

## INSTRUCTIONS FOR **Ex- EMPLOYEES** AGAINST DEMAND LETTERS FOR PENSION ON HIGHER WAGES AS RECEIVED FROM EPFO, RANCHI

### 1. **Download and Review**

- Download the Demand Letters issued by EPFO, Ranchi.
- Carefully read all instructions mentioned in the demand letter before proceeding further.

### 2. **Consent Letter Preparation**

- Download the Consent Letter format.
- Prepare **three (03) copies** of the Consent Letter.

### 3. **Submission Timeline**

- Duly filled-in and signed forms will be accepted from the 1<sup>st</sup> to **20<sup>th</sup>** of each month, for exercising the pension options.
- The employee must ensure that two (02) signed and forwarded sets are sent to the Nodal Officer for Higher Pension within this window.

### 4. **Important Note**

- a) The DD/Cheque and all documents duly signed by the ex-employee must be delivered to the Nodal Officer for Higher Pension latest **by 20<sup>th</sup>** of the month as per the choice of the month and the corresponding amount for which the option has been chosen by you.
- b) DD/Cheque must be as per the instructions in the Demand letter at Serial No. 5 i.e.
  - i. Deposit by Cheque must be by the concerned member only
  - ii. Deposit by Cheque must be from the own bank account only.
  - iii. DD to be in favour of RPFC, Ranchi payable at Ranchi.
  - iv. Cheque to be in favour of RPFC, Ranchi, payable at par at all branches.

### 5. **DD/Cheque should have the following details on the backside:**

- i. Acknowledgement number
  - ii. UAN/PPO Number
  - iii. Name and the mobile number of the member/pensioner
  - iv. Demand letter number and date.
- **BPSCL will not process any documents received beyond the stipulated dates.**

### **Nodal Officers:**

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|-------------------------|-------------------|--------------|
| 1. Gerard Pushparaj A., | Sr. Manager (HR)  | - 8986874061 |
| 2. Sunil Kumar Sinha,   | Sr, Manager (F&A) | - 6202715867 |