over and above the normal rate on Provident Fund balance under sub-regulation (1). The interest realised on the overdrawn amount shall be credited to the General Provident Fund account under a distinct sub head viz. Penal interest on overdrawn General Provident Fund Advance.

(Regulations 5 as added vide GSR 427 (E) dated 20.4.1992)

16. Wrongful use of advance :

Not with standing anything contained in these regulations, if the Chairman has reasons to doubt that the money drawn as an advance from the fund under regulation 14 has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the Chairman shall communicate the reasons for his doubt and require him to explain him in writing and within 15 days of the receipt of such communications, whether the advance has been utilised for the purpose for which sanction was given to the drawal of money. If the Chairman is not satisfied with the explanation furnished by the subscriber within the said period of 15 days, the sanctioning authority shall direct the subscriber to repay the amount in question to the fund forthwith or in default order the amount to be recovered by deduction in one lump sum from the emoluments of the subscriber even if he be on leave. If, however, the total amount to be repaid by more than half the subscriber's emoluments, recovery shall be made in monthly instalments or moieties of his emoluments till the entire amount is repaid by him.

Note: - The term 'emoluments' in this regulation does not include subsistence grant.

(Regulations as substituted vide GSR 427 (E) dated 20.4.1992)

17. Withdrawals from the fund :

Subject to the conditions specified here under withdrawals may be sanctioned by the authorities, competent under Explanation 2 of its sub-regulation (3) of regulation 14, to sanction an advance for special reasons, at any time.

- (1) After the completion of twenty years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation whichever is earlier, from the amount standing to his credit in the fund, for one or more of the following purposes, namely:-

- (a) meeting the cost of higher education including where necessary the travelling expenses of the subscriber or any child in the following cases, namely:-
- (i) for education outside India for academic, technical professional or vocational course beyond the High School stage; and
 - (ii) for any medical, engineering, or other technical or specialised course in India beyond the High School stage provided that the course of study is for not less than three years
 - (iii) for any medical, engineering or other technical or specialised course in India ;

Note; 1 The following courses shall also be treated as technical/specialised for the above purpose, namely:-

1. Degree and post-graduate courses in Home Science .
 2. Pre-professional course in Medicine if part of Regular 5 years' course in Medicine.
 3. Ph.D., in Biochemistry.
 4. Bachelor and Masters Degree courses in Physical Education.
 5. Degree and post-graduate courses in Law.
 6. 'Honours' course in 'Micro-Biology'.
 7. Associateship of the Institute of Costs and Works Accountants.
 8. Associateship of the Institute of Chartered Accountant.
 9. Degree and Masters course in Business Administration or Management .
 10. Diploma course in Hotel Management, and
 11. M.Sc. Course in Statistics.
- (b) meeting the expenditure in connection with the Betrothal or marriage of the subscriber or his sons or daughters and any other female relation actually dependent on him ;
- (c) Meeting the expenses in connection with illness, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him.

Note 2: A subscriber shall be permitted to make a final withdrawal once in every six months for purposes of sub-regulation (1) (a) under Regulation 17 and the withdrawal on each occasion shall be treated as a separate purpose for purposes of this regulation".

- (2) After the completion of 10 years of service of subscriber or within Ten years before the date of his retirement of subscription and interest there on standing to his credit of the subscriber of the fund for one or more of the following purposes, namely:-
- (a) building or acquiring a suitable house or ready built flat for his residence including the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose, or reconstructing/or making additions or alterations to a house already owned or acquired by a subscriber ;
 - (b) purchasing a house site or repaying any outstanding amount on account of loan expressly taken for this purchase;
 - (c) for constructing a house on a site purchased, utilising the sum withdrawn under clause (a).

Note: 1- Only one withdrawal shall be allowed for the same purpose under regulation 16. But marriage/education of different children or illness on different occasions shall not be treated as the same purpose.

Note: 2- A withdrawal under regulation 16 shall not be sanctioned if an advance under regulation 14 is being sanctioned for the same purpose at the same time.

(The year of completion as amended vide GSR 910 (E) dated 23.10.1989)

- (3) The competent authority to grant part final withdrawals under this regulation may sanction part final withdrawals upto 90% of the balance at the credit of the subscriber in case it is applied for within 12 months before retirement on superannuation. This facility will be available only once to a subscriber. The subscriber will not be required to assign any reason for applying such part final withdrawals. The subscribers availing this facility shall not, however, be eligible to invest the amount of such withdrawals in the new savings scheme introduced by the Ministry of Finance, Department of Economic Affairs vide their notification No. F-2/4/89-NS. II, dated 7.6.1989.
- (4) (1) The employees who have completed 15 years of service (including broken period of service, if any) or who have less than 5 years to attain the age of superannuation may be permitted to make part final withdrawals from their Provident Fund (GPF) for purchasing a Motor Car. Motor Cycle or Scooter etc., or for repaying the Government loan already taken by them for the purpose subject to the following conditions.
- (i) The employee's basic pay should be Rs.3000/- per month or more in the case of purchase of Motor Car, and Rs.1500/- per month or more in the case of Motor Cycle/Scooter etc., (basic pay as defined in FR 9 (21) (a) (i) without special pay, dearness pay and such other conditions to pay but includes NPA)
- (ii) The amount of the withdrawals is limited to Rs. 50,000 for purchase of Motor Car and Rs. 8,000/- for purchase of Motor Cycle/ Scooter etc., Such amount of withdrawals plus conveyance advance, if any, should not exceed the cost of the vehicle.
- (iii)The Chairman may allow in special cases an advance refundable in not more than 36 instalments in the case of employees who may fall short of the minimum service of 15 years by a period of not more than 6 months.
- (iv)The employees who have been allowed the advance according to clause (iii) above, may be permitted to convert the outstanding balance of the advance in to the final withdrawals after completion of the 15 years of service.
- (v) Such withdrawals shall be allowed on one occasion.
- (2) The authority competent to sanction an advance for special reasons under the relevant Provident Fund Regulations may sanction final withdrawals in terms of these orders subject to the fulfilment of conditions mentioned above. The procedural details will be as in the case of other withdrawals.
- (5) (1) The employees who have completed 28 years of service or who have less than 3 years to attain the age of superannuation may be permitted to make final withdrawals from Provident Funds (GPF) for the extensive repairs or overhauling of their Motor Car subject to the following conditions.
- (i) The employee's pay is Rs.1000/- per month or more
- (ii) The amount of the withdrawals is limited to Rs. 5, 000 or 1/3rd of the amount standing to the credit of the subscriber in the General Provident Fund or actual amount of repairing/overhauling, whichever is the least.
- (iii)Not less than 5 years should have elapsed since the car was purchased by the employees concerned. In the case of second hand car, the initial date of purchase by the first purchaser will be taken into account.
- (iv) Such withdrawals shall be allowed only once in the service career of the subscriber.
- (2) The authority competent to sanction an advance for special reasons under the relevant Provident Fund Regulations may sanction final withdrawals in terms of these orders subject to the fulfilment of conditions mentioned above. The procedural details will be as in the case of other withdrawals.

- (6) (1) The employees who have completed 15 years of service (including broken period of service, if any) may be permitted to make part final withdrawals from their Provident Fund (GPF) for booking a Motor Car/Motor Cycle/Scooter/Moped etc., subject to the following conditions.
- (a) The employee's basic pay is Rs.3, 500/- per month or above, for registration of a Motor Car, and a basic pay of Rs.1500/- per month or above in the case of Motor Cycle/Scooter etc., (basic pay as defined in FR 9 (21) (a) (i) without special pay, dearness pay and such other conditions to pay but includes NPA)
- (b) The amount of the withdrawals is limited to Rs. 10,000 in the case of Car and Rs. 500/- in the case of Motor Cycle/ Scooter etc., or 50% of the amount standing to the credit of the subscriber in the General Provident Fund or the actual amount of the registration of the car or Motor Cycle/Scooter, etc., whichever is less.
- (c) The amount of withdrawals shall not exceed the amount required for booking a car or Motor Cycle or Scooter etc.,
- (d) The deposit receipt must be produced for verification by the concerned administrative authority within a period of one month from the date of drawal. Failure to do so, would involve refund of the total amount of withdrawals.
- (e) If the Officer does not purchase a Car, Motor Cycle, Scooter, etc., or opts out of the scheme, he should immediately deposit the amount of final withdrawals together with interest thereon from the manufacturer/dealer into the General Provident Fund account
- (f) The Chairman may allow in special cases an advance refundable in not more than 36 instalments in the case of Officers who may fall short of the minimum service of 15 years by a period of not more than 6 months. All other conditions shall not be relaxable.
- (g) The employees who have been allowed the advance according to clause (f) above, may be permitted to convert the outstanding amount of the advance in to final withdrawals after completion of the 15 years of service.
- (h) Such withdrawals shall be allowed only on one occasion; and
- (i) The amount of Rs. 10,000/- or Rs. 500/- as the case may be referred to above, shall be taken into account for determining the overall ceiling at present fixed for withdrawal from General Provident Fund.
- (2) The authority competent to sanction an advance for special reasons under the relevant Provident Fund Regulations may sanction final withdrawals in terms of these orders subject to the fulfilment of conditions mentioned above. The procedural details will be as in the case of other withdrawals.

(Regulations 3, 4 and 5 as added vide GSR 427 (E) dated 20.4.1992)

18. Conditions of withdrawal :-

- (1) Any sum withdrawn by a subscriber at any time for one or more purposes specified in regulation 17 from the amount standing to his credit in the fund shall not ordinarily exceed one half of such amount or six months' pay whichever is less. The sanctioning authority, may, however, sanction the withdrawal of an amount in excess of this limit upto three-fourths of the balance at his credit in the fund, having due regard to (i) the object for which the withdrawal is being made; (ii) the status of the subscribers and (iii) the amount to his credit in the fund.
- (2) A subscriber , who has been permitted the withdrawal of money under regulation 17 shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn or so much there of as has not been applied for such purposes for which it was withdrawn, shall, forthwith, be repaid in one lumpsum together with interest thereon at the rate determined under regulation 11 by the subscriber to the fund and in default of such payment, it shall be ordered by

the sanctioning authority to be recovered from his emoluments either in a lumpsum or any such number of monthly instalments as may be determined by the Chairman.

- (3) A subscriber who has been permitted under sub-regulation (2) of regulation 17 to withdraw money from the amount standing to his credit in the fund, shall not part with the possession of the house so built or, acquired or house site so purchased, by way of sale, mortgage (other than mortgage to the sanctioning authority) or gift, without the previous permission of the sanctioning authority. He shall also not part with the possession of such house or house site by way of exchange or lease for a term exceeding three years without the previous permission of the sanctioning authority. The subscriber shall submit, a declaration not later than the 31st day of December, of every year to the effect as to whether the house or house site, as the case may be, continues to be in his possession or has been mortgaged or otherwise transferred and shall, if so require, produce before the sanctioning authority on or before the date specified by that authority in that behalf, the original sale deed and other documents on which his title to the property is based.
- (4) If at any time before retirement, the subscriber parts with the possession of the house or house site without obtaining the previous permission of the sanctioning authority the sum withdrawn by him shall forthwith be repaid in one lumpsum to the fund and in default of such repayment it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lumpsum or in such number of monthly instalments as may determined by the Board."

19. Conversion of an advance into a withdrawal :-

A subscriber who has already drawn or may draw in future an advance under regulation 14 for any of the purposes specified in such regulation (1) of Regulation 17 may convert, at his discretion, by a written request addressed to the Accounts Officer through the sanctioning authority, the balance outstanding against it in to a final withdrawal on his satisfying the conditions laid down in regulations 17 and 18.

Note: 1 The Head of Office in the case of subscriber may be asked by the administrative authority to stop recoveries from the pay bills when the application for such conversion is forwarded to the Accounts Officer by that authority.

Note: 2 For the purpose of sub-regulation (1) of Regulations 18, the amount of subscription with interest thereon standing to the credit of the subscriber in the account at the time of conversion plus the outstanding amount of advance shall be taken as the balance. Each withdrawal shall be treated as a separate one and the same principle shall apply in the event of more than one conversion.

(Regulations as substituted and added vide GSR 427 (E) dated 20.4.1992)

20. Payment towards insurance policies and family pension funds :-

Subscribers who, before the 17th December, 1960 have been substituting in whole or in part, payments towards polices of life insurance for subscriptions for making withdrawals for such payments from the fund under the provisions of regulations 17 to 29 of the General Provident Fund (Central Services) Rules 1960, shall continue to enjoy the benefit under the same terms and conditions mutatis mutandis:

Provided that such subscribers shall not be permitted to substitute such payments for subscriptions due to the fund or to withdraw from the fund for making such payments in respect of any new policy :

Provided further that any policy assigned to the President of India under the provisions of the said rules shall, on the commencement of these regulations, be deemed to be a policy assigned to the Board. The subscriber shall take immediate steps to get such policies assigned to the Board.

21. Final withdrawal of accumulation in the fund :-

- (1) When a subscriber quits the service the amount standing to his credit in the fund shall become payable to him:

Provided that a subscriber, who has been dismissed from the service and is subsequently reinstated in the service, shall, if required to do so by the Board, repay any amount paid to him from the fund in pursuance of this regulation, with interest thereon at the rate provided in regulation 12 in the manner provided in the provision to regulation 22. The amount so repaid shall be credited to his account in the fund.

Explanation 1.- A subscriber who is granted refused leave shall be deemed to have quit the service from the date of compulsory retirement or on the expiry of an extension of service.

Explanation 2.- A subscriber, other than one who is appointed on contract or one who has retired from service and is subsequently re-employed, with or without break in service, shall not be deemed to have quit the service when he is transferred without any break in service to a new post under any other major port authority (in which he is governed by another set of provident fund rules) and without retaining any connection with his former post. In such a case his subscriptions together with interest thereon shall be transferred to his account in the other fund in accordance with the rules of that fund. The same shall hold good in cases of retrenchment for immediate employment whether under the Board or under any other major port authority.

Explanation 3.- When a subscriber, other than one who is appointed on contract or one who has retired from service and subsequently re-employed, is transferred, without any break, to the service under a body corporate, owned or controlled by Government, the amount of subscriptions together with interest thereon shall not be paid to him but shall be transferred with the consent of that body, to his new provident fund account under that body.

(2) Transfers shall include cases of resignation from service in order to take up appointment under a body corporate owned or controlled by Government or an autonomous organisation registered under the Societies Registration Act 1860 (21 of 1860) without any break and with proper permission of the Board. The time taken to join a new post shall not be treated as a break in service if it does not exceed the joining time admissible to an employee on transfer from one post to another.

Provided that the transfer of amount of subscription, together with interest thereon, of a subscriber opting for service under public enterprises may, if he so desires, be transferred to his new provident fund account under the enterprise if the concerned enterprise also agrees to such a transfer. If however the subscriber does not desire the transfer or the concerned enterprise does not operate a provident fund the amount aforesaid shall be refunded to the subscriber.

22. Retirement of subscriber :-

When a subscriber has proceeded on leave preparatory to retirement or while on leave has been permitted to retire or been declared by a competent medical authority to be unfit for further service, the amount standing to his credit in the fund shall, upon application made by him in that behalf to the Accounts Officer, become payable to the subscriber :

Provided that the subscriber, if he returns to duty shall except where the Board decides otherwise, repay to the fund, for credit to his account the whole or part of any amount paid to him from the fund in pursuance of this regulation with interest thereon at the rate provided in regulation 12 in cash or securities or partly in cash and partly in securities, by instalments or otherwise by recovery from his emoluments or otherwise, as may be directed by the Chairman.

23. Procedure on death of a subscriber :-

On the death of subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made :-

(i) When the subscriber leaves a family :-

(a) if a nomination made by the subscriber in accordance with the provisions of regulation 6 or of the corresponding regulation in force earlier in favour of a member or members of his family subsists, the amount standing at his credit in the fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

(b) If so much nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount to his credit in the fund, the whole amount or a part thereof to which the nomination does not

relate, as the case may be shall not with standing any nomination purporting, to be in favour of person or persons other than a member of members of his family become, payable to the members of his family in equal shares :

Provided that no share shall be payable to -

- (1) sons who have attained majority;
- (2) sons of a deceased son who have attained majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in classes (1), (2),(3) and (4):

Provided further that the widow or widows , child or children of a deceased son, shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first provisions.

- (ii) when the subscriber leaves no family.- if a nomination made by him in accordance with the provisions of regulation 6 or of the corresponding rule in force earlier in favour of any person or persons subsists, the amount standing to his credit in the fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

Note - A Hindu widow/widower is the legal nominee and no order of court is necessary to entitle her/him to receive the deceased husband's/wife's provident fund money on their behalf.

- (iii) When an employee disappears leaving his family, the family can be paid in the first instant the amount of salary due, the leave encashment due and the amount of General Provident Fund having regard to the Nominations made by the employee and after the elapse of the period of one year, other benefits like DCRG/Family Pension may also be granted to the family subject to the fulfilment of the conditions prescribed in the succeeding paragraphs.

The above benefits may be sanctioned after observing the following formalities:

- (i) The family must lodge a report with the concerned police station and obtain a report that the employee has not been traced after all efforts had been made by the police.
- (ii) An indemnity bond should be taken from the nominee/dependants of the employee that all payments will be adjusted against the payments due to the employee in case he appears on the scene and makes any claim.

Under Provident Fund Regulations, interest can be made on the Provident Fund balance of a subscriber upto a period of 6 months from the date of quitting of service (Regulation 12 (4) of GPF Regulations). Accordingly, the interest can be allowed upto 6 months from the date of receipt of the report by the family from the police department that the employee has not been traced after all efforts have been made by the police.

(Regulations as added vide GSR 427 (E) dated 20.4.1992)

24. Manner of payment of amount in the fund :

- (1) When the amount standing to the credit of a subscriber in the fund becomes payable, it shall be the duty of the Accounts Officer to make payment on receipt of written application in this behalf as provided in sub-regulation (3)
- (2) If the person to whom , under these regulations any amount or policy is to be paid, assigned , or delivered, is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act,1912, the payment or re-assignment or delivery shall be made to such manager and not be the lunatic:

Provided that where no manager has been appointed and the person to whom the sum is payable is certified by a Magistrate to be a lunatic, the payment shall, under the orders of the Collector, be made in terms of sub-section (1) of section 95 of the Indian Lunacy Act,1912, or any other law for the time being in force, to the person having charge of such lunatic and the Accounts Officer shall pay only the amount which he thinks fit to the person having charge of the lunatic and the surplus, if any, or such part thereof, as he thinks fit, shall be paid for the maintenance of such members of the lunatics family as are dependent on him for maintenance.

- (3) Any person who desires to claim payment under this regulation shall send a written application in that behalf to the Accounts Officer, payment of amounts withdrawn shall be made in India only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in India.
- (4) (i) a subscriber may submit an application to the Accounts Officer through the Head of Department for payment of the amount in the fund at least one year in advance of the date of superannuation or his anticipated date of retirement. The application may be made for the amount standing to his credit in the fund, as indicated in the accounts statement for the year ending one year prior to his superannuation or the anticipated date of retirement;
- (ii) the Head of Department shall forward the application to the Accounts Officer, indicating the advances taken and the recoveries effected against the advances which are still current and the number of instalments yet to be recovered in respect of each advance and also indicate the withdrawals, if any, taken by the subscriber;
- (iii) the Accounts Officer shall, after verification with the ledger account, issue an authority for the amount indicated in the application at least a month before the date of superannuation or retirement but payable on the date of superannuation.
- (iv) the authority mentioned in clause (iii) constitutes the first instalment of payment. A Second authority for payment shall be issued as soon as possible after superannuation or retirement. This shall relate to the contribution made by the subscriber subsequent to the amount mentioned in the application submitted under clause (i) plus the refund of instalments against advances which were current at the time of the first application ;
- (v) the advance/withdrawals sanctioned after the forwarding of the applications for final payment to the Accounts Officer shall be intimated to the Accounts Officer immediately and acknowledgement obtained by the sanctioning authority.

25. Procedure on transfer of an employee from one major port to another :-

If an employee who is a subscriber to the fund is permanently transferred to a pensionable service in any other major port in which he is governed by regulations similar to these regulations, the amount of subscription, together with interest thereon standing to his credit in the fund on the date of transfer, shall be transferred to his credit in the fund of such major port:

Provided that where the rules so require, the consent of the major port authority concerned shall be obtained.

26. Transfer of amount to contributory provident fund :

If a subscriber to the fund is subsequently admitted to the benefit of a contributory provident fund under the Board, the amount of his subscriptions in the fund, together with interest thereon, shall be transferred to the credit of his account in the contributory provident fund.

Explanation.- The provisions of these regulations shall not apply to a subscriber who is appointed on contract or who has retired from service and is subsequently re-employed with or without a break in service in another post carrying contributory provident fund benefits.

27. Relaxation of the provisions and regulations in individual cases .

When the Board is satisfied that the operation of any of these regulations causes, or is likely to cause, undue hardship to a subscriber, the Board may, notwithstanding anything contained in these regulations, deal with the case of such subscriber in such manner as may appear to it to be just and equitable.

28. Number of account to be quoted at the time of payment of subscriptions :-

When paying subscription in India, either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the fund which shall be communicated to him by the Accounts Officer. Any change in the number shall similarly be communicated to the subscriber by the Accounts Officer.

29. Annual statement of accounts to be supplied to subscribers :-

- (1) As soon as possible after the close of each year, the Accounts Officer, shall send to each subscriber a statement of his accounts in the fund showing the opening balance as on the 1st April of the year, the total amount credited as on the 31st March of the year and the closing balance on the date. The Accounts Officer shall attach to the statement of accounts an enquiry whether the subscriber-
 - (a) desires to make any alteration in any nomination made under regulation 6 or under the corresponding regulation in force earlier;
 - (b) has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under regulation 6.
- (2) Subscribers shall satisfy themselves as to the correctness of the annual statement, and they shall bring to the notice of the Accounts Officer within three months from the date of receipt of the statement by them, any inaccuracy or error in such statements
- (3) The Accounts Officer, shall, if required by a subscriber once but not more than once in a year from the subscriber of the total amount standing in his credit in the fund at the end of the last month which his account has been written up.

30. Deposit linked insurance scheme;

On the death of a subscriber, the person entitled to receive the amount standing to the credit of the subscriber shall be paid by the Accounts Officer an additional amount equal to the average balance in the account during the 3 years immediately preceding the death of such subscriber subject to the conditions that-

(a) the balance at the credit of such subscriber shall not at any time during the 3 years preceding the month of death of fallen below the limits of

- i. RS.4000 in the case of subscriber who has held for the greater part of the aforesaid period of 3 years a post the maximum of the pay scale of which is Rs.1300 or more .
- ii. Rs.2500 in the case of subscriber who has held for the greater part of the aforesaid period of 3 years a post the maximum of the pay scale which is Rs.900 or more but less than Rs.1300
- iii. Rs.1500 in the case of subscriber who has held for the greater part of the aforesaid period of 3 years a post to the maximum of the pay scale of which is Rs.290 or more but less than Rs.900
- iv. Rs.1000 in the case of subscriber who has held for the greater part of the aforesaid period of 3 years a post the maximum of which is less than Rs.290

(b) the additional amount payable under this rule shall not exceed Rs.10000

(c) the subscriber has put in atleast 5 years service at the time of the death including the service in PN of before the formation of the Port Trust.

Note 1 :- The average balance shall be worked out on the basis of the balance at the credit of the subscriber at the each of 36 months preceding the month in which the death occurs. For this purpose as also for checking the minimum balance prescribed above -

- (a) the balance at the end of March shall include the annual interest credited in terms of Rule 11, and
- (b) if the last of the aforesaid 36 months is not March, the balance at the end of the said last month shall include interest in respect of the period from the beginning of the financial year in which death occurs to the end of the said last month .

Note 2:- Payment under this scheme shall in whole rupees. If an amount due includes a fraction of a rupee it should be rounded to the nearest rupee, (fifty paise counting as the next higher rupee)

Note 3 :- Any sum payable under this scheme is in the nature of insurance money and therefore the statutory production given by section 3 of the Provident Funds Act 1925 (Act 19 of 1925) does not apply to sums payable under this scheme.

Note 4 :- In case of persons appointed on tenure basis and in the case re-employed, pensioners, service rendered from the date of such appointed of re-employment as the case may be only shall count for purpose of this rule.

(c) this scheme does not apply to persons appointed on contract basis.

31. Interpretation

If any question arises relating to the interpretation of these regulations it shall be decided by the Board.

FORM - II
 (see regulation 6)
 Form of nomination

I. When the subscriber has a family and wished to nominate one member here of.

I, hereby nominate the person mentioned below who is a member of my family as defined in regulation 2 (e) of the Tuticorin Port Trust Employees (General Provident Fund) Regulations, 1978, to receive the amount that may stand to my credit in the Fund in the event of my death before the amount has become payable, or having payable has not been paid.

Name and address of nominee	Relationship with subscriber	Age	Contingencies on happening of which the nomination shall become invalid	Name, address and relationship of the person/persons if any, to whom the right of the nominee shall pass in the event of his/her predeceasing the subscriber
1	2	3	4	5

Dated this day of 19..... at

Two witness to signature

1..... signature of subscriber

2.....

FORM III

(See regulation 6)

When the subscriber has a family and wishes to nominate more than one member there of.

I, hereby nominate the persons mentioned below, who are members of my family as defined in regulation 2 (e) of the Tuticorin Port Trust Employees (General Provident Fund) Regulations 1978 - 79 to receive the amount that may stand to my credit in the fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the paid amount shall be distributed amongst the said person in the manner shown against their names.

Name and address of nominee	Relationship with subscriber	Age	Amount of share of accumulations to be paid to each	Consignees on the happening of which the nomination shall become in valid	Name , address and relationship of person /persons if any to whom the right of the nominee shall pass in the event of his/her predeceasing the subscriber
1	2	3	4	5	6

Dated the day of 19..... at

Two witnesses to signature .

1..... Signature of subscriber

2.

Note : This column should filled in so as to cover the whole amount that may stand to the credit of the subscriber in the fund at any time.

FORM IV

(See regulations 6)

When the subscriber has no family and wished to nominate one person

I, having no family as defined in regulation 2 (e) of the Tuticorin Port Trust Employees (General Provident Fund) Regulations, 1979 hereby nominate the person mentioned below to receive the amount that may stand to my credit in the fund, in the event of my death before that amount has become payable, or having become payable has not been paid.

Name and address of nominee	Relationship with subscriber	Age	Contingencies	Name and address and relationship of the person/ persons, if any to whom the right of nominee shall pass in at the event of his/her predeceasing the subscriber
1	2	3	4	5

- 1.
- 2.
- 3.

Dated this day of19 at

Two witnesses to signature

1..... Signature of subscriber

2.....

Note : Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

FORM V

(See regulation 6)

When the subscriber has no family and wishes to nominate more than one person .

I, having no family as defined in regulation 2 (e) of the Tuticorin Port Trust Employees (General Provident Fund) Regulations, 1979 hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the fund, in the event of my death before the said amount shall be distributed among the said persons in the manner shown below against their names :-

Name and address of nominee	Relationship with subscriber	Age	Amount or share of accumulations to be paid to each	**Contingencies on the happenings of which the nomination shall become invalid	Name, address and relationship of the person / persons if any , to whom the right of the nominee shall pass in the event of his/her predeceasing the subscriber
1	2	3	4	5	6

Dated this day of19

Dated :

Two witness to signature

1..... Signature of subscriber

2.....

Note: This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the fund at any time.

Note: ** Where a subscriber who has no family makes a nomination, he shall specify in the column that the nomination shall become invalid in the event of his subsequently acquiring a family.

STATEMENT OF PARTICULARS FOR ALLOTMENT OF PROVIDENT FUND ACCOUNT NUMBERS TO COMPULSORY
SUBSCRIBERS IN PORT OF TUTICORIN

Office of the

Head of account to which pay and allowance are debited.

Name of Fund.....

FORM 1

(See regulation 4(6))

Sl.no	Name of subscriber	Name of subscribers father/husband	Date of birth of subscriber	Date of joining of service	Designation	Emoluments	Monthly rate of subscription (in whole rupee)	Month from which subscription to commence	Remarks	To be filled in by the accounts department account No. allotted
1	2	3	4	5	6	7	8	9	10	11

Head of office Returned after allotting account No. Dated.....

FINANCIAL ADVISOR AND
CHIEF ACCOUNT OFFICER

FORM V

PROFORMA FOR APPLICATION OF ADVANCE FROM PROVIDENT FUND

Port of Tuticorin

APPLICATION FOR ADVANCE FROM (Here enter the name of Fund)

1.Name of subscriber

2.Account number (with departmental suffix)

3.Designation

4.Pay

5.Balance at credit of the subscriber on the date of application as below:

i. Closing balance as per statement for the year

ii. Credit fromto subscription

iii. Refunds

iv. Withdrawals during the period from to

v. Net balance or credit

6. Amount of advance : outstanding if any and the purpose for which advance was taken then

7. Amount of advance required

8. (a) Purpose for which the advance is required.

(b) Rules under which the request is covered.

9.Amount of the consolidated advances (items 6and 7) and number of monthly instalments in which the consolidated advance is proposed to be repaid.

10. Full particulars of the pecuniary circumstances of the subscriber, justifying the application for the advance.

Signature of the applicant

Name.....

Designation.....

Section/branch.....

FORM VII

PROFORMA FOR SANCTION OF ADVANCE FROM PROVIDENT FUNDS

No. Port of Tuticorin

ORDER

Sanction.....

Sanction is hereby accorded under Rule of for the grant of an advance of Rs. (Rs. only) to Shri /Shimati/ Kumari.

from his/her GPF/CPF Account No..... to enable him/her to defray expenses on

2. The advance will be recovered in the monthly instalments of rupees

each commencing from the salary for the month of payable in

3. A sum of Rs.(Rupees only) out of advance of Rs. sanctioned in and paid to him/her in will be outstanding till the commencement of the recovery of the consolidated amount as specified below. This amount together with the advance now sanctioned aggregating to Rs. will be recovered in monthly instalments of Rs. each commencing from the salary for the month of payable in

4. The balance at the credit of Shri as on is detailed below :

(I) Balance as per account slip for the year Rs.

(II) Subsequent deposits and refunds of advance at the rate p.m from to Rs

III. Total of Col . (i)and (ii) Rs

IV. Subsequent withdrawals, if any Rs

V. Balance as on date of sanction Col. (iii)and (iv). Rs

To

Sanctioning authority

FORM- VIII

PROFORMA FOR APPLICATION OF WITHDRAWAL FROM PRIVIDENT FUND

Port of Tuticorin

APPLICATION FOR WITHDRAWAL FROM (here enter the name of the Fund)

1. Name of the subscriber
2. Account number (with departmental suffix)
3. Designation
4. Pay
5. Date of joining service and the date of superannuation
6. Balance at credit of the subscriber on the date of application as below-
 - (i) Closing balance as per statement for the year-----
 - (ii)Credit from -----to-----on account of monthly subscriptions
 - (iii)Refunds made to the Fund after the closing balance vide (i) above
 - (iv)Withdrawal during the period from-----to-----
 - (v) Net balance of credit on the date of application
7. Amount of withdrawal required
8. (a) Purpose for which the withdrawal is required
 - (b) Rule under which the request is covered
9. Whether any withdrawal was taken for the same purpose earlier, if so indicate the amount and the year
Dated: Signature of applicant
Designation
Section/Branch

FORM- IX

PROFORMA FOR SANCTIONING WITHDRAWALS FROM PROVIDENT FUND

Port of Tuticorin

To

The Financial Advisor and

Chief Accounts Officer,

Port of Tuticorin,

Tuticorin-4.

Sir,

Subject- Withdrawal from the ----- (here enter the name of fund) Shri -----

I am directed to convey sanction of the -----under rule----- of the -----Rules -----to the withdrawal by Shri-----
(here enter the designation) of a sum of Rs------(Rs-----Only)from his fund Account No------(with departmental suffix)to
enable him to meet expenditure.

2. The amount of withdrawal does not exceed 6 months of pay Shri.....or of the amount at his credit /subscription in theFund account. His basic pay is Rs..... (a) defined in the FRS)
3. It is certified that Shri is within ten years of his retirement of superannuation has completed 20/25 years of his Government service on
4. It is also certified that the total amount drawn from all Government sources by Shri for House Building purposes does not exceed Rs.1,00,000 of his seventy five months pay whichever is less.
5. The balance at the credit of Shri..... as on is detailed below:
 - i. Balance as per account slip for the year Rs.....
 - ii. Subsequent deposits and refunds of advance at the rate p.m. From to.....Rs.....
 - iii. Total of Col (i) and (ii) Rs.....
 - iv. Subsequent withdrawals, if any, Rs.....
 - v. Balance as on date of sanction Col (iii) & (iv) Rs.....

Shri was last sanctioned a part final withdrawal by this office for an amount of Rs. vide..... after the account statement for the year(Shriis understood, (as stated by him) to have been last sanctioned a part final withdrawal of Rs.....by

Yours faithfully,

Copy forwarded to

I.....

2. Shri is attention is drawn to the provision of ruleof GPF(CS)/CPF Rules according to which a subscriber who has been permitted to withdraw from the fund should satisfy the sanctioning authority that the money has been utilised for the purpose of which it was withdrawn. A certificate to the effect that the withdrawal sanctioned above has been utilised for the purpose for which it has been sanctioned may, therefore, please be furnished within months of drawal of money.

FORM - X

FORM OF APPLICATION FOR FINAL PAYMENT/TRANSFER TO BODIES CORPORATE/OTHER GOVERNMENTS OF
BALANCE IN THE _____

P.F.ACCOUNT.

To

The Financial Adviser and Chief
Accounts Officer,
Port of Tuticorin,
Tuticorin-628 004.

(Through Head of Office/Department)

Sir,

I am due to retire/have proceeded on leave preparatory to retirement for _____ months/have been discharged/dismissed/have been permanently transferred to _____ have resigned finally from Port of Tuticorin service under _____ Port of Tuticorin to take up appointment with _____ and my resignation has been accepted with effect from _____ forenoon/afternoon. I joined service with _____ on _____ forenoon/afternoon.

2. My provident Fund Account No. is _____
3. My specimen signature in duplicate, duly attested by another Gazetted Officer is enclosed.

PART-1

(To be filled in which the application for final payment is submitted upto one year prior to retirement)

4. I request that the amount of Rs. _____ standing to the credit in my G.P.F Account as indicated in the Accounts Statement issued to me for the year _____ enclosed/as appearing in my ledger account being maintained by you, may please be arranged to be paid to me through _____ treasury/sub-Treasury.

5. Certified that I had taken the following advance in respect of which _____ instalments of Rs. _____ are yet to be repaid to the fund Account, I had taken the following final withdrawals:-

Temporary advance Final withdrawals

- 1.
- 2.
- 3.
- 4.

Details of the temporary advances drawn by me/final withdrawals made by me from my Provident Fund Account during the 12 months preceding the date of my quitting service under _____ Government proceeding on leave preparatory to retirement

or thereafter are given below.

Amount of advance Date

1.

2.

7. I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me from my Provident Fund Account during the 12 months immediately preceding the date of my quitting service under _____ Government/proceeding on leave preparatory to retirement on thereafter for payment of insurance premia or for the purchases of new policy.

Amount Date

1.

2.

8. The particulars of the Life Insurance policies financed by me from the Provident Fund which are to be released by you are given below.

Policy No. Name of the Co. Sum assured

1.

2.

3.

4.

Station:

yours faithfully

Dated:

signature _____

(Name and Address) _____

Para 4 applies only when payment is desired at a treasury other than the one at the District Headquarters where the subscriber last served. Otherwise it may be struck out.

CERTIFICATE BY THE HEAD OF OFFICE DEPARTMENT

1.Forwarded continuation of endorsement No _____ dated _____

1.a It is certified after due verification with reference to the records in my office that no temporary advance/final withdrawal was sanctioned to the applicant from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service under _____ Port of Tuticorin/ proceeding on leave preparatory to retirement or thereafter.

2. It is certified that after due verification with reference to the records in my office, that the following temporary advances/final withdrawals were sanctioned to and drawn by the applicant from his/her Provident Fund account during 12 months immediately preceding the date of his/her quitting service under _____ Port of Tuticorin/proceeding on leave preparatory to retirement or thereafter.

Amount of advance/withdrawal _____ date _____ voucher No _____

- 1.
- 2.

3. It is certified that no demands/following demands of Port of Tuticorin are due for recovery.

4. Certified that he/she has not resigned from Port of Tuticorin service with prior permission of the port authorities to take up an appointment in a department of the Central Government or under a State Government or under a body corporate owned or controlled by the state.

(Signature of the Head of Office)