

INSTRUCTIONS FOR FILLING UP THE APPLICATION

1. All application must be routed through the Manager of colliery where he worked last.
2. All columns of application should be filled in neatly by ink and no over writing should be made.
3. If the member has worked in more than one colliery he should give details in columns 4 of part 1 of the application form.
4. Where payment of P.F. money is desired by means of depositing in Postal Saving Bank account the application must clearly specify in Col. 7 of Part I of the application form his Postal Saving Bank Account number and name of Post Office.
5. In case the payment of P.F. money is made by postal money order the money order commission will be deducted out of amount payable. Besides, the money order are normally remitted to the permanent home address. In exceptional circumstances money order can be remitted to a place other than permanent home address on specific recommendation of the Colliery Manager stating the reasons there of.
6. A literate claimant should invariably put his signature in the application form at the places (B). Only an illiterate claimant should affix his thumb impression.
7. A Claimant's identity is required to be established at the time of submission of his claim. So a claimant must get the certificates at Col. 9 of Part I duly signed by the Colliery Manager at places marked (□) and his official seal affixed. Where it is not possible for the claimant to appear before the Colliery Manager personally on account of the fact that the claimant is residing at far-flung place from the colliery or the colliery is closed, he may get his Identity certified by any Gazetted officer of State or Central Government or by M.L.A. or by the M.P. of the area where he resides and thereafter submit the application to the concerned Regional commissioner.
8. If payment of P.F. money or benefits under Family Pension Scheme has been sought for by means of a cheque, the claimant should also furnish the advance stamped receipt in the form appended to his application form. The claimant should affix revenue stamp worth Re. 1/- in the case of advance receipt. The Claimant must also put signature or L.T.I. at (□) and get the same attested by Colliery Manager or any other competent authority mentioned at above. In the advance receipt the space for noting the amount should be left blank and the same will be filled in the C.M.P.F. Regional Offices.
9. If the service of the applicant were terminated on account of bodily or mentally infirmity the employer must attach a Medical certificate in support of the fact.
10. It is advisable to have the payment made by means of a crossed A/C payee cheque only deposited either in the S.B. A/c. of any branch of a Nationalised Bank or any Post Office. This will expedite in quick settlement of the case.
11. If the remittance as desired at the Colliery address reason therefore be clearly stated and P.F. A/c. No. of the person with whom the claimant is putting up.