

**INSTRUCTIONS FOR ON ROLL 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 (Annexure-I).
- Prepare **three (03) copies** of the Demand Letter & Consent Letter.
- All the three (03) sets of the hard copies must be duly signed by the employee and **forwarded by the Controlling Officer**.
- Employees wish to withdraw the higher pension application shall Download the **Cancellation/Withdrawal Letter** (Annexure-II) and submit the consent as **NO**

3. Submission Timeline

- Duly filled-in and signed forms will be accepted **from the 1st to the 20th 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

- **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 |