



## EAST INDIA PHARMACEUTICAL WORKS LIMITED

Regd. Office : 6, Nandalal Bose Sarani, (Formerly Known as Little Russell Street), Kolkata - 700 071, India  
Telephones : (033) 2287 3004, 2287 3007, 2287 3009, 6693 5400, 2283 0750  
E-mail : eastindia@eastindiapharma.org, Website : www.eastindiapharma.org  
CIN : U24231WB1936PLC008598



To  
All Concerned

11<sup>th</sup> December, 2023

### **Sub: Guidelines for making application for advance with EPFO**

Sir/Madam,

It has come to the notice of the Company that many members are applying for Advance with EPFO in Form 31 without complying with the criteria issued for the same resulting in rejection of Application by the EPFO.

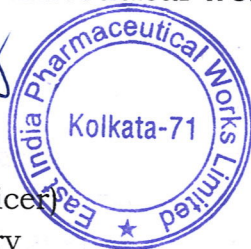
The instructions and guidelines for the advances to be claimed through Form 31 issued by the EPFO are attached below. All the members are instructed to read the guidelines properly before applying. In case of any confusion in understanding the guidelines, contact **PF Department @9903176011/9331012980** or mail at [pf@eastindiapharma.org](mailto:pf@eastindiapharma.org).

Further, all the members applying for KYC updation through the EPFO Portal are requested to send a copy of their application to the PF Department of the Company at the above stated email address for the records of the Company.

Thanking You

For **East India Pharmaceutical Works Limited**




  
Somnath Ray  
(Chief Financial Officer)  
Authorised Signatory



  
Jayeeta Sarkar  
(Company Secretary)  
Authorised Signatory



## INSTRUCTIONS AND GUIDELINES FOR THE ADVANCES TO BE CLAIMED THROUGH FORM 31

S.No	Purpose of the withdrawal	Additional Details	Relevant Para of EPF Scheme 1952	Membership/ period required	Amount Admissible/ from share	Number of Installments	Number of Times withdrawal for same purpose allowed	Payment will be made to	Document required with Form 31
<b>I</b>	<b>Para 68B: Purchase of House/flat, construction of House including acquisition of site.</b>								
a.	Purchase of house/flat/construction of house including acquisition of site	From <b>AGENCY</b> 	<b>68B</b> (1)(a)	5 (FIVE YEARS)	For purchase of site: 24 month's basic wages and DA/for purchase of house/flat/construction: 36 month's basic wages and DA <b>OR</b> Total of employee and employer share with interest <b>OR</b> Total cost. <b>Whichever is least</b>	For construction of house: One or more installments.	1 (ONE)	Agency	Declaration Form from Member
b.	Purchase of site for construction of dwelling house/purchase of house/flat	From Individual	<b>68B</b> (1)(b)					Member	
c.	Purchase of dwelling house/flat on ownership	From <b>PROMOTER</b> 	<b>68B</b> (1)(bb)					Member	
d.	Construction of house on a site owned by member/spouse/jointly by member & spouse	NA	<b>68B</b> (1)(c)					Member	
e.	For addition/alteration/improvement in house owned by member/spouse/jointly with spouse	NA	<b>68B</b> (7)	5 years from completion of house	12 month's basic wages and DA <b>OR</b> Employee Share with interest <b>OR</b> Cost <b>Whichever is least</b>	1 (One)	1(ONE)	Member	Declaration Form from Member
f.	For addition/alteration/improvement/repair in house owned by member/spouse/jointly with spouse	NA	<b>68B</b> (7B)	10 years from withdrawal under sl no (e) above.	12 month's basic wages and DA <b>OR</b> Employee Share with interest <b>OR</b> Cost <b>Whichever is least</b>	1 (One)	1(ONE)	Member	Declaration Form from Member
<b>II</b>	<b>Para 68BB: Withdrawal from the fund for repayment of loans in special cases.</b>								
a.	For refund of outstanding principal and interest of a loan for purposes under Para	Loan from <b>AGENCY</b> 	<b>68BB</b>	10 years	36 month's basic wages and DA <b>OR</b> Total of employee	1 (one)		Agency	Certificate from the Agency indicating

	68B.				and employer share with interest <b>OR</b> Total outstanding principal and interest.  <b>Whichever is least</b>				outstanding principal and interest
<b>III</b>	<b>Para 68H: Grant of Advances in special cases.</b>								
a	In case of lockout/closure of establishment for more than 15 days, And The employees are rendered unemployed without compensation OR Employee has not received wages for more than 2 months continuously (for reasons other than strike)	NA	68H (1)	NA	Employee share with interest	1 or more	NA	Member	Certificate from the Employer in Certificate Form A and B, as applicable.
b	Discharge/dismissal/retr enchment of member challenged by him/her in Court	NA	68H (1-A)	NA	Maximum 50% of Employee share with interest	1 or more	NA	Member	Copy of petition filed in the Court and certificate from member that the case is pending
c	In case of establishment's closure for more than 6 months and employees continue to be unemployed without compensation	NA	68H (2)(a)	NA	Up to 100% of Employer Share with interest	1 or more Recoverable advance, In case closure is for above 5 years the recoverable advance converted to non recoverable on member's request.	NA	Member	Certificate from the Employer in Certificate Form A and B, as applicable.

IV	Para 68J: Advance from the fund for illness in certain cases.									
a	For his/her own treatment	NA	68J(1)	NA	6 month's basic wages and DA OR Employee Share with interest Whichever is least	1(one)	NA	Member	Certificate C signed by Employer and Doctor.	
b	For treatment of family	NA	68J(3)	NA	6 month's basic wages and DA OR Employee Share with interest Whichever is least	1(one)	NA	Member	Certificate C signed by Employer and Doctor.	
V	Para 68K: Advance from the fund for marriages or post matriculation education of children.									
a	For marriage of self/daughter/son/brother/sister	NA	68K(1)	7 years	50% of Employee share with interest	1 (one)	3 (THREE TIMES)	Member	Members declaration in the Form 31	
b	For post matriculation education of son/daughter	NA							A certificate regarding course of study and estimated expenditure from Head Of Institution	
VI	Para 68 N: Grant of advance to members who are physically handicapped									
	For purchasing equipment for minimizing hardship on account of handicap	NA			6 month's basic wages and DA OR Employee Share with interest OR Cost of equipment Whichever is least	1 (One)	No Second advance before 3 years from first	Member	Certificate in Certificate F from Doctor	
VII	Para 68NN: Withdrawal within one year before retirement.									
	Partial withdrawal before retirement	NA	68NN	After 54 years of age and within one year of retirement/ superannuation,	90% of amount in PF of the member	1 (one)	NA	Member		

				whichever is later					
--	--	--	--	-----------------------	--	--	--	--	--

**There is also provision for advances for:**

1. Advance in abnormal conditions (damage of property due to natural calamity) (Para 68L)
2. Advance to member affected by cut in electricity (max 300/-) (Para 68M)
3. Advance for investment in Varistha Pension Bima Yojana. (Para 68NNN)

**Note:** Please refer to the relevant Para of the EPF Scheme for above cases.