



सामाजिक सुरक्षा संगठन  
Social Security Organisation

**कोयला खान भविष्य निधि संगठन**  
**COAL MINES PROVIDENT FUND ORGANISATION**  
(भारत सरकार कोयला मंत्रालय का एक सांविधिक निकाय)  
(A Statutory Organization under Ministry of Coal, Government of India)

**आयुक्त का कार्यालय**  
**OFFICE OF THE COMMISSIONER**

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**PROCEDURAL OFFICE ORDER NO. 04 OF 2023**

**DHANBAD, Dated: the 30<sup>th</sup> March, 2023**

**Subject: Time-bound settlement of PF/Pension claims of retiring subscribes under CMPF Schemes-regarding.**

Chairman, BoT-CMPFO-cum-Secretary, Ministry of Coal while reviewing functioning of CMPFO directed to review procedural guidelines of PF/Pension claim settlement in CMPFO and to lay down necessary provisions to ensure that all retirement benefits are handed over to the retiring subscribers on the day of his retirement itself on par with similar rules being followed in Govt. of India.

Although provisions exist in SOP for submission of claims for PF/Pension, following is being issued for strict implementation to achieve the objective: -

- (i) As provided in the SOP coal companies will initiate action accordingly and submit the application for payment of PF/Pension, with all necessary documents to concerned CMPF, Regional Offices, 04 (four) months in advance to the impending date of retirement/superannuation.
- (ii) Contribution excluding the month of retirement/superannuation must be submitted by 7<sup>th</sup> of the month of retirement.
- (iii) All such claims will appear in MPR, which are due for payment during the month after observing the provisions in (i) & (ii)
- (iv) All ROs will scrutinise the list of retiring/superannuating employees received as per SOP and take up with coal companies to ensure submission of claims/documents as at (i) & (ii) above

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- (v) During the period, prior to settlement RO's will scrutinize the claims received and reconcile the discrepancies so that the claims may be settled during the month of retirements.
- (vi) Claims not submitted observing the above procedures shall be submitted through Director (Personnel) of the concerned coal company to the respective R.O.
- (vii) The effect of this may be treated from 1<sup>st</sup> of April, 2023.

  
(V.K. Mishra)  
Commissioner

**F. No. CPF/CP/116(7)/Misc/MOC/ 191**

**Distribution:**

1. Director(P)-CIL/BCCL/CCL/MCL/ NCL/ECL/WCL/SECL/NECL/SCCL
2. C.M.D.-CMPDIL/ all private coal mines
3. All Additional Commissioner/Regional Commissioner-I/II Assistant Commissioner/Assistant Commissioner-I (I/C) of Regional Offices of CMPFO.
4. EDP Section, CMPFO Headquarters for uploading in the website of CMPFO.

**Copy for information to:-**

Shri Bijoy Samanta, Deputy Secretary, Ministry of Coal, New Delhi – with reference to Ministry of Coal's letter No. 20040/2/2023-CMPF, dated 23.03.2023.