



Central Government Industrial Tribunal Cum Labour Court-2
Room No.-208, Second Floor,
Rouse Avenue District Court Complex, New Delhi-110002.

No./CGIT/Banking/S.O.P./2020/

Date:16.12.2020

To,

The Presiding Officer,

Central Government Industrial Tribunal cum Labour Court/ National Tribunal,

Ahmedabad, Asansol, Bangalore, Bhubaneswar, Chandigarh-1, Chandigarh-2, Chennai, Dhanbad-1, Dhanbad-2, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Kanpur, Kolkata, Lucknow, Mumbai-1, Mumbai-2, Nagpur.

Subject:- Communicating the Standard operating procedure for refund of the amount deposited u/s 7 O of the EPF & Mp Act, 1952 –regarding.

Sir/Madam,

With reference to the aforementioned subject, please find enclosed the Standard Operating Procedure decided vide meeting dated 07.11.2019 and which is duly ratified by the Ministry of Labour & Employment vide communication in File No. Z-25025/05/2017-CLS-II(pt.) dated 08.12.2020.

Further, it is requested that all the cases pertaining to your jurisdiction be processed and communicated to this Tribunal in accordance with the procedure laid down in the S.O.P enclosed.

Encl:- As Above

Yours sincerely,
Sd/-
(Pranita Mohanty)
Presiding Officer
CGIT-2 Delhi
holding the additional charge of Presiding Officer,
CGIT-cum-LC No. 1, Delhi.

Copy To:-

1. The CPFC, EPFO... for communicating to Zonal/field offices
2. The Registrar Ahmedabad, Asansol, Bangalore, Bhubaneswar, Chandigarh-1, Chandigarh-2, Chennai, Dhanbad-1, Dhanbad-2, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Kanpur, Kolkata, Lucknow, Mumbai-1, Mumbai-2, Nagpur... for information and necessary action.
3. Office of the Registrar, CGIT-1 Delhi for web-circulation on the official website of CGIT
4. Guard File.

Sd/-
(Pranita Mohanty)
Presiding Officer
CGIT-2 Delhi
holding the additional charge of Presiding Officer,
CGIT-cum-LC No. 1, Delhi.

**MINUTES OF THE MEETING HELD IN THE CHAMBERS OF HON'BLE PRESIDING
OFFICER, CGIT-2 DELHI ON 07.11.2019.**

In the light of Ministry of Labour & Employment, Government of India Order No. Z-25025/05/2017-CLS-II(pt.) dated 24.10.2019 the meeting to establish the Standard operating procedure for the release of the amount was held.

Following were the participants of the meeting:-

1. Smt. Pranita Mohanty, Presiding Officer CGIT-2 Delhi, (holding the additional charge of Presiding Officer, CGIT-cum-LC No. 1, Delhi)- Chairperson
2. Shri Vikas Sodai, Registrar CGIT-1
3. Dr. Jogender Singh, Regional P.F. Commissioner-II Legal Cell, EPFO- Head office

It was discussed and decided:-

1. Whenever, any order is passed by any of the CGITs directing the release of the amount deposited under Section 7 O of the EPF & MP Act, 1952; the Registrar/ Presiding Officer of the concerned CGIT will send a scanned copy of the order along with details of the party comprising of the name of such party Account Number, Bank Name & IFSC Code to the Presiding Officer CGIT-2 Delhi, (holding the additional charge of Presiding Officer, CGIT-cum-LC No. 1, Delhi) through his/ her official email id on the official email id of Presiding Officer CGIT-2 Delhi, (holding the additional charge of Presiding Officer, CGIT-cum-LC No. 1, Delhi) (i.e. po.del-cgit@gov.in) as a primary communication.
2. The certified copy of the same order will be send to the Registrar, CGIT-1 Delhi in the hard copy along with the details of the party comprising of the name of such party Account Number, Bank Name & IFSC Code. This will be treated as a secondary communication.
3. On receipt of both of these primary & secondary communications from concerned CGIT the Registrar CGIT-1, Delhi will examine the communication received and check the entries of the Bank Account (10914180605. & 37153859985) held in SBI for confirming the credit of the said amount which is to be released.
4. The cheque prepared by the Registry of CGIT Delhi will, thereafter, be signed by both the signatories as authorized vide order dated 24.10.2019 as mentioned above after the report of the Registrar, CGIT-1 Delhi. After making necessary entries of the cheque in the designated register, it will be sent to the Registrar/ Presiding officer of the concerned CGIT who will handover the same to the concerned party taking due care and after making necessary entries in the respective books of accounts maintained at their end.
5. It is also unanimously decided that a communication be send to the Ministry of Labour & Employment asking for the Rules already framed, if any or otherwise ratify the Standard Operating Procedure formulated today. Letter in this regard be send to the Ministry under the Signatures of Registrar-CGIT-1(VS)

(Dr. Jogender Singh)
RPFC-II, Legal, H.O./
Cosignatory

(Sh. Vikas Sodai)
Registrar, CGIT-1

(Smt. Pranita Mohanty)
Presiding Officer