



HMT LIMITED

Regd. Office: HMT Bhavan,
No.59, Bellary Road,
BENGALURU – 560032

CIRCULAR No. 05/22 DATED 24th MARCH, 2023

Sub: Submission of 'Joint Option Form' under Para 11(3) and Para 11(4) of EPS,1995 for Higher Pension in online at EPFO portal in accordance with EPFO Instructions dated 20.02.2023

Ref: HMT Circular No. 04/22 dated 23.02.2023 & No. 03/22 dated 24.01.2023

1. Reference is invited to the EPFO Instruction/circulars referred above regarding apply/submission of Joint Option Form under EPS 1995 by eligible employees on rolls/ex-employees in Online mode at EPFO portal i.e. <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
2. As per Joint option format at EPFO Portal, employees/ex-employees are required to attach documentary proof of compliance under Para 26(6) of EPS 95 scheme. Since HMT has an exempted PF Trust and PF deduction is done on actual wages for all employees, hence, provision 26(6) of EPF & MP Act 1952 is deemed to be complied with, for which we are providing a certification stating deemed compliance of para 26(6) of the EPS Scheme (**copy enclosed**). However, this certificate is subject to acceptance by EPFO and any clarification/guideline/circular issued by EPFO from time to time. The employees/ex-employees are requested to attach the certification for further processing by EPFO.
3. In cases where PF balance is insufficient, an employee/ex-employee is required to give an undertaking as per EPFO portal that they shall deposit the contributions along with interest due till date of payment through their last employer (this is applicable where PF account has no balance or insufficient balance). for which the undertaking is already provided to eligible employees/ex-employees as per format devised vide Circular No.03/22 dated 24.01.2023. All willing employees/ex-employees, opting for joint option for enhanced pension, shall submit/attach the undertaking duly signed by them.
4. Further, if any, mismatch of Name, Aadhar Number, DOB, DOJ, KYC, etc in unified (UAN) login account at EPFO portal, the employees/ex-employees are advised to submit their request at their respective UAN account in EPFO Portal for Employer's approval. If, facing any problems with login in UAN account or unable to change correction in online, they may submit their Joint Declaration (**copy enclosed**) to respective HR Departments at their units before 31.03.2023 for further processing with EPFO.
5. All eligible employees/ex-employees are required to submit online joint option at EPFO portal well within the timeline i.e. on or before 03.05.2023. They should keep a track on any further circular/guidelines/clarifications being issued by EPFO in due course of time.

6. All Units / Offices / HMT PF Trusts may note the above for Uniform compliance and disseminate the same among Employees on rolls / Ex-Employees.

Further, it is to note that, submission of online joint option form does not confer any right on any member for enhanced pension, since the authority to sanction/disburse/revise the pension under EPS 95 is Employees' Provident Fund Organisation.



(M.R.V.Raja)

General Manager (O&M) &
I/c. Corporate HR

STANDARD DISTRIBUTION

Copy to be placed at:

NOTICE BOARDS/COMPANY WEBSITE

HMTL Corporate Office & Marketing Division,
Provident Fund (CODE No. KN/873E)
HMT Bhavan,
59, Bellary Road, Bangalore – 560 032.
Phone No: 080-22193109
ESTABLISHMENT CODE NO. KN/BNG/873E

Date: 23.03.2023

Certificate in Lieu of Para 26(6) of the EPF Scheme

This certificate is being issued to the employees/ ex-employees of the **HMT Corporate Office & Marketing Division Provident Fund Trust-KN/873E**, which is a branch/department of M/s HMT Ltd, Bangalore, covered by the **HMT Ltd Provident Fund Trust – KN/873**, as per the requirement mandated vide EPFO Letter No. Pension/2022/56259/16541 dated 20th February 2023. As per clause 6(vii) of this circular, employees are required to submit the proof of remittance of employer's share in Provident Fund on higher wages exceeding the prevalent wage ceiling and proof of joint option under Para 26(6) of EPF Scheme.

The **HMT Corporate Office & Marketing Division Provident Fund Trust-KN/873E** is an exempted Provident Fund Trust granted exemption under Para 27A of the Employee Provident Fund & Miscellaneous Provisions Act, 1952 and the Rules of HMT Provident Fund Trust-KN/873 is approved by the EPFO vide letter No. KN/PF/BN/Exm/PF Rules/2007-08/238 dated 19-09-2007. The Rules of the Provident Fund Trust are reproduced as under –

Rule 8. Membership of the Fund-

Notwithstanding anything contained in this rule, the Board of Trustees may, on the joint request in writing, of any employee of establishment and the employer, enroll such employee as a member or allow him to contribute on more than six thousand and five hundred rupees of his pay per month if he is already a member of the Fund and thereupon such employee shall be entitled to the benefits and shall be subject to the conditions of the Fund, provided that the employer gives an undertaking in writing that he shall pay the inspection charges payable and comply with all statutory provisions in respect of such employee.

Rule 10. Contribution of Members:

- a. Every member shall subscribe to the Fund every month a sum equal to 12% of the total of his monthly basic pay D.A. and retaining allowance, if any, with effect from 22-09-1997
- b. Every member contributing to the Provident Fund under sub-rule (a) herein may, if so desires, contribute voluntarily to the Provident Fund an amount exceeding 12% of his basic pay and D.A. A member desiring to contribute to the Provident Fund an amount exceeding 12% of his basic pay and DA per month shall submit an Application in the form set out in Annexure 'E'. A member who is permitted to contribute to the Provident Fund an amount exceeding 12% of his total monthly basic pay and D.A. shall be allowed to change the rate of voluntary contribution on his applying for such change in contribution, only at intervals of a minimum period of one year. Such a change in the rate by way of voluntary contribution shall only be given effect to from the beginning of an accounting period of the fund.

Rule 11. Employer's Contribution to the Fund:

- a. The employer shall not later than the fifteenth day of the succeeding month, in respect of each of the members of the fund, pay to the trustees as employer's contribution to the fund a sum equal to the total of the member's compulsory contribution under Rule 10(a) hereinbefore.
- b. From and out of the contribution payable by the employer each month under Rule 11 above, a part of contribution representing 8.33% of the Employees pay shall be remitted by the employer to the Employee's Pension Fund within 15 days of the close of every month by a separate bank



- c. Demand draft or cheque on account of Employee's Pension Fund contribution in such manner as may be specified in this behalf by the Regional Provident Fund Commissioner. The cost of the remittance, if any, shall be borne by the employer.

Provided that where the pay of the member exceeds Rs.6500/- per month (or such amount as may be prescribed from time to time) the contribution payable by the employer be limited to the amount on his pay of Rs.6,500/- (or such amount as may be prescribed from time to time for this purpose) only. The balance of employer's contribution after the remittance of contribution to the Employees' Pension Fund shall be credited to the member's individual provident fund account. The establishment shall not be liable to make any contribution in respect of the voluntary contribution, if any, made by the member to the provident fund under Rule 10(a) hereinbefore.

We hereby confirm that employees / ex-employees of HMT are members of the exempted HMT Corporate Office & Marketing Division Provident Fund Trust- KN/873E. As per approved Rule No.8 of HMT Provident Fund Trust Rules, which is approved by EPFO, the concerned authority to approve the joint option submitted by employee and employer, for contributing on actual wages under EPF Scheme in excess of the wage ceiling limit (Rs.5000/6500/15000) as applicable from time to time. Administrative charges are also being paid on actual wages and the trust accounts are being audited by EPFO from time to time.

Further, as per Rule 10 of the HMT Provident Fund Trust rules, it is mandatory for employees to contribute to the PF @ 12% of his basic pay and DA & retaining allowance, if any.

Furthermore, as per Rule 11 of the HMT Provident Fund Trust rules, employer has to mandatory contribute @12% of the employee's basic pay and DA, out of which 8.33% of the salary ceiling limit is employers' contribution towards EPS-95 scheme. Over and above 8.33% on salary ceiling limit is contributed towards Provident Fund Trust.

In view of the above, we hereby certify that for the purpose of 26(6) under EPF Scheme of the Employee Provident Fund & Miscellaneous Provisions Act, 1952, members of HMT Corporate Office & Marketing Provident Fund Trust is contributing on actual wages under the EPF scheme since the inception of the scheme and this certificate may be accepted in lieu of proof of joint option under Para 26(6) of the EPF & MP Act, 1952.



(M.HariKumar)
Chairman, Board of Trustees (PF)
HMT Corporate Office & Marketing Division
Provident Fund Trust-KN/873E

E-mail: rpfcbglr.vsnl.net



Tel: 080-22271308

Fax: 080-22227949

EMPLOYEES' PF ORGANIZATION
RO-BANGALORE, BANGALORE REGION, KARNATAKA
(MINISTRY OF LABOUR, GOVT. OF INDIA)
#13, RAJA RAM MOHAN ROY ROAD, P.B.NO.25146,
BANGALORE - 560 025

No.KN/PF/BN/Exm/873/PF Rules/2007-08/ 238

Dated: 19.09.2007

To,
The General Manager (MBX),
M/s.HMT Ltd., (Machine Tools Division),
HMT Post, Jalahalli,
BANGALORE - 560 031

Sir,

Sub: Approval of Provident Fund Rules of HMT Ltd., (MTD) PF Trust -
KN/873 - reg

Ref: Your letter No.PF/KN/873/2007-08 dt.27.08.2007

Please refer to your letter cited. The Provident Fund Rules submitted by you has been scrutinised and one set of duly approved rules is forwarded herewith for your records.

Encl: One set of PF rules.

Yours faithfully,

(S.RAGHURAM)
REGIONAL PF COMMISSIONER,
BANGALORE, KARNATAKA.

- (f) A nomination or its modification shall take effect to the extent that it is valid on the date on which it is received by the Board of Trustees.

Rule 10. Contribution of Members:-

Every member shall subscribe to the Fund every month a sum equal to 12% of the total of his monthly basic pay, D.A. and retaining allowance, if any, with effect from 22nd September, 1997.

Every member contributing to the Provident fund under sub-rule (a) herein may, if so desires, contribute voluntarily to the provident fund an amount exceeding 12% of his basic pay and D.A. A member desiring to contribute to the Provident Fund an amount exceeding 12% of his basic pay and DA per month shall submit an application in the form set out in Annexure 'E'. A member who is permitted to contribute to the provident fund an amount exceeding 12% of his total monthly basic pay and D.A. shall be allowed to change the rate of voluntary contribution on his applying for such change in contribution, only at intervals of a minimum period of one year. Such a change in the rate by way of voluntary contribution shall only be given effect to from the beginning of an accounting period of the fund.

Explanation: The term D.A. shall include the cash value of food concession and retaining allowance, if any.

Each monthly contribution to the Fund shall be calculated to the nearest rupee that is 50 paise or more shall be counted as the next higher rupee and any fraction of a rupee less than 50 paise shall be ignored.

The estt shall every month deduct from the emoluments of the member, such sum as may be required under sub-rule(a) and (b) herein and shall transfer every month not later than 15th of the following month to the Board of Trustees. The money so deducted shall be credited to the member's individual account.

No subscription shall be recovered from an employee for such period as he is absent from duties without pay.

Rule 11. Employer's contribution to the Fund:-

a) The employer shall not later than the fifteenth day of the succeeding month, in respect of each of the members of the fund, pay to the trustees as employers contribution to the Fund a sum equal to the total of the member's compulsory contribution under Rule 10(a) hereinbefore.

b) From and out of the contribution payable by the employer each month under Rule 11 above, a part of contribution representing 8.33% of the Employees pay shall be remitted by the employer to the Employee's Pension Fund within 15 days of the close of every month by a separate bank draft of cheque on account of Employee's Pension Fund contribution in such manner as may be specified in this behalf by the Regional Provident Fund Commissioner. The cost of the remittance, if any, shall be borne by the employer. Provided that where the pay of the member exceeds Rs.6500/- per month the contribution payable by the employer be limited to the amount on his pay of Rs.6500/- only. The balance of employer's contribution after the remittance of contribution to the Employees' Pension Fund shall be credited to the

[Signature]

[Signature]

[Signature]

JOINT DECLARATION

To

The Regional PF Commissioner
Employees' Provident Fund Organisation
Regional Office, Bengaluru

SUB : REQUEST FOR CORRECTION IN THE DETAILS OF THE EMPLOYEE / MEMBER

Sir / Madam

I, _____ an employee / ex-employee of the establishment
M/s _____, (BG / BNG / _____) wish to inform
that the following information is / are not correctly mentioned in the PF data / records and hence request you to correct the
same as furnished hereunder.

PARTICULARS	AS PER PF RECORDS	TO BE CORRECTED AS
Name		
Father / Husband Name		
PF / EPS Account No.		
UAN		
Date of Birth* (DD/MM/YYYY)		
Date of Joining (DD/MM/YYYY)		
Date of Leaving (DD/MM/YYYY)		
GENDER		
Aadhar Number		

I am enclosing herewith copy of proof (PAN and / Election ID Card / School Certificate / Birth Certificate / Passport / Driving Licence / Aadhar Card / ESI Card / Medical Certificate from District Civil Surgeon authorised by the Competent Authority concerned / Wage or Employer's Office register / record at the time of joining etc.,) which is approved in KYC for your ready reference. The documents are enclosed as per the Annexure - A.

"I hereby give my consent to share my Aadhar details / Aadhar based authentication for the purpose of establishing my identity and seeding it with UAN."

Yours Faithfully

(Name and Signature of the Applicant)

Mobile No. :

It is certified that I, _____ being the employer, i.e. Proprietor / Director / Owner / authorised signatory of the establishment (as defined in Section 2 of the EPF & MP Act, 1952) have verified the photo copy of documents submitted with that of originals and take full and complete responsibility for the corrections mentioned in the said Form and if any error / fraud occurs in future due to the said corrections made, I shall be responsible for the same.

Further, it is also assured that such acts of negligence on the part of establishment while submitting details of employees shall not occur in future.

Certified that the above information is correct and request as made by the applicant may please be accepted and necessary changes in your records may be made. We regret for the inconvenience caused, if any, in this regard.

(SEAL & SIGNATURE)

(AUTHORISED SIGNATORY OF ESTABLISHMENT)

Encl : as above