

NOTICE FOR RETIRED EMPLOYEES OF GSL

Date: 03.04.2024

Sub: SoP for processing EPFO Demand Letters

Goa Shipyard Limited is in receipt of Demand Letters from Regional Office of the Employees' Provident Fund Organization, Panjim demanding certain amount from the EPF Members to be deposited with RPFCL in the form of cheque drawn in favor of concerned RPFCL from the bank account available in EPFO records, in case the Members intend to avail the benefits of higher pension. In this connection, the following SoP is formulated for smooth deposit of the cheques with RPFCL, Panjim:

- 1) Establishment Section of HR Department of GSL shall intimate the retired employees to collect the demand letter from GSL.
- 2) The Employees will be required to fill-up the said Demand Letter and issue a cheque of the amount as indicated in the Demand Letter issued by RPFCL (payable at par at all branches) drawn in favor of RPFCL, Panjim and submit the same at GSL Retired Employees Facilitation Centre located at GSL Mogra Gate. In case of difficulty in submitting the form and the cheque physically, the retired employees can post the same addressed to HoD (HR&A), GSL.
- 3) All the Demand Letters and Cheques received in GSL shall be forwarded to RPFCL, Panjim once in a week.
- 4) All employees depositing the demand amount should mention their source of income from which the amount has been derived for depositing with RPFCL.
- 5) For any difficulty in filling up the Demand Letter employees can contact GSL Retired Employees Facilitation Centre for necessary assistance.

This is for the information of all retired employees.



HEAD OF DEPARTMENT (HR&A)

Dist: GSL Website