



U.P. RAJYA VIDYUT UTPADAN NIGAM LTD.

9<sup>th</sup> Floor, Shakti Bhawan Extn., Room No. 928

14-Ashok Marg, Lucknow - 226001

उत्तर प्रदेश राज्य विद्युत उत्पादन निगम लि०,

9वाँ तल, शक्ति भवन विस्तार, कक्ष संख्या - 928,

14- अशोक मार्ग, लखनऊ -- 226 001

पत्रांक : सचिव/उनिलि/सी० पी० एफ० ट्रस्ट/755

दिनांक : अगस्त, 02, 2008

मुख्य महाप्रबन्धक/उपमहा प्रबन्धक(वित्त)/उपमुख्य लेखाअधिकारी/अधिसासी अभियन्ता (एच०ओ०पी०डी०)  
अनपरा 'ए' एवं 'बी'/ओबरा 'ए', 'बी' एवं एच०ओ०पी०डी०/पारीछा/पनकी/हरदुआगंज  
तापीय परियोजनायें एवं केश प्रबन्धन इकाई (मुख्यालय)  
सोनभद्र/झांसी/कानपुर/अलीगढ़/लखनऊ

विषय :- अंशदायी भविष्य निधि से सम्बन्धित अग्रिमों/निष्कासनों एवं माँग पत्र सम्बन्धी कार्यालय-ज्ञापों/प्रारूपों का निर्गतन ।

महोदय,

विषयांकित अंशदायी भविष्य निधि के क्रियाकलापों में पूरे निगम स्तर पर समरूपता रखने के उद्देश्य से विशिष्ट प्रारूप निर्धारित किये गये हैं। दिनांक 01-04-2004 से लागू अंशदायी भविष्य निधि नियमावली-2004 के नियम- 39 में वर्णित उद्देश्यों हेतु **अग्रिम स्वीकृत किये जाने हेतु प्रार्थना पत्र** कार्मिक द्वारा प्रारूप-1 पर जिसके अधीनस्थ कार्मिक के अधिष्ठान का रख-रखाव किया जाता है के इकाई प्रमुख को प्रस्तुत किया जाएगा एवं सम्बन्धित इकाई प्रमुख द्वारा संस्तुति उपरान्त स्वीकृति सम्बन्धित कार्यालय-ज्ञाप प्रारूप 2 पर जारी किया जाएगा। जिसकी एक प्रति सम्बन्धित इकाई के आहरण वितरण अधिकारी को अग्रेतर कार्यावाही हेतु पृष्ठांकित की जायेगी। इसी प्रकार अग्रेतर निर्धारित सेवा अवधि पूर्ण करने पर अंशदायी भविष्य निधि से अंतिम निष्कासन नियम सं० 42 में वर्णित उद्देश्यों हेतु नियम सं० 43 में वर्णित शर्तों के अधीन निष्कासन के लिए कार्मिक द्वारा आवेदन पत्र उपरोक्त प्रक्रिया के अनुसार प्रारूप-3 पर इकाई प्रमुख को प्रस्तुत किया जाएगा तथा उसकी स्वीकृति सम्बन्धी कार्यालय-ज्ञाप प्रारूप-4 पर सम्बन्धित इकाई प्रमुख द्वारा जारी किया जाएगा, जिसकी एक प्रति इकाई के आहरण एवं वितरण इकाई को अग्रेतर कार्यावाही हेतु पृष्ठांकित की जाएगी (सम्बन्धित प्रारूप संलग्न है)। **यहाँ विशेष ध्यान रखा जाना है कि अग्रिम/निष्कासन केवल अभिदाता अंश से ही स्वीकृत किया जा सकता है, नियोजक अंश से नहीं।**

अंशदायी भविष्य निधि से स्वीकृत किये गये अग्रिमों/अन्तिम निष्कासनों के धन निर्गमन हेतु माँग-पत्र संलग्न प्रारूप 5 पर सम्बन्धित आहरण वितरण अधिकारी द्वारा अधोहस्ताक्षरी को प्रत्येक माह की 20 तारीख तक उपलब्ध कराया जाएगा जिसके सापेक्ष ट्रस्ट द्वारा सम्बन्धित आहरण वितरण अधिकारी को धन अगले माह के प्रथम सप्ताह में प्रेषित किया जाएगा। प्रारूप 5 में सूचना भेजते समय सम्बन्धित स्वीकृति आदेश की प्रति भी साथ में संलग्न करना अनिवार्य होगा। अंशदायी भविष्य निधि के अन्तर्गत अग्रिम स्वीकृत करने के लिए सम्बन्धित इकाई प्रमुखों जिनके अधीनस्थ अभिदाता के अधिष्ठान का रख-रखाव होता है, अग्रिम स्वीकृत करने हेतु सक्षम प्राधिकृत अधिकारी होंगे।

कृपया उपरोक्त आदेशों का कड़ाई से अनुपालन सुनिश्चित कराये जाने हेतु इसकी प्रतियाँ सम्बन्धित अधिकारियों को उपलब्ध कराना सुनिश्चित करें।

भवदीय,

संलग्नक : यथा उपरोक्त

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9/10/08  
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13/10/08  
(Received) Kamesh  
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9/10/08  
(एच०के०/अग्रवाल)  
सचिव (सी० पी० एफ० ट्रस्ट)

30Ravi/HQ PAD

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Shakti Bhawan -(0522) 2287701 Extn. 4528

## अंशदायी भविष्य निधि नियमावली के नियम ४२ एवं ४३ के अन्तर्गत अंतिम निष्कासन के लिये आवेदन-पत्र

- कार्यालय का नाम : .....
1. अभिदाता का नाम : .....
2. खाता संख्या : UPRVUNL/CPF No. - .....
3. पदनाम : .....
4. वेतन : .....
5. सेवा में आने की तिथि : ..... अधिवार्षिकी (Retirement) की तिथि .....
6. प्रार्थना-पत्र देने की तिथि को अभिदाता के खाता में जमा अभिदाता अंश की धनराशि का विवरण :-
- (क) वर्ष 20 -- 20 लेखा पर्यी (एकाउन्ट स्लिप) के अनुसार अभिदाता द्वारा जमा धनराशि रू०.....
- (ख) माह से माह तक अभिदाता द्वारा जमा धनराशि रू०.....
- (ग) अग्रिम की वापसी ( रिफण्ड ) द्वारा जमा धनराशि रू० .....
- (घ) कुल जमा धनराशि (क + ख + ग) रू० .....
- (च) निष्कासित धनराशि का विवरण :-
- (1) अन्तिम निष्कासन (Final Withdrawl) : माह/वर्ष से माह/वर्ष तक रू० .....
- (2) अस्थायी अग्रिम (Temporary Advance) : माह/वर्ष से माह/वर्ष तक रू० .....
- (3) कुल निष्कासन : ( 1 + 2 ) रू० .....
- (छ) शुद्ध जमा धनराशि :- : ( घ - च 3 ) रू० .....
7. अंतिम निष्कासन (Final Withdrawl) की अपेक्षित धनराशि रू० .....
- 8 (क) अंतिम निष्कासन (फाइनल विदड्राल) का प्रयोजन .....
- (ख) नियम संख्या जिसके अन्तर्गत प्रार्थना की गयी है .....
9. क्या इसी प्रयोजन के लिये इससे पूर्व भी कोई अंतिम निष्कासन (Final Withdrawl) किया गया था, यदि हाँ तो धनराशि और माह/वर्ष बतायें .....

दिनांक

.....

आवेदक का हस्ताक्षर.....

नाम .....

पदनाम .....

अनुभाग/कार्यालय.....

## कार्यालय का नाम व पता

संख्या : / /

दिनांक : .....

## कार्यालय-ज्ञाप

(अंशदायी भविष्य निधि नियमावली के नियम ४२ एवं ४३ के अन्तर्गत जारी स्वीकृति आदेश)

- एतद्वारा श्री/श्रीमती/कुमारी ..... पद .....  
को उनके अंशदायी भविष्य निधि खाता संख्या UPRVUNL/CPF/ ..... में जमा अभिदाता अंश में से ..... प्रयोजन के व्यय वहन करने हेतु रूपया ..... (शब्दों में) का अन्तिम निष्कासन स्वीकृत किया जाता है ।
2. अन्तिम निष्कासन की धनराशि नियम संख्या 43 में निर्धारित की गयी सीमाओं से अधिक नहीं है। मूल नियम (Fundamental Rule) में यथापरिभाषित उनका मूल वेतन रू० ..... प्रतिमाह है ।
3. दिनांक ..... की स्थिति के अनुसार उपरोक्त अभिदाता के खाते में जमा अवशेष धनराशि का ब्यौरा निम्न प्रकार है :-
- (क) वर्ष ..... की लेखा पर्ची के अनुसार अभिदाता द्वारा जमा अवशेष धनराशि रू०.....
- (ख) माह ..... से माह तक..... अभिदान द्वारा जमा की गयी धनराशि रू०.....
- (ग) माह ..... से माह ..... तक  
अग्रिम की वसूली धनराशि द्वारा जमा धनराशि रू०.....
- (घ) मद (क) (ख) तथा (ग) का योग रू०.....
- (च) उपरोक्त लेखा पर्ची के बाद स्वीकृत अन्तिम निष्कासन एवं अस्थाई अग्रिम की धनराशि यदि कोई हो रू०.....
- (छ) स्वीकृति प्रदान करने की तिथि को शुद्ध जमा धनराशि मद (घ) - (च) रू०.....  
की लेखा पर्ची के पश्चात् इस कार्यालय द्वारा श्री .....  
को पिछली बार कार्यालय ज्ञाप संख्या ..... दिनांक ..... से रू०.....  
का अन्तिम निष्कासन/अस्थाई अग्रिम स्वीकृत किया गया था ।

## स्वीकृतिकर्ता अधिकारी

संख्या : / / तददिनांक :

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1- सचिव, उत्तर प्रदेश राज्य विद्युत उत्पादन निगम लि०, (सी० पी० एफ० ट्रस्ट) कमरा नं० 928, 9वाँ तल, शक्ति भवन विस्तार, 14 अशोक मार्ग, लखनऊ, को इस अनुरोध के साथ कि उपरोक्त कार्यालय ज्ञाप से सम्बन्धित धनराशि रू० ..... सम्बन्धित इकाई..... को निर्गत कराने का कष्ट करें ।
- 2- श्री ..... को उनका ध्यान समय-समय पर जारी आदेशों की ओर आकृष्ट कराते हुए जिनके अनुसार उन्हें यह सुनिश्चित करना होगा कि स्वीकृत धन का उपयोग उन्होंने उसी प्रयोजन के लिये किया है, जिसके लिये यह निकाला गया है। अतः निष्कासन की धनराशि प्रदान करने के 06 महीने के भीतर इस आशय का प्रमाण-पत्र देना होगा कि उपरोक्त स्वीकृत अग्रिम का उपयोग उसी प्रयोजन के लिये किया गया है जिसके लिए वह स्वीकृत किया गया था ।
- 3- अधिष्ठान
- 4- व्यक्तिगत पत्रावली ।

स्वीकृतिकर्ता अधिकारी

19/06

2/60



TRUST DEED

THIS TRUST DEED is made and executed on 17<sup>th</sup> day of May 2006 by U.P. Rajya Vidyut Utpadan Nigam Limited (hereinafter referred to as UPRVUNL) having its Registered Office at 4-B, Gokhley Marg, Lucknow through its Managing Director, Shri A.K.Awasthi, a Company incorporated under the Companies Act 1956 having limited liability.

P.J.

*Signature*  
 P.J.  
 Director (Finance)  
 U.P. Rajya Vidyut Utpadan Nigam Limited  
 Lucknow

*Signature*  
 Managing Director (अवस्थी)  
 U.P. Rajya Vidyut Utpadan Nigam Limited  
 Lucknow

and within fifteen days of the receipt of the communication why the repayment shall not be enforced and if an explanation is submitted by the subscriber within the said period of fifteen days, it shall be referred to the Board of Trustees for decision; and if no explanation within the said period is submitted by him, the repayment of the advance shall be enforced in the manner prescribed in this sub-rule.

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

41.0 WRONGFUL USE OF ADVANCE

Notwithstanding anything contained in these rules, if the sanctioning authority has reason to doubt that money drawn as an advance from the Fund under Rule 39 has been utilized for a purpose other than that for which sanction was given to the drawal of the money, he shall communicate to the subscriber the reasons for his doubt and require him to explain in writing and within fifteen days of the receipt of such communication whether the advance has been utilized for the purpose for which sanction was given to the drawal of the money. If the sanctioning authority is not satisfied with the explanation furnished by the subscriber within the said period of fifteen 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 sum from the emoluments of the subscriber even if he be on leave. If, however, the total amount to be repaid be more than half the subscriber's emoluments, recoveries shall be made in monthly instalments of moieties of his emoluments till he repays the entire amount.

1 CHAPTER 6  
(WITHDRAWALS FROM THE FUND)

42.0 WITHDRAWALS FROM THE FUND

- 1) Subject to the conditions specified therein, withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under sub-rule(2) of Rule 39, at any time-

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*[Handwritten signature]*

(A) after the completion of fifteen 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 of subscriptions and interest thereon standing to the credit of the subscriber in the Fund, for one or more of the following purposes, namely: -

(a) meeting the cost of higher education, including where necessary, the traveling expenses of the subscriber or any child of the subscriber 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 specialized course in India beyond the High School stage;

(b) meeting the expenditure in connection with the betrothal/marriage of the subscriber or his sons or his daughters, and any other female relation actually dependent on him;

(c) meeting the expenses in connection with the illness, including where necessary, the traveling expenses, of the subscriber and members of his family or any person actually dependent on him;

(d) meeting the cost of the consumer durables such as TV, VCR/VCP, Washing Machines, Cooking Range, Geysers and Computers.

*P.S.*  
(B) during the service of a subscriber from the amount of subscription and interest thereon standing to his credit in 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 any payment towards allotment of a plot or flat by the Development Authorities, State Housing Board or a House Building Co-operative Society;

(b) repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready built flat for his residence;

*[Handwritten signature]*

*[Handwritten signature]*

- (c) reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber;
  - (d) renovating, additions or alterations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from Corporation at a place other than the place of duty;
  - (e) constructing a house on a site purchased under Clause (c);
- (C) within twelve months before the date of subscriber's retirement on superannuation from the amount of subscription and interest thereon standing to the credit in the Fund, without linking to any purpose.
- (D) once during the course of a financial year, an amount equivalent to one year's subscription paid for by the subscriber towards the Group Insurance Scheme for the Corporation employees on self-financing and contributory basis.
- (2) Whenever a subscriber is in a position to satisfy the Competent Authority about the amount standing to his credit in the Contributory Provident Fund Account with reference to the latest available statement of Contributory Provident Fund Account together with the evidence of subsequent contribution, the Competent Authority may itself sanction withdrawal within the prescribed limits, as in the case of a refundable advance. In doing so, the Competent Authority shall take into account any withdrawal or refundable advance already sanctioned by it in favour of the subscriber. Where, however, the subscriber is not in a position to satisfy the Competent Authority about the amount standing to his credit or where there is any doubt about the admissibility of the withdrawal applied for, a reference may be made to the Secretary by the Competent Authority for ascertaining the amount standing to the credit of the subscriber with a view to enable the Competent Authority to determine the admissibility of the amount of withdrawal. The sanction for the withdrawal should prominently indicate the Contributory Provident Fund Account Number and the Secretary maintaining the accounts and a copy of the sanction should invariably be

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*Handwritten signature* *Handwritten signature*

endorsed to that Secretary. The Sanctioning Authority shall be responsible to ensure that an acknowledgement is obtained from the Secretary that the sanction for withdrawal has been noted in the ledger account of the subscriber. In case the Secretary reports that the withdrawal as sanctioned is in excess of the amount to the credit of the subscriber or otherwise admissible, the sum withdrawn by the subscriber 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 a lump sum or in such number of monthly instalments as may be determined by the Board of Trustees.

- (3) After sanctioning the withdrawal, the amount shall be drawn on an authorization from the Secretary in cases where the application for final payment had been forwarded to the Secretary under Clause (ii) of sub-rule (3) of Rule 50.

#### 43.0 CONDITIONS FOR WITHDRAWAL

- (1) Any sum withdrawn by a subscriber at any time for one or more of the purposes specified in Rule 42 from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund or six month's pay, whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit up to 4ths in the case of withdrawal under sub-clause (A) and 90% in the case of withdrawal under sub-clause (B) of Clause (1) of Rule 42 of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber, and (iii) the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund:

Provided further that the withdrawal admissible under Rule 42(1)(C) shall not exceed 90% of the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund.





- (2) A subscriber who has been permitted to withdraw money from the Fund under Rule 42 shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilized 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 thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump-sum 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 lump sum or in such number of monthly instalments, as may be determined by the Board of Trustees.

Provided that, before repayment of a withdrawal is enforced under this sub-rule, the subscriber shall be given an opportunity to explain in writing and within fifteen days of the receipt of the communication why the repayment shall not be enforced; and if the sanctioning authority is not satisfied with the explanation or no explanation is submitted by the subscriber within the said period of fifteen days, the sanctioning authority shall enforce the repayment in the manner prescribed in this sub-rule.

- (3) (a) A subscriber who has been permitted under sub-clause(a), sub clause (b) or sub-clause (c) of Clause (B) of sub-rule(1) of Rule 42 to withdraw money from the amount of subscription together with interest thereon standing to his credit in the Fund, shall not part with the possession of the house built or acquired or house-site purchased with the money so withdrawn, whether by way of sale, mortgage (other than mortgage to the Board of Trustees), gift, exchange or otherwise, without the previous permission of the Board of Trustees:

Provided that such permission shall not be necessary for-

- (i) the house or house-site being leased for any term not exceeding three years,  
or

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- (ii) its being mortgaged in favour of a Housing Board, Nationalized Banks, the Life Insurance Corporation or any other Corporation owned or controlled by the Central/State Government which advances loans for the construction of a new house or for making additions or alterations to an existing house.
- (b) The subscriber shall submit a declaration not later than the 31<sup>st</sup> day of December of every year as to whether the house or the house-site, as the case may be, continues to be in his possession or has been mortgaged, otherwise transferred or let out as aforesaid and shall, if so required, produce before the sanctioning authority on or before the date specified by that authority in that behalf, the original sale, mortgage or lease deed and also the documents on which his title to the property is based.
- (c) If, at any time before his retirement, the subscriber parts with the possession of the house or house-site without obtaining the previous permission of the Board of Trustees, he shall forthwith repay the sum so withdrawn by him in a lump sum to the Fund, and in default of such repayment, the sanctioning authority shall, after giving the subscriber a reasonable opportunity of making a representation in the matter, cause the said sum to be recovered from the emoluments of the subscriber either in a lump sum or in such number of monthly instalments, as may be determined by it.

*Handwritten initials*

#### 14.10 CONVERSION OF AN ADVANCE INTO A WITHDRAWAL

A subscriber who has already drawn or may draw in future an advance under Rule 39 for any of the purposes specified in sub-rule(1) of Rule 42 may convert, at his discretion by written request addressed to the Secretary through the sanctioning authority, the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in Rules 42 and 43.

*Handwritten signature* *Agreed*