



# ONLINE RETIRAL MODULE

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By VPD Consultant Pvt. Ltd.

The Online Retiral Module can be accessed from: <https://www.vpdconsultants.com/employeelogin.aspx>

**EMPLOYEE**

**VPD CONSULTANTS PVT. LTD.**  
Discipline, Dedication, Determination

**Version 1.0**

**Company Code:**

**Employee ID:**

**Password:**

**Enter Captcha**      **Captcha Code**  
      **945344**

**Login**

[Reset Password](#)

Here enter your Company Code as G001

Enter your Employee Id.

Enter your PAN as password for the 1<sup>st</sup> time login only.

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Site best viewed in Google Chrome, Microsoft Edge & Firefox 11 or above.

After first time login you will get below screen where you need to change the your default password to another password.

**Change Password**

\*Old Password

\*New Password

\*Confirm New Password

**15 characters remaining.**

\* Email Address  (Preferable External Email id)

\* Confirm Email Address

[Save](#)

[Redirect to Login Page](#)

**Enter old password**

**Enter new password by referring the instructions given here.**

**Minimum 8 characters and maximum 15 characters, one each from capital and small alphabets, numbers and special characters from following. ([ ] . { } : ? ~ ! @ \$ ^ ^ ( ) \_ + ` = | , )**

**Enter correct email id. This will help to receive the alerts in case of Reset Password.**

In case you want to reset your password, enter the Company Code, your Employee Id and then click on the “Reset Password” link. You will receive a mail through the registered email address, you had updated in the Change Password screen, with instructions to reset your password.

You will receive reset password link from  
noreply@vpd.vpdconsultants.com on your mail id  
[REDACTED]@vpdconsultants.com

**EMPLOYEE**

**VPD**  
**VPD CONSULTANTS PVT. LTD.**  
Discipline, Dedication, Determination

**Version 1.0**

Company Code:

Employee ID:

Password:

Enter Captcha      **Captcha Code**  
      **343789**

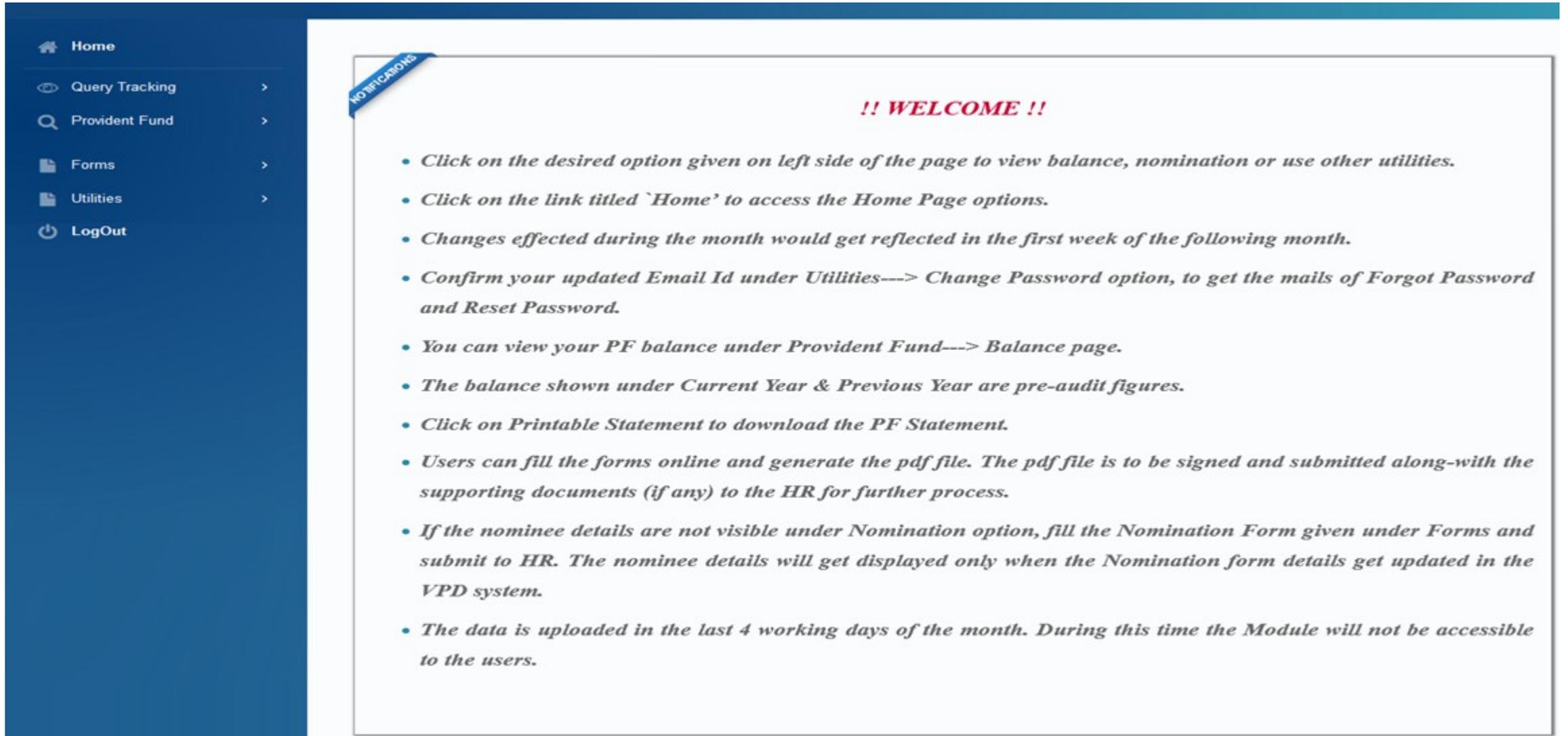
**Login**

**Reset Password**

Click on Reset Password

# Home Page

After login you will get the home page where you will get the option of Query Tracking, Provident Fund, Forms, Utilities & Help .



**NO NOTIFICATIONS**

**!! WELCOME !!**

- *Click on the desired option given on left side of the page to view balance, nomination or use other utilities.*
- *Click on the link titled `Home` to access the Home Page options.*
- *Changes effected during the month would get reflected in the first week of the following month.*
- *Confirm your updated Email Id under Utilities---> Change Password option, to get the mails of Forgot Password and Reset Password.*
- *You can view your PF balance under Provident Fund---> Balance page.*
- *The balance shown under Current Year & Previous Year are pre-audit figures.*
- *Click on Printable Statement to download the PF Statement.*
- *Users can fill the forms online and generate the pdf file. The pdf file is to be signed and submitted along-with the supporting documents (if any) to the HR for further process.*
- *If the nominee details are not visible under Nomination option, fill the Nomination Form given under Forms and submit to HR. The nominee details will get displayed only when the Nomination form details get updated in the VPD system.*
- *The data is uploaded in the last 4 working days of the month. During this time the Module will not be accessible to the users.*

# Query Tracking

In this section, you have 2 options – **New Query** and **View Query**

## New Query

Here you can post your queries to VPD. After sending the query, the system will generate a Reference number for the query for further follow-up. For eg. G001\_1.

The screenshot shows a web form titled "QUERY TRACKING". It contains the following elements:

- Send Query:** A label above a text input field. A red box with the text "Type your Query subject" is connected to this field by a red line.
- Subject:** A label above a text input field.
- Type Details here:** A label above a large text area. A blue box with the text "Type your Query in this box." is centered within this area.
- Click Here To Attach File:** A blue link text. A red box with the text "You can attach any query related document." is connected to this link by a red line.
- SEND:** A blue button. A blue box with the text "After filling all the details click here to send your query." is connected to this button by a blue line.

# View Query

## QUERY TRACKING

View Query:

You can see your query status here.

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Result

Search:

Case Number	Subject	Type	Sent Date	Status	Reply Date	
V008_829	Test	Provident Fund	27/07/2022	Solved	27/07/2022	<a href="#">Details</a>
V008_824	Test Query	Provident Fund	20/07/2021	Solved	26/05/2022	<a href="#">Details</a>
v008_823	Test query for UAT	Superannuation Fund	21/06/2021	Solved	21/06/2021	<a href="#">Details</a>
v008_822	test	Gratuity Fund	21/06/2021	Pending		<a href="#">Details</a>
v008_821	Test query for UAT	Provident Fund	21/06/2021	Pending		<a href="#">Details</a>
V008_820	Test query for UAT	Superannuation Fund	06/05/2021	Solved	06/05/2021	<a href="#">Details</a>
V008_819	To Fill the pf form on epfo site	Provident Fund	06/05/2021	Solved	06/05/2021	<a href="#">Details</a>
V008_818	Other QUery	Provident Fund	06/05/2021	Solved	06/05/2021	<a href="#">Details</a>
V008_817	Test Error	Other	04/05/2021	Solved	04/05/2021	<a href="#">Details</a>
V008_816	Error test	Other	04/05/2021	Solved	04/05/2021	<a href="#">Details</a>

Click on 'Details' to view the reply to your query.

Showing 1 to 10 of 120 entries

< Prev

1

2

3

4

5

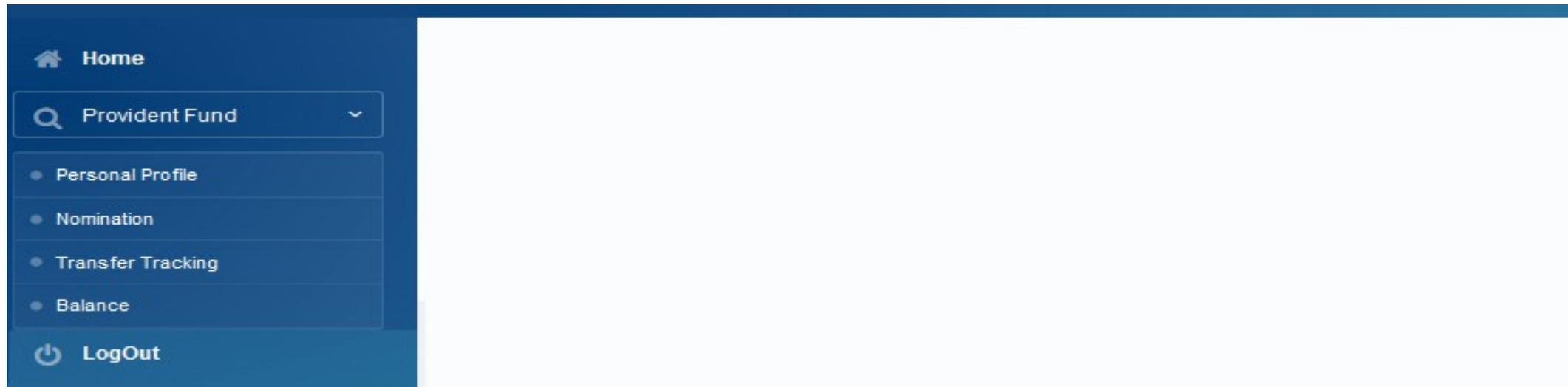
...

12

Next >

# Provident Fund

- In this section, there are 4 options –
  - Personal Profile
  - Nomination
  - Transfer Tracking
  - Balance



# Provident Fund-Personal Profile

Here you can view your personal details like, Permanent address, Date of Birth, Date of Joining, PAN , PF number, Previous PF number (if any), Date of Leaving etc.

EMPLOYEE DETAILS			
Employee Details	Provident Fund Details	Superannuation Fund Details	Bank Details
Employee Number:	10001		
Name:	ASHOK PATIL		
Father/Husband Name:	Narayan		
Gender:	Male		
Permanent Address:	MALAD (W), MUMBAI		
Mobile No.:	1234567891		
Nationality:	-		
Date of Birth:	24/08/1951		
Date of Joining:	15/01/2002		
Email Id:			
UID(Aadhar Card No):	*****9123		
Date of Leaving:	-		
Date of Settlement:	-		
PAN:	**STP095**		

Note 1: In case of Transfer within Group Companies, Date of Joining will remain as per Company's Record and as per Company's Policy.

Note 2: For any updation in your profile, coordinate with your HR Dept.

You can view your details.

Refer notes given.

# Provident Fund-Provident Fund Details

## EMPLOYEE DETAILS

Employee Details

Provident Fund Details

Superannuation Fund Details

Bank Details

UAN:	██████████
PF Number:	MH/5678/ 11
PF Joining Date:	01/04/1995
EPS Number:	MH/5678/ 401
EPS Joining Date:	15/01/2002
Previous EPS Number:	Not Applicable
EDLI Account Number:	401
EDLI Joining Date:	15/01/2002
Previous PF Number:	MH/1234/65432

You can view Provident Fund related details.

Refer notes given

Note 1: In case of Transfer within Group Companies, Date of Joining will remain as per Company's Record and as per Company's Policy.

Note 2: For any updation in your profile, coordinate with your HR Dept.

# Superannuation Fund Details

## EMPLOYEE DETAILS

[Employee Details](#)

[Provident Fund Details](#)

**Superannuation Fund Details**

[Bank Details](#)

Superannuation Number/ LIC Id: Not Applicable

Superannuation Joining Date: Not Applicable

**Refer notes given**

Note 1: In case of Transfer within Group Companies, Date of Joining will remain as per Company's Record and as per Company's Policy

Note 2: For any updation in your profile, coordinate with your HR Dept.

# Provident Fund-Bank Details

## EMPLOYEE DETAILS

[Employee Details](#)

[Provident Fund Details](#)

[Superannuation Fund Details](#)

[Bank Details](#)

Bank Name:	Punjab National Bank
Bank Account No:	1234567891****
IFSC No:	PUNB0000240

**You can view Bank details**

Note 1: In case of Transfer within Group Companies, Date of Joining will remain as per Company's Record and as per Company's Policy.

Note 2: For any updation in your profile, coordinate with your HR Dept.

# Nomination

This screen will be visible through Provident Fund-→ Nomination. Here you can view your PF nomination details updated in your Form 2.

## Nomination Details

Employee Number : 10001

### Nominees

	1	2	3	4
Name	MEENAL	MRUNALI	MOHINI	
Nominee's Relationship with the Member	Wife	Daughter	Daughter	
Share	50.00	25.00	25.00	
Date of Birth	01/01/1957	01/01/1987	04/01/1989	

**Your PF nomination  
details will display here.**

# Transfer Tracking

This screen will be visible through Provident Fund-→ Transfer Tracking. Here you can view the status of your Transfer-In of previous Company (if any).

Transfer tracking details are viewed for the companies to whom the request for transfer in is sent.

## Transfer Tracking

Employee Number : 10001

### Form 13

	1	2
Received By VPD Date:	10/12/2009	10/12/2009
Document Dispatch to Company for Sign Date:	10/12/2009	10/12/2009
Document Submitted to PF Office/Trust Date:	10/12/2009	10/12/2009
Ex Employer Name:	XYZ Pvt Ltd	XYZ Pvt Ltd
Address of Ex Employer:	Tourist Park, Post Box No-12345, Carter Road, Bandra(East) Mumbai-400066.	Tourist Park, Post Box No-12345, Carter Road, Bandra(East) Mumbai-400066.
Previous PF Number:	MH/1234/123456	MH/1234/123456
Previous PF Membership Date:	02/06/1999	02/06/1999
Name of Previous Employer's PF Office:	Regional Provident Fund Commissioner, Bandra	Regional Provident Fund Commissioner, Bandra
Address of Previous Employer's Trust / PF Office	at 341, Bhavishya Nidhi Bhavan, Bandra (East), Mumbai - 400 051	at 341, Bhavishya Nidhi Bhavan, Bandra (East), Mumbai - 400 051



EPS Contribution during the Year: 5,000

[Click here to view information regarding Employee's Pension Scheme.](#)

## Pension Contribution Note

### Summary

(Amount in ₹)

Balance Upto Date: 31/07/2020

	Employee	Company	VPF	Total
Opening Balance	443,646	229,449	0	673,095
ADD : Current Contribution	9,000	7,377	1,875	18,252
ADD :- Transfer - In	0	0	0	0
LESS :- Permanent Withdrawal	0	0	0	0
Add :- NRW Refund	0	0	0	0
* ADD :-Interest	13,156	21,267	9,870	44,293
Closing Balance	465,802	258,093	11,745	735,640

Your Opening Balance will display here.

Your contribution will display here.

Your upto date interest will display here.

Total Balance as of Date:

735,640

#### Notes

- Interest will be calculated as per the last declared rate by Trustees. Current rate of interest is 8.5%. However final rate of interest will be taken into consideration after notification by the Trustees
- Interest is calculated on Monthly Running Balance (Known as MRB). Employee opening balance = Employee balance + VPF balances
- The balances shown are pre-audit figures. The figures may change subject to audit.
- The contribution shown against April to March is for the wage period: April to March.
- Member data is updated in the last four working days of each month.

Refer notes given.

The Income Tax Appellate Tribunal, Bench 'B', Bangalore has in the matter of the Assistant Commissioner of Income Tax v/s. Shri Dilip Ranjrekar passed an order dated 10th November, 2017, as per which, the interest earned by the employee from the date of resignation/retirement till the date of settlement is taxable. However, Tribunal of other States have not taken this view, but in case in future they take the same view, TDS will be deducted on interest earned after separation and will be recovered from the employee.

# Advisory note on Pension Contribution Scheme

## Employees' Pension Scheme (EPS)

### EPS Contribution

The PF Contribution payable by employee as well as employer is @ 12% of the PF Salary (Basic+D.A) and out of the contribution payable by the employer, a part of contribution @ 8.33% is diverted to Employees' Pension Scheme subject to maximum of Rs.1250/- p.m (w.e.f 01.09.2014. Prior to that i.e upto 31.08.2014 it was Rs.541/-p.m)  
The maximum pensionable salary is limited to Rs. 15,000/-p.m w.e.f 01.09.2014. (prior to that it was Rs.6500/-p.m)

**Note: A] In case of an Indian Employee,**

a) if the PF Salary is more than or equal to Rs.15,000/-, then Pension Contribution will be maximum of Rs.1250 /- per month.

e.g: A having PF Salary Rs.16,000/- p.m.

His Employee PF Contribution = 12% of 16,000 = Rs.1920/-

Company Contribution= PF Contribution + Pension Contribution

a) Pension Contribution = 8.33% of 15,000 = Rs.1250/-

b) PF Contribution = 1920 - 1250 = Rs.670/-

b) if the PF Salary is less than 15000/-, then the Pension Contribution will be calculated @ 8.33% on PF Salary per month.

e.g: B having PF Salary Rs.10,000/- p.m.

His Employee PF Contribution = 12% of 10,000 = Rs.1200/-

Company Contribution= PF Contribution + Pension Contribution

a) Pension Contribution = 8.33% of 10,000 = Rs.833/-

b) PF Contribution = 1200 - 833 = Rs.367/-

**B] In case of an International Employee,**

the Pension Contribution will be @ 8.33% on entire Monthly PF Salary.

e.g: IE having PF Salary Rs.1,00,000/- p.m.

His Employee PF Contribution = 12% of 1,00,000 = Rs.12000/-

Company Contribution= PF Contribution + Pension Contribution

a) Pension Contribution = 8.33% of 1,00,000 = Rs.8330/-

b) PF Contribution = 12000 - 8330 = Rs.3670/-

### EPS Balance

EPS is a defined benefit scheme and not defined contribution scheme. Hence the EPS monthly contribution or the accumulated balance has no relevance.

EPS contribution @ 8.33% is transferred to RPFC (Regional Provident Fund Commissioner) as the compliance under EPS is being managed by EPFO (Employee's Provident Fund Organisation). Therefore, the EPS contribution is not reflected in the Members Statement.

### EPS Withdrawal Benefit

a) If an employee resigns before completing 10 years of pensionable service and / or before attaining the age of 58 years, he is entitled for withdrawal benefit or may opt for Scheme Certificate by submitting Form 10C.

b) If an employee resigns after completion of 10 years or more of pensionable service, he becomes eligible for Monthly Member Pension on completion of 58 years of age. For obtaining pension, member has to submit an application in Form 10D.



# Forms- Provident Fund

Under this utility you can fill-up online, Provident Fund related forms like PF Nomination (Form2), Non-Refundable Withdrawal & PF Withdrawal. Here you have to fill the details as instructed on the interactive form. Once you have completely filled the PF Nomination click on Save and generate the pdf file.

No need to submit the form to HR department, as once the E-sign process is completed, the form will automatically move ahead for Processing. You will get alert notifications at every stage of your application. For instance, Application received, Accepted, Rejected (with reason for rejection), Settlement Processed, Payment made, etc. Further, you will also be alerted when your Annexure K is updated on the Module.



Forms

Provident Fund

- PF Nomination (Form2)
- PF Transfer Form [Form13(Revised)]
- Non Refundable Withdrawal
- Change of Name
- PF Withdrawal

Utilities

Help

LogOut

Employee can fill these Provident Fund related Forms available under Forms menu.

# Nomination Form (Form 2)- Application Entry Page

## FORM 2

All \*(asterick) mark fields are mandatory.

In Duplicate



Employee Id:	██████████	
Date of Appointment:	03/01/2020	FORM2(REVISED)
NOMINATION AND DECLARATION FORM	Gr.No.	<input type="text"/>
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS	Office:	<input type="text"/>

Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme

(Paragraph 33 and 61 (1) of the Employees' Provident Fund Scheme, 1952 and Paragraph 18 of the Employees' Pension Scheme, 1995).

1.	*Name :	██████████	<b>Check all the updated details and update the blank details</b>					
2.	*Date of Birth:	██████████	3.	P.F. Account No.	██████████	3a.	E.P.S.No:	<input type="text"/>
3b.	*UID No. /Aadhar	██████████	3c.	*UAN:	██████████			

Select Nationality

Enter mobile no.

OTP for e-sign application will receive on this mail id.

Enter present address details

Enter permanent address details

3b.	*UID No. (Aadhar Card):	<input type="text"/>	3c.	*UAN:	<input type="text"/>
4.	Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	5.	*Marital Status :	<input type="text" value="Unmarried"/>
	*Father's Name:	<input type="text"/>		*Husband's Name:	<input type="text"/>
6.	Nationality:	<input type="text" value="Indian"/>	7.	E-Mail ID:	<input type="text"/> <b>(Require for receiving OTP and Mail alerts.)</b>
<b>*8. Present Address :</b>					
Door/Block No. :		<input type="text"/>	Name of the Premises/Bldg :		<input type="text"/>
Town/City :		<input type="text"/>	State :		<input type="text"/>
Country:		<input type="text"/>	Pin :		<input type="text"/>
<input type="checkbox"/> Tick here if Permanent Address is same as Present Address					
<b>*9. Permanent Address :</b>					
Door/Block No. :		<input type="text"/>	Name of the Premises/Bldg :		<input type="text"/>
Town/City :		<input type="text"/>	State :		<input type="text"/>
Country:		<input type="text"/>	Pin :		<input type="text"/>

Check all the updated details and update the blank details

Click here to download the instruction sheet for EPF nomination.

**PART -A (EPF)** (Refer the nomination instructions)

I hereby nominate the person (s) / Cancel the nomination made by me previously and nominate the person(s),

mentioned below to receive the amount standing to my credit in the Provident Fund Trust of the Establishment in the event of my death

*Clear Fields	*Name & Address of the Nominee (s)	*Nominee's relationship with the member	*Date of Birth (dd/mm/yyyy)	*Total amount or Share of accumulations in PF to be paid to each nominee	* If the nominee is minor, name, relationship & address of the guardian who may receive the amount during the minority of nominee
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Click here if address is same as member's

Clear Row

(1) Max. character limit 25

(3) Click on Date calendar

(4) Enter share in numbers only such as 10,15,20.....100

Enter Details in this order - Name,Relationship (Max. Character Limit is 25)

Enter nominations here with required details

<input type="button" value="CLEAR"/>	<input type="text"/>	Father	<input type="text"/>	30	<input type="text"/>
<input type="button" value="CLEAR"/>	<input type="text"/>	Mother	<input type="text"/>	30	<input type="text"/>
<input type="button" value="CLEAR"/>	<input type="text"/>	Sister	<input type="text"/>	20	<input type="text"/>
<input type="button" value="CLEAR"/>	<input type="text"/>	Brother	<input type="text"/>	20	<input type="text"/>
<input type="button" value="CLEAR"/>	<input type="text"/>	select	<input type="text"/>		<input type="text"/>

Select Nominees relation in drop down

Enter Nominees Date of Birth

Enter Nominees share paid to each nominee

Enter Name & Address of nominee

Enter name & address of guardian in case of minor nominee

# Nomination Instructions

## **EPF Nomination**

- This nomination is to give the right to receive the amount that may stand credit in the Member's Fund in the event of his death.
- The amount that may stand credit in the Fund of the Member can be distributed in percentage terms by the Member as per his/her own will.
- List of persons that can be nominated for the purpose of The Employees' Provident Fund Scheme, 1952 is as follows-

As per Para 2(g) of The Employees' Provident Fund Scheme, 1952, family for a;

1. Male Member includes his wife, his children (whether married or unmarried), his dependant parents and his deceased son's widow and children.
2. Female Member includes her husband, her children (whether married or unmarried), her dependant parents, her husband's dependant parents and her deceased son's widow and children.

### Notes:

1. In case of male divorcee having Court order of separation, the wife will be eliminated from the definition of family.
  2. If the Female Member desires to exclude her husband and his dependant parents from nomination she has to inform this to the PF Commissioner/Trustee in writing. This provision can later be cancelled by again informing the PF Commissioner/Trustee in writing.
  3. Children as per Para 2(c) of the Scheme mean legitimate children and legally adopted children of the Member.
- A fresh nomination shall be made by the Member on his marriage and any nomination made before marriage will stand cancelled.
  - If the nomination is wholly or partly in favour of a minor (a person below the age of 18 years) then the Member may appoint a major person of his family [family as per Para 2(g)] to be the guardian of the nominee for the purpose of this Scheme.
  - If the nominee predeceases (dies before) the Member, the Member will have to make a fresh nomination in respect of the nominee's share.
  - A nomination or changes made in respect of nomination will be valid from the date on which it is received by the PF Commissioner/Trustee.

CLEAR

\*Address

\*1.\* Certified that I have no family as defined in the Trust Rules and should I acquire a family here after the above nomination should be deemed as cancelled.

If you have family as defined under EPF & MP Act.  If you do not have family as defined under EPF & MP Act.

2. \* Certified that my father/ mother is/are dependent upon me.

Not Dependent  Dependent

Dependent Parents means those parents, whose income from all the sources does not exceed Rs. 9,000/- per month.

## Alert post Save as Final mode

- Form Saved successfully.
- Please complete E-Sign to process the form.
- You need to submit EPS Nomination details through <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

OK

# E-sign Process

For the authentication, the user has to E-sign the application. The E-sign code is mailed to the employee through the email id updated in the application. Unless the process is completed the application is not forwarded ahead for processing.

The screenshot shows a web form for an E-sign process. At the top, there are two radio buttons: "If you have family as defined in Trust Rules." (selected) and "If you do not have family as defined in Trust Rules." Below this is a section titled "2. \* Certified that my father/ mother is/are dependent upon me." with two radio buttons: "Not Dependent" (selected) and "Dependent". A date field shows "Date: 09/09/2020". An "E-Signature" field contains the text "amehAM". To the right of the signature field is a red "GENERATE CODE" button and a green "VERIFY-ESIGN" button. A modal box is open over the "GENERATE CODE" button, displaying the text "Form is forwarded for processing." and an "OK" button. Below the signature field, there are two red bullet points: "The validity of E-Sign Code is 10 minutes." and "Your Form will not be processed unless the E-Sign is verified." At the bottom of the form, there is a "REVISE NOMINATION" button and a "GENERATE FORM" button. Annotations include a red box pointing to the "GENERATE CODE" button with the text "Click here to generate the code.", a blue box pointing to the "VERIFY-ESIGN" button with the text "Verify the code received on email.", a red box pointing to the "GENERATE FORM" button with the text "Click here to generate the print form.", and a blue box pointing to the "REVISE NOMINATION" button with the text "To change the nominations click here.".

If you have family as defined in Trust Rules.  If you do not have family as defined in Trust Rules.

2. \* Certified that my father/ mother is/are dependent upon me.

Not Dependent  Dependent

Date: 09/09/2020

\* E-Signature  [GENERATE CODE](#) [VERIFY-ESIGN](#)

Form is forwarded for processing.

[OK](#)

- The validity of E-Sign Code is 10 minutes.
- Your Form will not be processed unless the E-Sign is verified.

To revise your nomination details click on [REVISE NOMINATION](#)

Click here :- [GENERATE FORM](#)

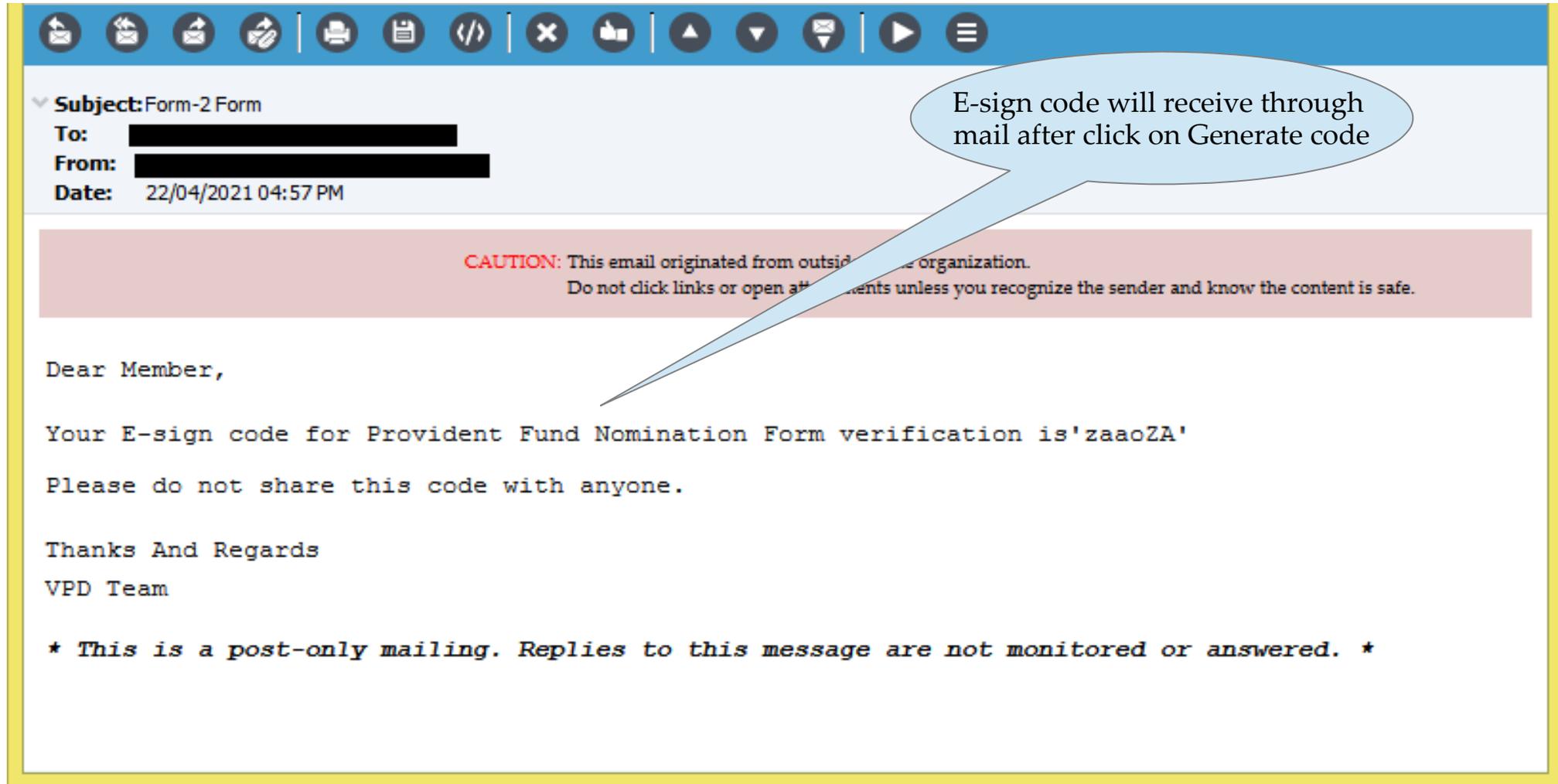
[Click here to generate the code.](#)

[Verify the code received on email.](#)

[Click here to generate the print form.](#)

[To change the nominations click here.](#)

# E-sign Code Mail Alert



## Post Save as Final Mode when the user re-visit to the Form

vpdnew.vpdconsultants.com says

You cannot update the details on the system directly. To take print of the form click on `Generate Form`.If you wish to make changes prior to taking a print,use the provision of `Revise Nomination`.

Alert will get display, if user revisit the form. Click OK to move ahead.

OK

# Form Wise Status

Under this utility you can view the claim status of your Forms.

The screenshot shows a web application interface. On the left is a dark blue sidebar with navigation options: Home, Forms (with a dropdown arrow), Provident Fund, Superannuation Fund, Gratuity Fund, Form Wise Status (highlighted with a red box), and LogOut. The main content area is white and contains two rows of form fields. The first row is labeled 'Form :' and contains a dropdown menu with the text '-- Select Form --'. A red arrow points from a red-bordered box containing the text 'You can select Form here' to this dropdown. The second row is labeled 'Action :' and contains a dropdown menu with the text '-- Select Action --'. To the right of this dropdown are two blue buttons labeled 'VIEW' and 'REFRESH'. A red arrow points from a red-bordered box containing the text 'You can check claim status after select Action & click on View' to the 'VIEW' button.

# Application Status

Employee can view his/her Application status.

The screenshot shows a web interface for viewing application status. It features three main sections: a form selection section, an action section, and a data table. Red boxes and arrows highlight key elements: the form dropdown, the 'Select Form.' button, the 'Action:' dropdown, the 'VIEW' button, the 'Application/Claim Status' header, the 'Application Status' column in the table, the 'Download' link, and the 'Final Status' column.

**Form :** PF Nomination Form (Form No.2) Select Form.

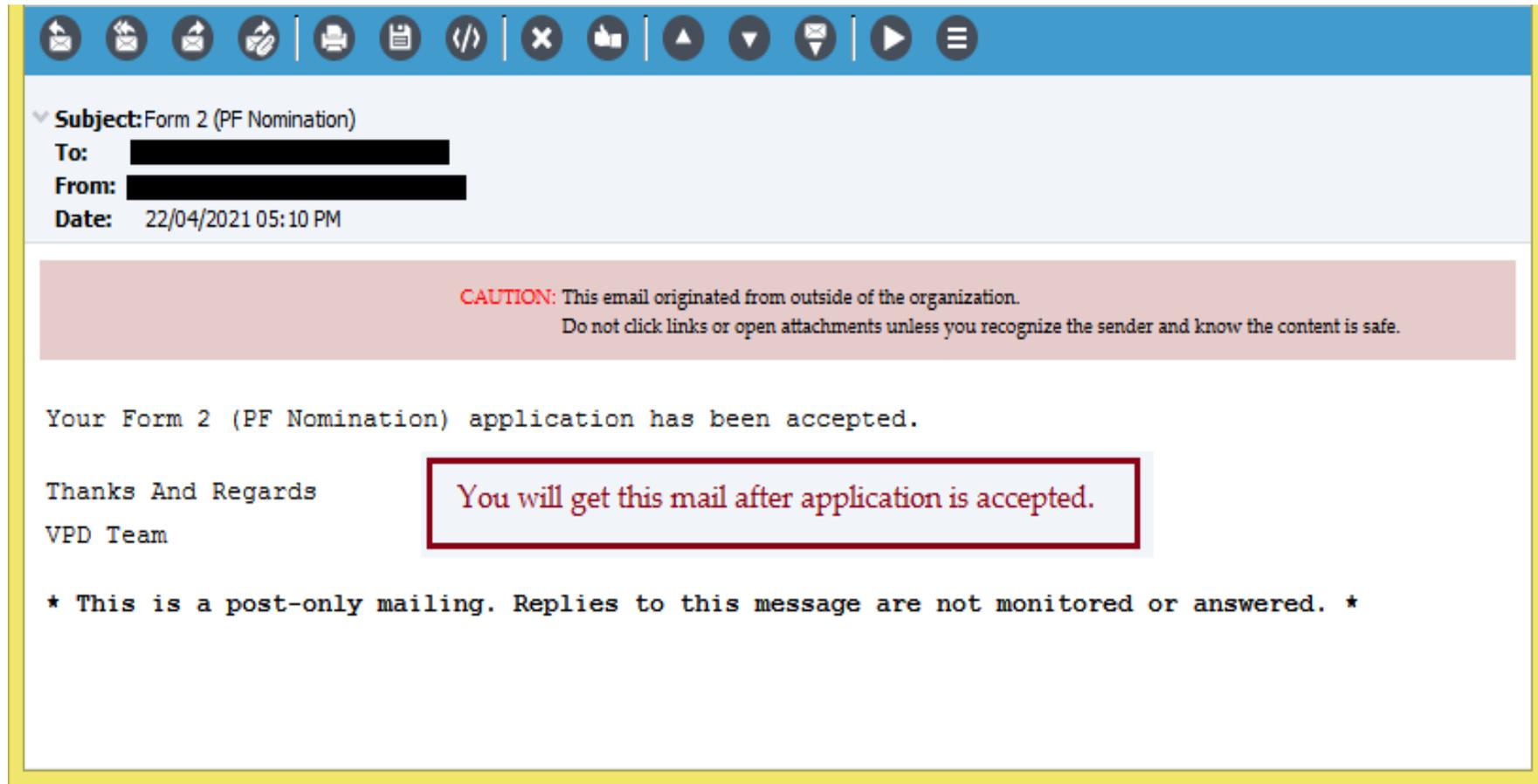
**Action :** Application/Claim Status VIEW REFRESH

**Application/Claim Status** Click here to view the data.

Employee No	Employee Name	Date of Application	Application Status	Download Form	Final Status
██████	██████	██████	PENDING	<a href="#">Download</a>	OPEN

**Application status will display here** Download form here.

# Application Accept Mail alert



# Application Status (accepted application)

**Form :** PF Nomination Form (Form No.2) ▼ **Select Form**

**Action :** Application/Claim Status ▼ **VIEW** **REFRESH**

**Application/Claim Status**

Employee No	Employee Name	Date of Application	Application Status	Download Form	Final Status
██████████	██████████	09/09/2020	ACCEPTED 09/09/2020	<a href="#">Download</a>	CLOSE

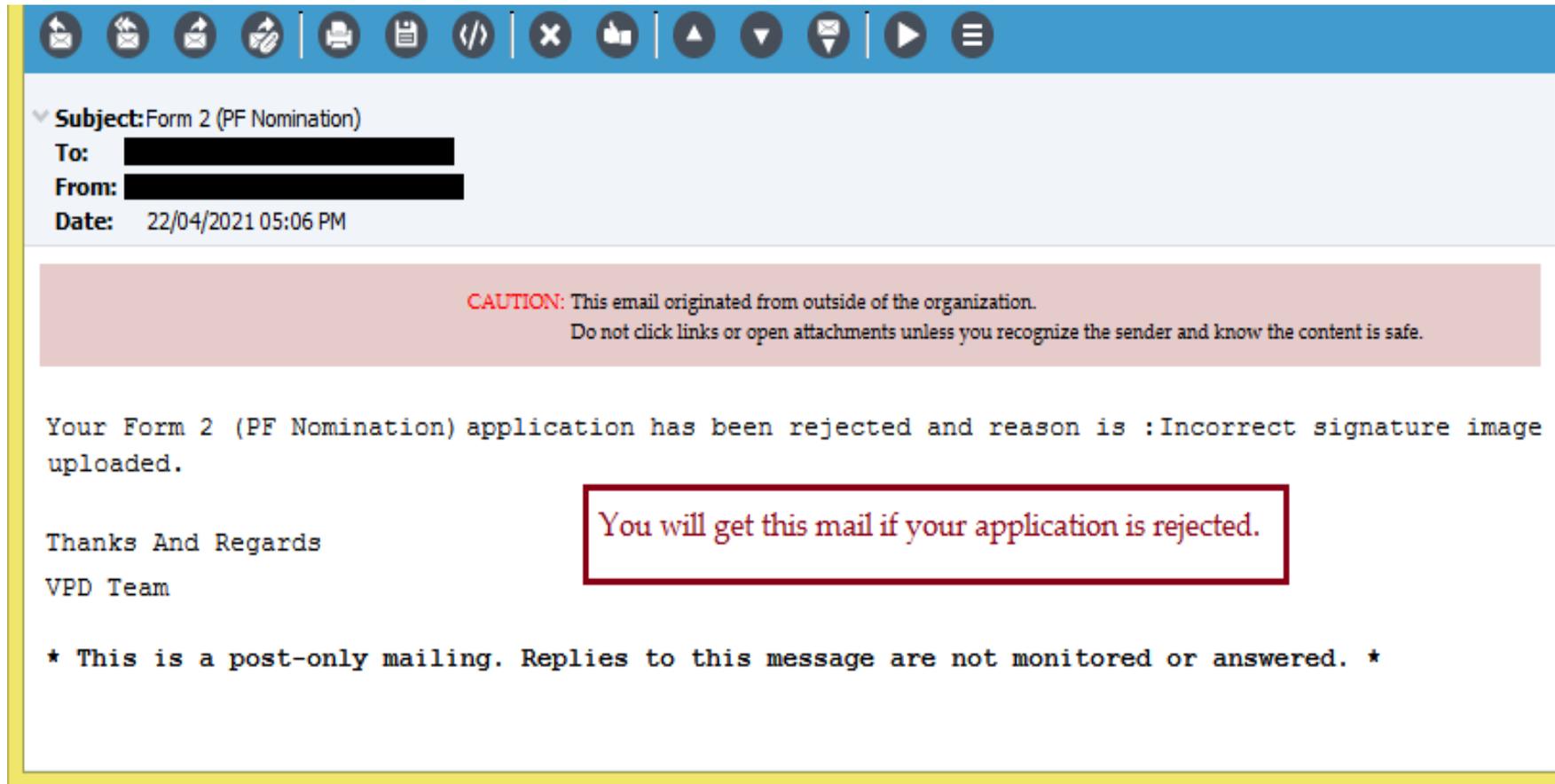
**Application status will display here.**

**Download form here.**

**Select option from here.**

**Click here to view the data.**

# Application Reject Mail Alert



# Application Status (rejected application)

Employee can view the application rejected status along with rejected reason. Post rejection the application get converted into the editable format for correction. Rest of the process is same to process the application

The screenshot shows a web interface for viewing application status. It includes a 'Form' dropdown menu, an 'Action' dropdown menu, and a table of application records. Red boxes and arrows highlight specific features: 'Select Form.', 'Select option from here.', 'Click here to view the data.', 'Application status will display here', and 'Download form here.'.

**Form :** PF Nomination Form (Form No.2) Select Form.

**Action :** Application/Claim Status VIEW REFRESH Select option from here.

**Application/Claim Status** Click here to view the data.

Employee No	Employee Name	Date of Application	Application Status	Download Form	Final Status
[REDACTED]	[REDACTED]	09/09/2020	[REDACTED]	Download <span>Download form here.</span>	OPEN

Application status will display here

# PF Nomination Form – Page

1

In Duplicate

Reference Code : PF/F2/V008/ [REDACTED]

EMP ID : [REDACTED]  
Date of Appointment : 03/01/2020



FORM2 REVISED

Gr. No. :  
Office :

FOR EXEMPTED ESTABLISHMENT  
Declaration and Nomination form under the EPF & EPS  
(Rule of Paragraph 18 of the Employees' Pension Scheme, 1995).

1. : Name : [REDACTED]  
(FULL NAME)  
Father Name : [REDACTED]  
Husband Name : -

2. : Date of Birth: [REDACTED]

3. : PF Account No : [REDACTED]

3a. : EPS No.:

3b. : UID : [REDACTED]

3c. : UAN : [REDACTED]

4. : Gender: [REDACTED]

5. : Marital Status: Un-married

5a. : Mobile No. : [REDACTED]

6. : Nationality : INDIAN

7. : E-Mail ID : [REDACTED]

8. Present Address:  
Door/Block No. : [REDACTED]  
Name of the Premises/Bldg : [REDACTED]  
Area/Locality : [REDACTED]  
Town/City : [REDACTED] Pin : [REDACTED]  
State : [REDACTED] Country : [REDACTED]

9. Permanent Address:  
Door/Block No. : [REDACTED]  
Name of the Premises/Bldg : [REDACTED]  
Area/Locality : [REDACTED]  
Town/City : [REDACTED] Pin : [REDACTED]  
State : [REDACTED] Country : [REDACTED]

### PART - A (EPF)

I hereby nominate the person (s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Provident Fund of the Establishment in the event of my death.

Sr No.	Name & Address of the Nominee (s)	Nominee's relationship with the Member	Date of Birth (dd/mm/yyyy)	Total Amount or share of accumulations in PF to be paid to each nominee.	If the nominee is minor, name, relationship & address of the guardian who may receive the amount during the minority of nominee
	(1)	(2)	(3)	(4)	(5)
1	[REDACTED]	FATHER	01/08/1960	30	
2	[REDACTED]	MOTHER	04/04/1970	30	
3	[REDACTED]	SISTER	18/08/1998	20	
4	[REDACTED]	BROTHER	01/05/2002	20	
5					
6					

Address : [REDACTED]

- ✓ 1.\*Certified that I have no family as defined in the Trust Rules and should I acquire a family hereafter the above nomination should be deemed as cancelled.
- ✓ 2.\*Certified that my father/mother is/are dependent upon me.

Signature is not required as the document is digitally signed.

Signature is verified.  
Signed by - BHARATI SHAH  
Date - 06/08/2020 08:31:24 PM

Note: The completed form should be sent to [REDACTED]  
[REDACTED]

P.T.O

Print form will generated post Save as Final & click on Generate Form.

# PF Nomination Form – Page 2

P.T.O

Employee Name : ██████████  
Date : 20/07/2021 03:00:09 PM

PF NO. : KDMH ██████████

Signed by - ██████████

### CERTIFICATE BY EMPLOYER

Certified that the above declaration has been signed / thumb impressed before me by Shri/Smt/Miss ASHWINI KHOGIR employed in our establishment after he/she has read the entries/the entries have been read over to him /her by me and got confirmed by him / her.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

FOR VPD SITE DEMO This form has been approved by ██████████ Date : - 18/11/2021 18:09 PM Authorised Signatory
Name & Address of Employer ██████████

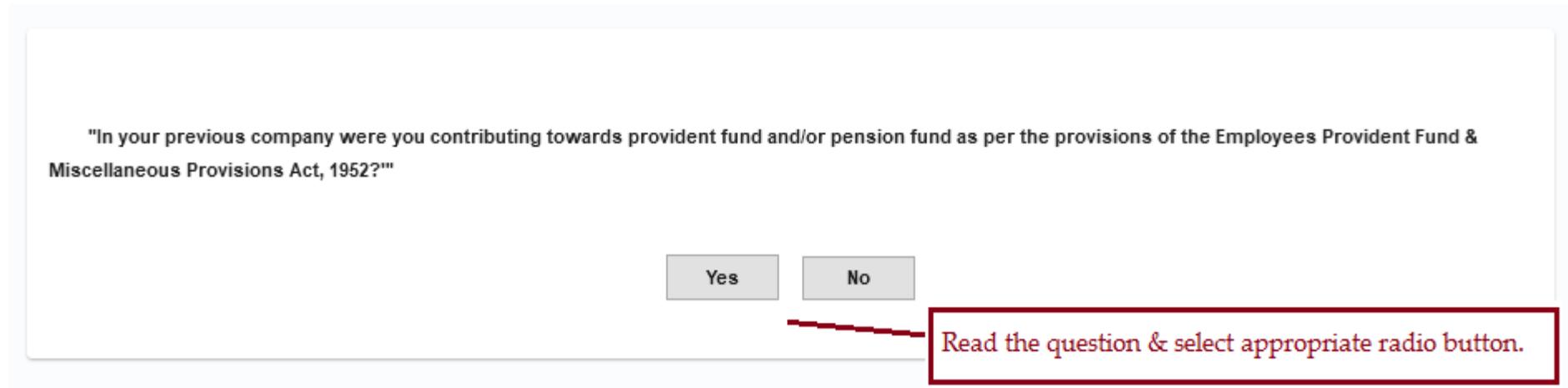
### \* Scan Signature Verification Process :

- \* Write your signature in black ink on a plain white paper.
- \* Scan your signature and save it in .jpeg, .jpg, .png format with 300\*600 resolution.
- \* Maximum file size allowed 50 kb.
- \* Ensure that the scan image is clear & visible.

## PF Transfer Form[Form 13 (Revised)]

After click on PF Transfer Form the alert message will get displayed where you have to confirm the status of Previous employment.

If you select the option 'Yes' then one link will get displayed. Click on that link. It will redirect to the EPFO UAN Member e\_SEWA Portal where employee can fill transfer form .



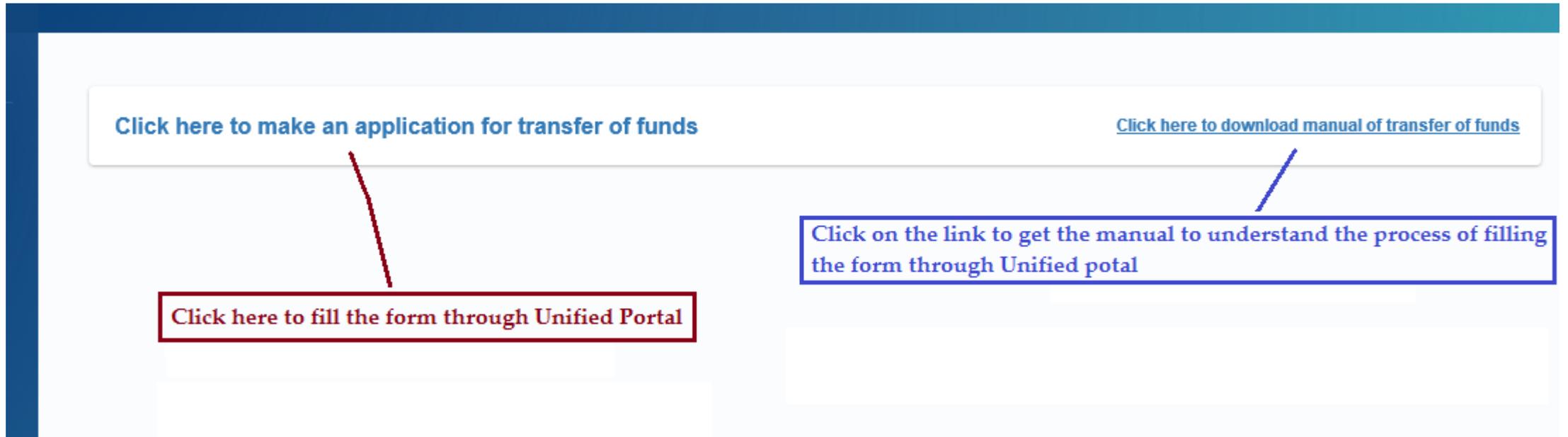
"In your previous company were you contributing towards provident fund and/or pension fund as per the provisions of the Employees Provident Fund & Miscellaneous Provisions Act, 1952?"

Yes No

Read the question & select appropriate radio button.

The image shows a screenshot of a web form. At the top, there is a question: "In your previous company were you contributing towards provident fund and/or pension fund as per the provisions of the Employees Provident Fund & Miscellaneous Provisions Act, 1952?". Below the question are two buttons labeled "Yes" and "No". A red dashed line points from a red-bordered box containing the text "Read the question & select appropriate radio button." to the "Yes" button.

If you select the option 'Yes' then the EPFO link for Online Transfer Claim Portal is provided for filling online transfer claims. Also the user guidance manual is given to help the employees to understand the process to fill the form online.



If you select the option 'No' then Form will get open where you can fill the required details.

Form 13 :

All \*(asterick) mark fields are mandatory.

EmpNo : 10001

**FORM No.13 (Revised)**  
THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952  
(Paragraph 57)

PART A: PERSONAL INFORMATION

1. * Name of the Member	ASHOK PATIL
2. * Father's / Husband's name	Narayan
3. * Mobile Number	<input type="text"/>
4. E-mail id	<input type="text"/>
5. Bank A/c number	<input type="text"/>
6. IFS code of Bank branch	<input type="text"/>

Enter mobile no.

Enter E-mail id.

Enter mandatory details.

Enter Bank Account no.

Enter Bank IFSC.

PART B: DETAILS OF PREVIOUS ACCOUNT (WHICH IS TO BE TRANSFERRED)

1. \* PF Account is held by:  Unexempted  Exempted  Recognised

Enter PF account no.

Enter Pension account no.

Select the relevant option and fill all the details.

\* PF A/c No:   
\* Pension Fund A/c No:

2. \* Name & Address of the Previous Establishment:

Enter Name & address of previous establishment

3. PF Account is held by:  
\* Name of PF Trust

Enter Name of PF Trust

\* Date of Birth

Enter Date of Joining in previous establishment

\* Date of joining

Enter Date of Leaving in previous establishment

6. \* Date of leaving

To save the form details partially, click on 'Save as Draft Mode'.

SAVE AS DRAFT MODE

After filling all the details click here to save the form with Save as Final mode.

SAVE AS FINAL MODE

REVISE FORM DETAILS

Click here to reset the form.

After click on 'Save as Final Mode', you will get the button of 'Generate Form'. Post click on the button you will get the link to download the form. You have to download and take 2 printouts of the form and then to submit to the HR after signing it.

# Change of Name Form

In case, there is a change in your name, fill this form and submit along-with required supporting documents to the HR department.

**Change of Name**

---

Date : 22/09/2020

\* From :

---

Employee Id : 10001

To,  
The Trustees,  
VPD SITE DEMO EMPLOYEES PROVIDENT FUND  
Aravalli Business Centre, 5th Floor, R.C. Patel Marg, Roshan nagar, next to bata showroom, Borivalli (West), Mumbai 400 092. Maharashtra, India.

To,  
The Regional Commissioner Office at Borivalli  
Borivalli-W, Mumbai

SUB. : CHANGE IN NAME IN RESPECT OF SELF  
REF. : E.P.F. No. - MH/5678/11  
GR No. -

Dear Sir,  
I request you kindly to effect the following changes:

	<b>Enter your old details here.</b>	<b>Enter new details here.</b>
* Name	<input type="text" value="OLD NAME"/>	<input type="text" value="NEW NAME"/>
* Father's / Husband's Name	<input type="text"/>	<input type="text"/>
* Surname	<input type="text"/>	<input type="text"/>
* Reason for change	<input type="text" value="Please Select"/>	
Specimen Signature	<input type="text" value="Old Signature"/>	<input type="text" value="New Signature"/>
In view of the above, I am also enclosing herewith*	<input type="text" value="Please Select"/>	

Encl: As above.

Thanking you,

Yours faithfully,  
X  
  
A/C No. MH/5678/401

\* Whether you are submitting this form along with PF Withdrawal form / form19 / form 27  Yes  No **Select the correct option.**

To save the form details partially, click on 'Save as Draft Mode'.

After filling all the details click here to save the form with Save as Final mode.

Click here to reset the form.

After click on 'Save as Final Mode', you will get the button of 'Generate Form'. Post click on the button you will get the link to download the form. You have to download and take 2 printouts of the form and then to submit to the HR after signing it.

# Non-Refundable Withdrawal Form - NRW Calculator

## Construction of House

\* Indicates mandatory fields

### Non Refundable Withdrawal Calculator

Employee No.	<input type="text"/>	Employee Name	<input type="text"/>		
Date of Leaving	<input type="text"/>				
* Purpose of Withdrawal	<input type="text" value="Construction of House"/>				
Purpose	Construction of House.				
Conditions	<p>(i) Minimum 5 years. of membership of the Fund.</p> <p>(ii) Member's own share of contribution with interest thereon standing to his credit in the Fund should be more than Rs.1000/- .</p> <p>(iii) Declaration from member that Flat under construction is free from encumbrances and same is under title of member and/or the <b>spouse</b></p>				
No of Months	<input type="text" value="36"/>	* RE Wages	<input type="text" value="Enter details."/>	Percentage (%)	<input type="text" value="100"/>
Member's contribution	<input type="text"/>	Company's contribution	<input type="text"/>	Total contribution	<input type="text"/>
<u>No. of months X Wages</u>	<input type="text"/>	* <u>Cost of construction (As per competent architect certificate)</u>	<input type="text" value="Enter details."/>		

CALCULATE

RESET

Click here to reset the calculator.

Non Refundable Withdrawal - Eligible Amount (least of above 3)

After filing all details click here to calculate the eligible amount

[To fill the Form Click here](#)

Your eligible amount for Non refundable withdrawal will display here.

# Purchase of site for construction of House

## LOAN CALCULATOR

\* Indicates mandatory fields

### Non Refundable Withdrawal Calculator

Employee No.	<input type="text"/>	Employee Name	<input type="text"/>		
Date of Leaving	<input type="text"/>				
* Purpose of Withdrawal	<input type="text" value="Purchase of Site for construction of House"/>				
Purpose	Purchase of Site for construction of House				
Conditions	(i) Minimum 5 years. of membership of the Fund. (ii) Member's own share of contribution with interest thereon standing to his credit in the Fund should be more than Rs.1000/-				
No of Months	<input type="text" value="24"/>	* PF Wages	<input type="text" value="Enter details."/>	Percentage (%)	<input type="text" value="100"/>
Member's contribution	<input type="text"/>	Company's contribution	<input type="text"/>	<b>Total contribution</b>	<input type="text"/>
<b>No. of months X Wages</b>	<input type="text"/>	* <b>Agreement value</b>	<input type="text" value="Enter details."/>	<input type="text"/>	
* <b>Balance amount to be paid as per agreement</b>	<input type="text" value="Enter details."/>				
		<b>CALCULATE</b>	<b>RESET</b>		
<b>Non Refundable Withdrawal - Eligible Amount (least of above 4)</b>		<input type="text"/>			

Select the 'Purpose of Withdrawal' from the list.

Click here to reset the calculator.

After filling all details click here to calculate the eligible amount

Your eligible amount for Non refundable withdrawal will display here.

# Further Addition, alterations or improvements to the dwelling.....

## LOAN CALCULATOR

\* Indicates mandatory fields

### Non Refundable Withdrawal Calculator

Employee No.	<input type="text"/>	Employee Name	<input type="text"/>	
Date of Leaving	<input type="text"/>			
* Purpose of Withdrawal	<input type="text" value="Further Additions, alterations or improvements to the dwelling house owned by the member or by the spouse or jointly by"/>			
Purpose	Further Additions, alterations or improvements to the dwelling house owned by the member or by the spouse or jointly by the member and the spouse.			
Conditions	<input checked="" type="radio"/> After 10 years of first withdrawal for alterations/modification			
* Date of first withdrawal for alterations/modifications	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No of Months	<input type="text" value="12"/>	* PF Wages	<input type="text" value="Enter details."/>	Percentage (%) <input type="text" value="100"/>
<b>Member's contribution</b>	<input type="text"/>			
<b>No. of months X Wages</b>	<input type="text"/>	* Cost of additions, alterations or improvements to the dwelling house (As per competent architect certificate)	<input type="text" value="Enter details."/>	<input type="text"/>
		<input type="button" value="CALCULATE"/>	<input type="button" value="RESET"/>	
<b>Non Refundable Withdrawal - Eligible Amount (least of above 3)</b>		<input type="text"/>		

After filing all details click here to calculate the eligible amount

[To fill the Form Click here](#)

Click here to reset the calculator.

Your eligible amount for Non refundable withdrawal will display here.

# Repayment of loan raised for construction or purchase of a house

## Non Refundable Withdrawal Calculator

Employee No.	<input type="text"/>	Employee Name	<input type="text"/>
Date of Leaving	<input type="text"/>		
* Purpose of Withdrawal	<input type="text" value="Repayment of loan raised for construction or purchase of a house."/>		
Purpose	Repayment of loan raised for construction or purchase of a house.		
Conditions	<p>(i) Minimum 10 years. Membership of the fund, (ii) Member's own share of contribution with interest thereon standing to his credit in the Fund should be more than Rs.1000/-br /&gt; (iii) Member should have taken loan from a State Government., registered Co-operative society, State Housing Board, Nationalized Banks, Public financial institutions. (iv) The loan should be obtained in the name of the member or spouse of the member or jointly by the member and <b>spouse</b>.</p>		
No of Months	<input type="text" value="36"/>	* PF Wages	<input type="text" value="Enter details."/>
		Percentage (%)	<input type="text" value="100"/>
Member's contribution	<input type="text"/>	Company's contribution	<input type="text"/>
		<b>Total contribution</b>	<input type="text"/>
<b>No. of months X Wages</b>	<input type="text"/>	* <b>Outstanding amount to be paid as per certificate issued by Financial Institution</b>	<input type="text" value="Enter details."/>
		<b>CALCULATE</b>	<b>RESET</b>
<b>Non Refundable Withdrawal - Eligible Amount (least of above 3)</b>	<input type="text"/>		

Select the 'Purpose of Withdrawal' from the list.

Enter details.

Click here to reset the calculator.

After filing all details click here to calculate the eligible amount

[To fill the Form Click here](#)

Your eligible amount for Non refundable withdrawal will display here.

# Illness of employee or member of his family

## LOAN CALCULATOR

\* Indicates mandatory fields

### Non Refundable Withdrawal Calculator

Employee No.	<input type="text"/>	Employee Name	<input type="text"/>
Date of Leaving	<input type="text"/>		
* Purpose of Withdrawal	<input type="text" value="Illness of employee or member of his family."/>		
Purpose	Illness of employee or member of his family.		
Conditions	<p>(i) Stay in hospital at least for a month or (ii) major surgical operation in a hospital or (iii) suffering from T.B, leprocy, paralysis, cancer, mental derangement or heart ailment with sanctioned leave by his employer. (iv) Employer certifies that the ESI Scheme facility and benefits thereunder are not actually available to the member or (v) the member produces a certificate from the ESIC to the effect that he has ceased to be eligible for cash benefits under the ESI Scheme.</p>		
No of Months	<input type="text" value="6"/>	* PF Wages	<input type="text" value="Enter details."/>
		Percentage (%)	<input type="text" value="100"/>
Member's contribution	<input type="text"/>		
No. of months X Wages	<input type="text"/>	* Estimated cost of medical expenses	<input type="text" value="Enter details."/>

**Non Refundable Withdrawal - Eligible Amount (least of above 3)**

To fill the Form Click here

After filling all details click here to calculate the eligible amount

Click here to reset the calculator.

Your eligible amount for Non refundable withdrawal will display here.

His/her own marriage, the marriage of his/her daughter, son, sister or brother

## LOAN CALCULATOR

\* Indicates mandatory fields

### Non Refundable Withdrawal Calculator

Employee No.  Employee Name

Date of Leaving

\* Purpose of Withdrawal

Purpose His/her own marriage, the marriage of his/her daughter, son, sister or brother.

Conditions  
(i) 7 years. membership of the fund  
(ii) his own share of contribution with interest thereon standing to his credit in the Fund should be more than Rs.1000/-  
(iii) Maximum 3 advances are admissible to a member for marriage & post-matriculation education.  
(iv) Application should be made before marriage.

No of Months  \* PF Wages  Percentage (%)

Member's contribution   
50% of it amount will be consider for eligibility criteria

No. of months X Wages  \* Estimated cost of marriage

CALCULATE

RESET

Non Refundable Withdrawal - Eligible Amount (least of above 3)

[To fill the Form Click here](#)

After filling all details click here to calculate the eligible amount

Your eligible amount for Non refundable withdrawal will display here.

Select the 'Purpose of Withdrawal' from the list.

Enter details.

Click here to reset the calculator.

# Children's post-matriculation education

## LOAN CALCULATOR

\* Indicates mandatory fields

### Non Refundable Withdrawal Calculator

Employee No.	<input type="text"/>	Employee Name	<input type="text"/>		
Date of Leaving	<input type="text"/>				
* Purpose of Withdrawal	<input type="text" value="Children's post-matriculation education."/>				
Purpose	Children's post-matriculation education.				
Conditions	<p>(i) 7 years. membership of the fund</p> <p>(ii) his own share of contribution with interest thereon standing to his credit in the Fund should be more than Rs.1000/-</p> <p>(iii) Maximum 3 advances are admissible to a member for marriage &amp; post-matriculation education.</p>				
No of Months	<input type="text" value="N.A."/>	* PF Wages	<input type="text" value="N.A."/>	Percentage (%)	<input type="text" value="50"/>
<u>Member's contribution</u>	<input type="text"/>	<small>50% of Bill amount will be consider for eligibility criteria</small>			
<u>No. of months X Wages</u>	<input type="text" value="N.A."/>	* <u>Estimated cost of course</u>	<input type="text" value="Enter details."/>		
		<input type="button" value="CALCULATE"/>	<input type="button" value="RESET"/>		
<b>Non Refundable Withdrawal - Eligible Amount (least of above 3)</b>		<input type="text"/>			

Select the 'Purpose of Withdrawal' from the list.

Click here to reset the calculator.

After filling all details click here to calculate the eligible amount

[To fill the Form Click here](#)

Your eligible amount for Non refundable withdrawal will display here.

# LIC Premium on life of the employee

## LOAN CALCULATOR

\* Indicates mandatory fields

### Non Refundable Withdrawal Calculator

Employee No.

Employee Name

Date of Leaving

\* Purpose of Withdrawal

Purpose

LIC premium on life of the employee.

Select the 'Purpose of Withdrawal' from the list.

Conditions

- (i) Premium is payable yearly.
- (ii) Members own contribution plus interest should be sufficient to pay the premium and
- (iii) The policy is legally assignable to the trustees.
- (iv) No educational endowment policy or marriage endowment policy is due for payment.

Member's contribution

\* Premium Amount

CALCULATE

RESET

Click here to reset the calculator.

Non Refundable Withdrawal - Eligible Amount

After filling all details click here to calculate the eligible amount

[To fill the Form Click here](#)

Your eligible amount for Non refundable withdrawal will display here.

# Expenses of the damage caused to the movable or immovable property due to flood, cyclone, earthquake or.....

## LOAN CALCULATOR

\* Indicates mandatory fields

### Non Refundable Withdrawal Calculator

Employee No.	<input type="text"/>	Employee Name	<input type="text"/>	
Date of Leaving	<input type="text"/>			
* Purpose of Withdrawal	<input type="text" value="Expenses of the damage caused to the movable or immovable property due to flood, cyclone, earthquake or othe"/>			
Purpose	Expenses of the damage caused to the movable or immovable property due to flood, cyclone, earthquake or other convulsion of nature.			
Conditions	(i) The state government declaration. (ii) Application should be made within 4 months from the date of declaration by state government.			
No of Months	<input type="text" value="N.A."/>	* PF Wages	<input type="text" value="N.A."/>	Percentage (%) <input type="text" value="50"/>
<b>Member's contribution</b>	<input type="text"/>	<small>(50% of this amount will be consider for eligibility criteria)</small>		
* Amount	<input type="text" value="Enter details."/>			

**CALCULATE**   **RESET**

**Non Refundable Withdrawal - Eligible Amount (least of above 2)**

After filling all details click here to calculate the eligible amount

Your eligible amount for Non refudable withdrawal will display here.

Click here to reset the calculator.

Select the 'Purpose of Withdrawal' from the list.

# If establishment is locked or closed down for more than 15 days

## LOAN CALCULATOR

\* Indicates mandatory fields

### Non Refundable Withdrawal Calculator

Employee No.

Employee Name

Date of Leaving

\* Purpose of Withdrawal

Purpose

If establishment is locked or closed down for more than 15 days.

Conditions

(i) An employee is unemployed without any compensation for not receiving wages for continuous period of more than 2 months due to reason other than strike.

Member's contribution

CALCULATE

RESET

Non Refundable Withdrawal - Eligible Amount

[To fill the Form Click here](#)

After filling all details click here to calculate the eligible amount

Your eligible amount for Non refundable withdrawal will display here.

Select the 'Purpose of Withdrawal' from the list.

Click here to reset the calculator.

If the employee is unemployed for a period of not less than one month

## LOAN CALCULATOR

\* Indicates mandatory fields

### Non Refundable Withdrawal Calculator

Employee No.	<input type="text"/>	Employee Name	<input type="text"/>		
Date of Leaving	<input type="text"/>				
* Purpose of Withdrawal	<input type="text" value="If the employee is unemployed for a period of not less than one month."/>				▼
Purpose	If the employee is unemployed for a period of not less than one month.				
Conditions	(i) Application require within one month from date of leaving				
No of Months	<input type="text" value="N.A."/>	* PF Wages	<input type="text" value="N.A."/>	Percentage (%)	<input type="text" value="75"/>
Member's contribution	<input type="text"/>	Company's contribution	<input type="text"/>		
	<small>(75% of this amount will be consider for eligibility criteria)</small>		<small>(75% of this amount will be consider for eligibility criteria)</small>		
		<input type="button" value="CALCULATE"/>	<input type="button" value="RESET"/>		

Select the 'Purpose of Withdrawal' from the list.

Click here to reset the calculator.

After filing all details click here to calculate the eligible amount

[To fill the Form Click here](#)

Your eligible amount for Non refundable withdrawal will display here.

Non Refundable Withdrawal - Eligible Amount

# Entry Form

## NRW FORM

All \*(asterick) mark fields are mandatory.

### APPLICATION FORM TOWARDS WITHDRAWAL

Date of Application

Eligible Amount \*

1. Name of the Employee :

Enter address for communication

2. \* Address for Communication :

Enter mobile no.

3. Date of Joining

4. Date of PF Membership :

Enter Email ID to get OTP for e-sign the application

5. \* Mobile/Phone No :

6. \* Email :

(Require for receiving OTP and Mail alerts.)

7. Location/Unit :

8. Employee No. :

9. UID No.(Aadhar Card) :

10. UAN :

11. \* Last Salary Drawn (Basic + DA) :

12. PAN :

13. \* Mode of Payment

Cheque  RTGS/NEFT

Enter details.

Name of Bank

Center(Location)

Bank Branch & Address

Bank A/C No.

Confirm Bank A/c No.

IFS Code

MICR Code

# Purchase of Site for Construction of House- Example 1

- Employee has to upload the file in pdf only and the file size should not exceed more than 1 MB

- Only .pdf format can be uploaded.

12. * Purpose of Withdrawal	* Documents Submitted (please select)
<input checked="" type="radio"/> Purchase of Site for construction of House.	<input type="checkbox"/> Registered Agreement <input type="checkbox"/> Certificate from Hsg Soc./Builder <input type="checkbox"/> Allotment Order (if through Agency) <input type="checkbox"/> Title Deed <input type="checkbox"/> Any Other Documents : <input type="text"/>
	<input type="button" value="Choose File"/> No file chosen <a href="#">View</a>   <a href="#">Delete</a> <input type="button" value="Choose File"/> No file chosen <a href="#">View</a>   <a href="#">Delete</a> <input type="button" value="Choose File"/> No file chosen <a href="#">View</a>   <a href="#">Delete</a> <input type="button" value="Choose File"/> No file chosen <a href="#">View</a>   <a href="#">Delete</a> <input type="button" value="Choose File"/> No file chosen <a href="#">View</a>   <a href="#">Delete</a>

Note: Documents may vary from state to state.

Information updated in the form is true to the best of my knowledge.

\* E-Signature

**Annotations:**

- Select the documents to be submitted.
- Upload the document from here.
- Tick on here.
- To save the form details partially, click on 'Save as Draft Mode'.
- After filling all details click here to save the form with save as final mode.
- The validity of E-Sign Code is 10 minutes.
- Your Form will not be processed unless the E-Sign is verified.
- Click on 'Generate Code' to receive OTP and verify by click on 'VERIFY ESIGN' after entering code.

## Construction of House- Example 2

- Only .pdf format can be uploaded.

### 12.\* Purpose of Withdrawal

### \* Documents Submitted (please select)

Construction of House.



Copy of Plan approved by the Collectors office or Municipal Corporation or the Local Body as the case may be

Choose File No file chosen

Select file

View | Delete



Architect/Contractor letter stating the approximate cost

Choose File No file chosen

Select file

View | Delete



Title Deed

Choose File No file chosen

Select file

View | Delete



Registered Agreement

Choose File No file chosen

View | Delete



Any Other Documents :

ADDITIONAL DOCUMENT

Enter description for other document

Note: Documents may vary from state to state.

Choose File No file chosen

Select file

View | Delete

Information up dated in the form is true to the best of my knowledge.

Tick here.

SAVE AS DRAFT MODE

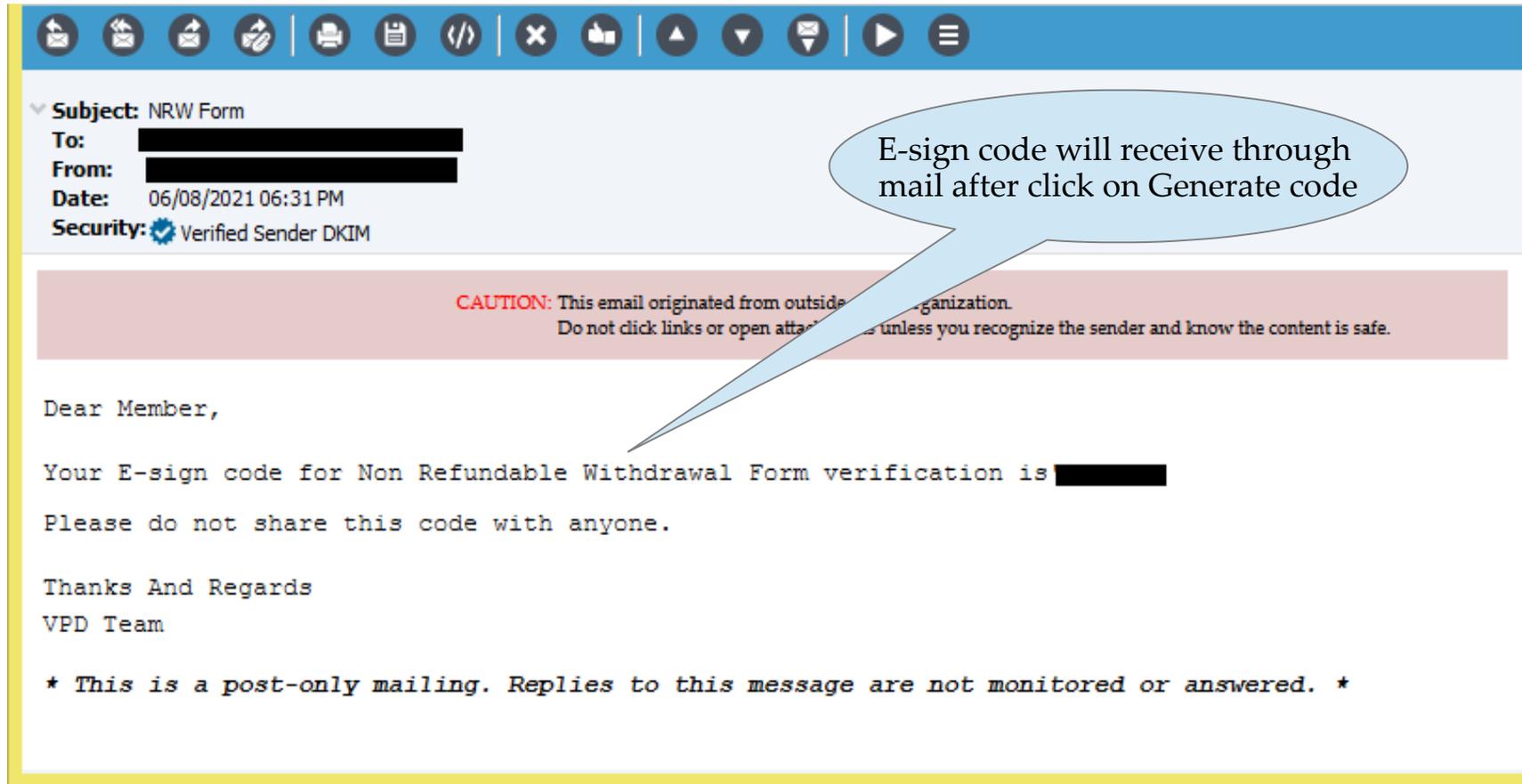
SAVE AS FINAL MODE

To save the form details partially, click on 'Save as Draft Mode'.

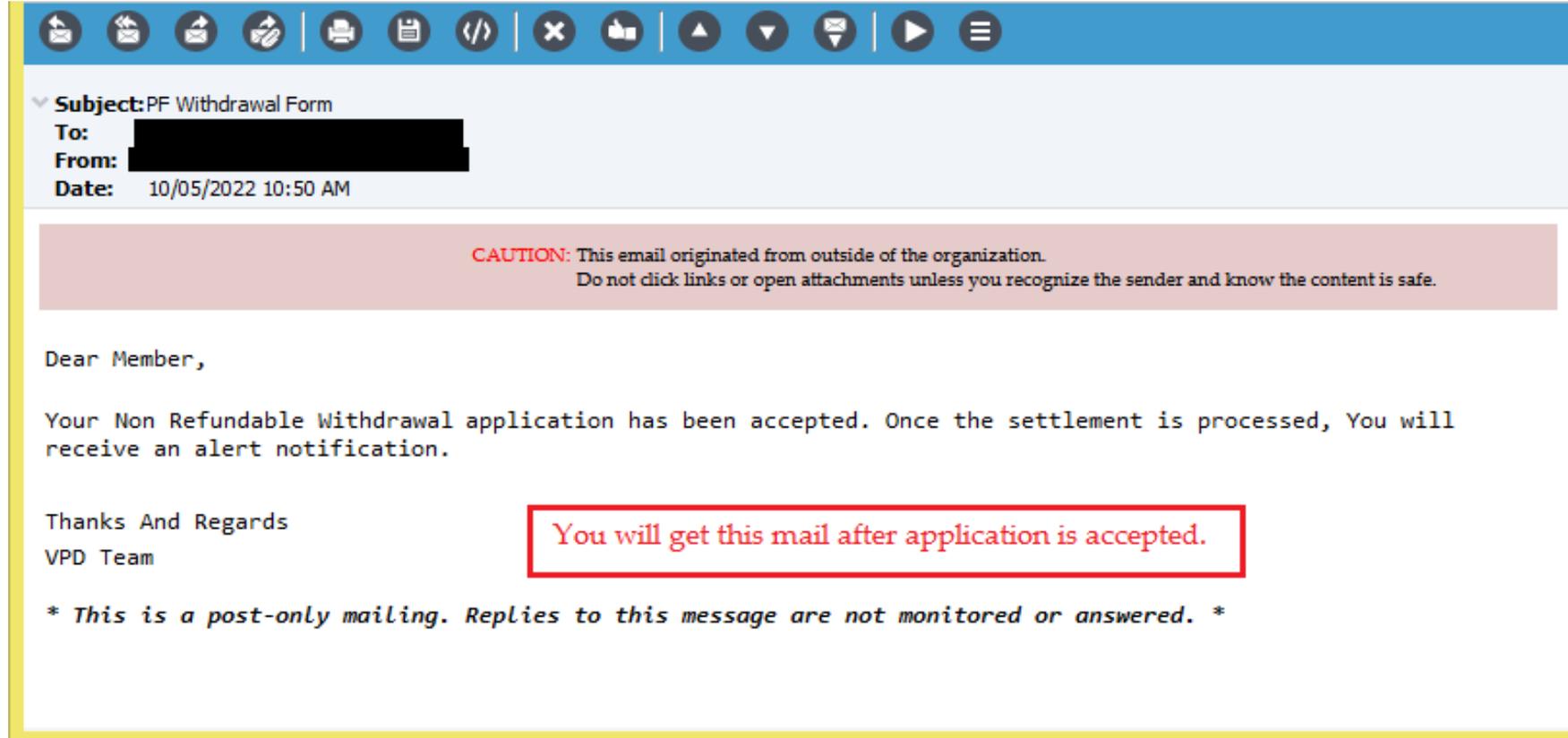
Uploaded documents can be viewed or deleted from here

After filling all details click here to save the form with save as final mode.

# E-sign Code mail alert



# Application Accept mail alert



## Alert message post successful E-sign process.

- E-sign is done successfully.
- Form is forwarded for processing.

OK

# Form Wise Status

Under this utility you can view the claim status of your Forms.

The screenshot shows a web application interface with a dark blue sidebar on the left and a main content area on the right. The sidebar contains the following items: a home icon labeled 'Home', a document icon labeled 'Forms' with a dropdown arrow, a red-bordered box around the 'Form Wise Status' item, and a power icon labeled 'LogOut'. The main content area features two rows of form controls. The first row is labeled 'Form :' and contains a dropdown menu with the text '-- Select Form --'. A red arrow points from a red-bordered box containing the text 'You can select Form here' to this dropdown. The second row is labeled 'Action :' and contains a dropdown menu with the text '-- Select Action --', followed by two blue buttons labeled 'VIEW' and 'REFRESH'. A red arrow points from a red-bordered box containing the text 'You can check claim status after select Action & click on View' to the 'VIEW' button.

Employee can download the enclosures through their login.

Form :  Select form

Action :  VIEW REFRESH

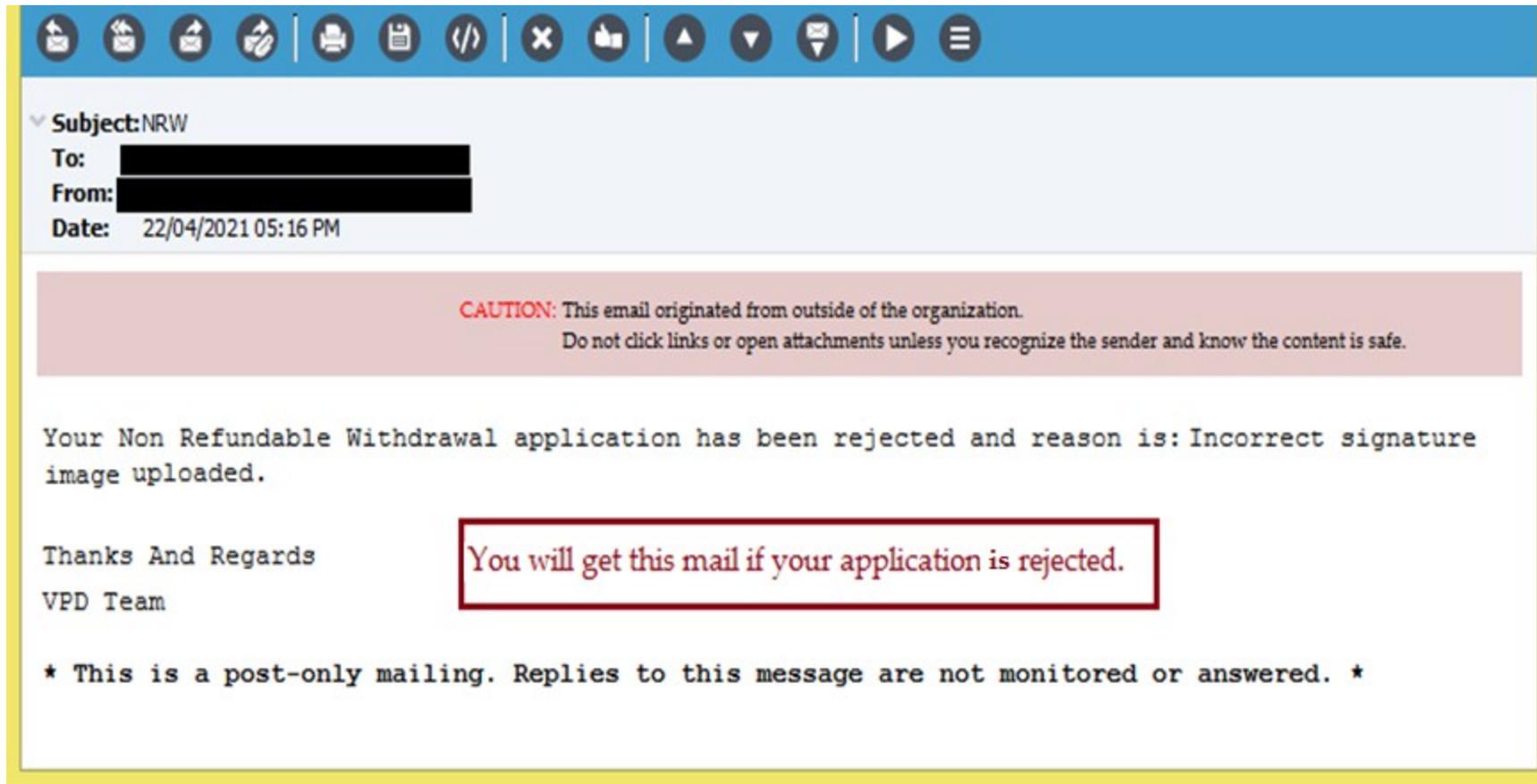
**Download Enclosures** Select option Click here to view the data.

10 Result EXCEL CSV Search:

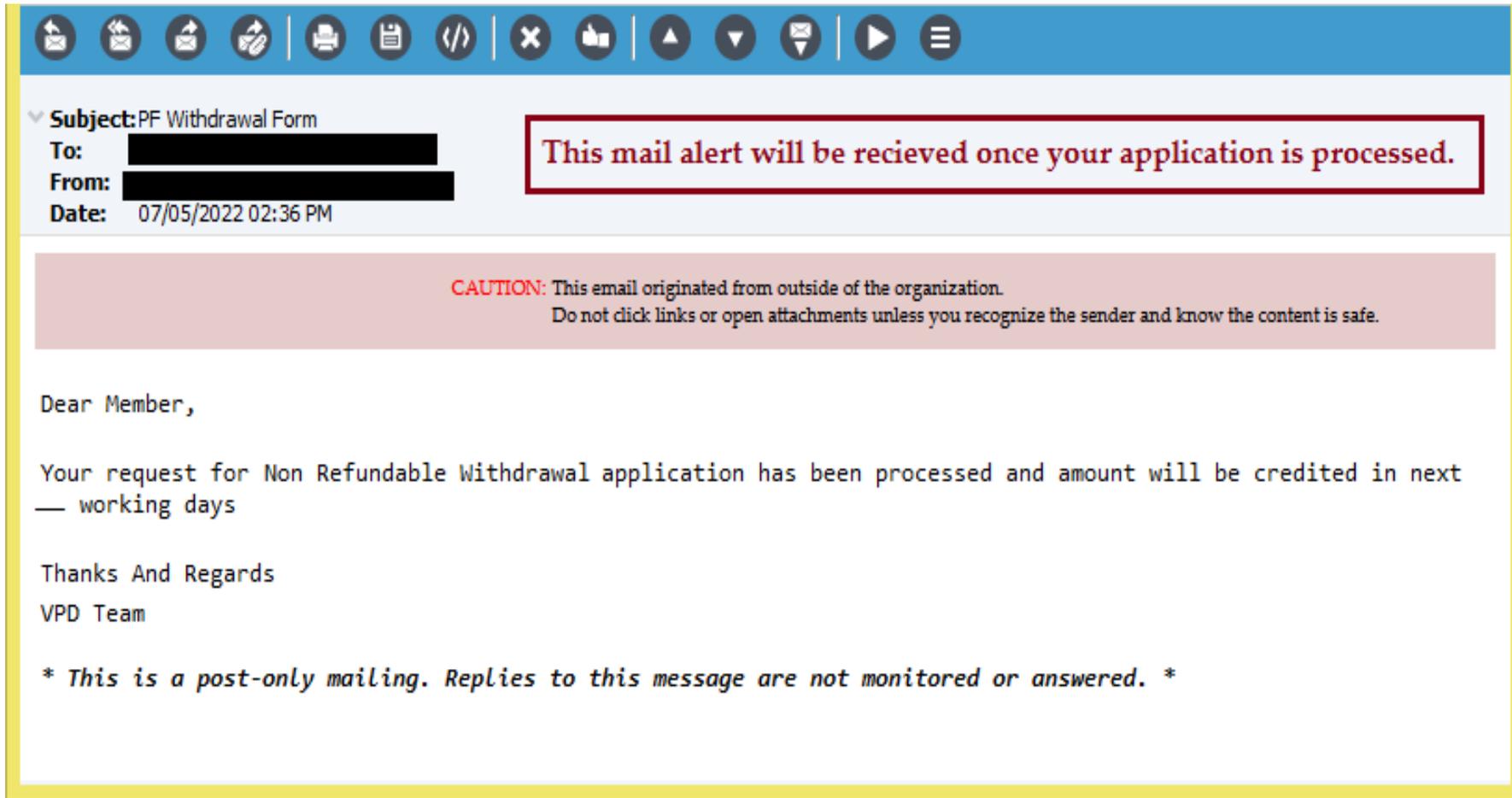
Employee No	Employee Name	Documents
[REDACTED]	[REDACTED]	[REDACTED] <a href="#">View</a>
[REDACTED]	[REDACTED]	[REDACTED] <a href="#">View</a>
[REDACTED]	[REDACTED]	[REDACTED] <a href="#">View</a>

You can view and download the enclosures uploaded on the portal at the time of filling the form.

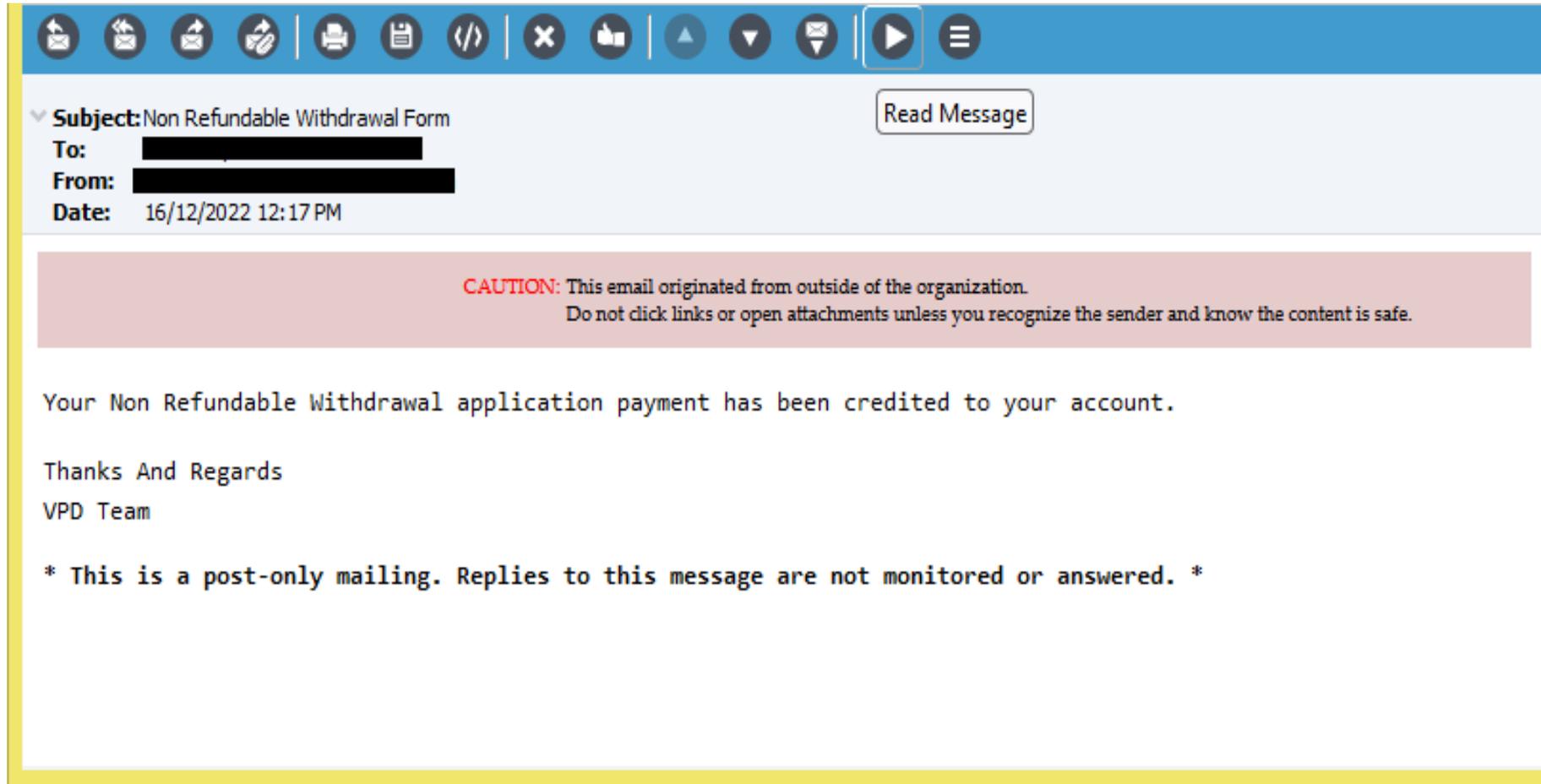
# Application Reject Mail Alert with Rejection Reason



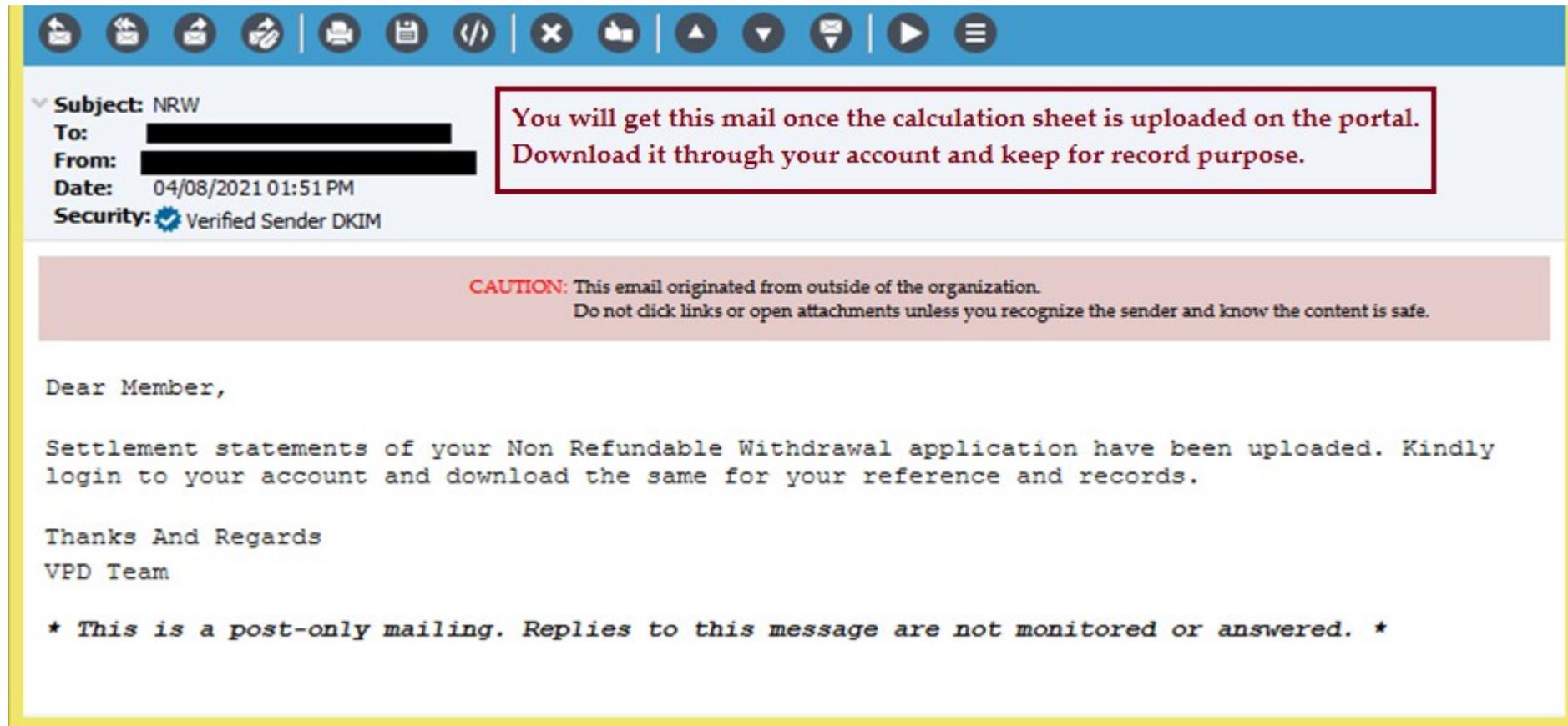
# Payment Processed Alert Mail



# Payment Credited Alert Mail



# Calculation sheet upload mail alert



The screenshot shows an email client interface with a blue header bar containing various icons. The email header includes the following information:

- Subject:** NRW
- To:** [Redacted]
- From:** [Redacted]
- Date:** 04/08/2021 01:51 PM
- Security:** Verified Sender DKIM

A red-bordered box highlights the following text:

You will get this mail once the calculation sheet is uploaded on the portal.  
Download it through your account and keep for record purpose.

A red warning banner states:

**CAUTION:** This email originated from outside of the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.

The main body of the email contains the following text:

Dear Member,

Settlement statements of your Non Refundable Withdrawal application have been uploaded. Kindly login to your account and download the same for your reference and records.

Thanks And Regards  
VPD Team

*\* This is a post-only mailing. Replies to this message are not monitored or answered. \**

# Application Status

Employee can view the status of his Application, whether accepted, rejected, payment made or the calculation sheet is upload.

**Form :**  Select Form

**Action :**  VIEW REFRESH

**Tracker Details**

Show entries Search:

Employee No	Employee Name	Application Status	Payment Date	Calculation Sheet	OverAll Status
██████████	██████████	ACCEPTED 04-August-2020	06-August-2020	UPLOADED	OPEN

Application status will display here.

Select option from here.

Click here to view the data.

Employee can view the application rejected status along with rejected reason. Post rejection the application get converted into the editable format for correction. Rest of the process is same to process the application

**Form :** Non Refundable Withdrawal

**Action :** Application/Claim Status

**Tracker Details** Select option from here. Click here to view the data.

10 Result Search:

Employee No	Employee Name	Application Status	Payment Date	Calculation Sheet	OverAll Status
██████	██████ ██████████	██████████ ██████████ ████████████████████ ██████████		NOT UPLOADED	OPEN

Showing 1 to 1 of 1 entries Application status will display here. < Prev **1** Next >

# Download Calculation Sheet

**Form :**  Select Form

**Action :**  VIEW REFRESH

**Download Calculation Sheet** Select option from here. Click here to view the data.

10  Search:

Employee No	Employee Name	Calculation Sheet	Download
██████████	██████████	<a href="#">View</a>	<span>DOWNLOAD</span>

Showing 1 to 1 of 1 entries

PREVIOUS 1 NEXT

View calculation sheet from here.

Download calculation sheet from here.

# Calculation sheet

VPD CONSULTANTS PVT LTD EMPLOYEES PROVIDENT FUND		
CALCULATION SHEET FOR NON-REFUNDABLE LOAN		
<b>A DETAILS OF THE EMPLOYEE</b>		
1 NAME OF THE EMPLOYEE	[REDACTED]	
2 PF A/C NO.	[REDACTED]	
3 DATE OF JOINING	[REDACTED]	
4 DATE OF MEMBERSHIP	[REDACTED]	
5 DATE OF LEAVING	[REDACTED]	
6 DATE OF LOAN SANCTIONED	[REDACTED]	
7 TOTAL P.F MEMBERSHIP	7.1 years	
<b>B PURPOSE OF LOAN</b>		
Construction of house		
<b>C CONDITIONS FOR SANCTIONS</b>		
1] 5 yrs. from the date of completion of dwelling house		
<b>D ENTITLEMENT</b>		
1] 36 MONTHS BASIC (36 X 20000.00)	[REDACTED]	
2] TOTAL PF ACCUMULATION (Own Cont.:1695331.00, Vol Cont.:0.00, Co's.Cont.:1607005.00)	[REDACTED]	
3] COST OF THE SITE	[REDACTED]	
4] AMOUNT APPLIED FOR	[REDACTED]	
5] AMOUNT AVAILABLE FOR DISBURSED (Own Cont.:1695331.00, Vol Cont.:0.00, Co's.Cont.:1607005.00)	[REDACTED]	
<b>E DOCUMENTS REQUIRED</b>		
1] Original Allotment Order (in case the purchase is through Agency)		
2] Original Title-Deed(if purchase is from individual)		
for VPD CONSULTANTS PVT LTD EMPLOYEES PROVIDENT FUND		
TRUSTEES		

Downloaded or Viewed Calculation sheet will look like this.

# PF Withdrawal Form

Active employee cannot fill the form. He will get an alert post click on the Form.

## EMPLOYEE DETAILS

Employee Details

Provident Fund Details

Superannuation Fund Details

Bank Details

Grauity Fund Details

Employee Number:

[REDACTED]

Name:

[REDACTED]

Father/Husband Name:

-

Gender:

Male

Permanent Address:

[REDACTED]

Mobile No.:

-

Nationality:

-

Date of Birth:

[REDACTED]

Date of Joining:

15/05/2003

Email Id:

-

UID(Aadhar Card No):

[REDACTED]

Date of Leaving:

-

Date of Settlement:

-

PAN:

[REDACTED]

vpdnew.vpdconsultants.com says

You have not left the organisation / Your date of leaving is not updated and so you are not entitled to fill the form.

OK

This alert will display if the Date of Leaving is not updated.



Emp. ID

[Redacted Name and Address]

**FORM FOR WITHDRAWAL OF PROVIDENT FUND ACCUMULATIONS ON SEPARATION**

Reason for leaving Service

Resigned

Date of leaving service (in DD/MMM/YYYY format)

01-Jul-2020

Are You employed in any factory/establishment where Employee's Provident Fund & Miscellaneous Provisions Act 1952 is applicable?  Yes  No

It is advisable to transfer your PF accumulation to present employer by virtue of which you will be getting the benefits of continuity of membership, which are as under:

- a) You can withdraw your PF accumulation for various reasons such as Housing, Marriage, Education etc. wherein the criteria for withdrawal is membership to PF.
- b) Tax free interest
- c) Better pension benefits due to continuity of membership under EPS 1995.

Want to Withdraw

Want to Transfer

Read all instructions and select appropriate option from here.

Emp. ID

Kindly fill-up the Transfer-in Form-13 at your present employer to transfer your PF accumulation to your current PF account.

OK

Reason for leaving Service

Resigned

Date of leaving service (in DD/MM/YYYY format)

01-Jul-2020

Are You employed in any factory/establishment where Employee's Provident Fund & Miscellaneous Provisions Act 1952 is applicable?  Yes  No

It is advisable to transfer your PF accumulation to present employer by virtue of which you will be getting the benefits of continuity of membership, which are as under:

- a) You can withdraw your PF accumulation for various reasons such as Housing, Marriage, Education etc. wherein the criteria for withdrawal is membership to PF.
- b) Tax free interest
- c) Better pension benefits due to continuity of membership under EPS 1995.

Want to Withdraw

Want to Transfer

Alert will display as per selection of below option.

You have not completed 60 days waiting period from date of leaving. Please fill up the form after 60 days.

Emp. ID

OK

### FORM FOR WITHDRAWAL OF PROVIDENT FUND ACCUMULATIONS ON SEPARATION

Since employee has to fill the form after 60 days from date of leaving. If the days are not crossed the above alert will get displayed

Reason for leaving Service

Resigned

Date of leaving service (in DD/MMM/YYYY format)

01-Jul-2020

## EMPLOYEE DETAILS

Employee Details

Provident Fund Details

Superannuation Fund Details

Bank Details

Grauity Fund Details

UAN:

-

PF Number:

[REDACTED]

PF Joining Date:

02/03/2017

EPS Number:

[REDACTED]

EPS Joining Date:

[REDACTED]

Previous EPS Number:

[REDACTED]

Emp. ID

[REDACTED]

As your PF membership is below 5 years, submit Form 16 for 4 years prior to leaving date for TDS calculation. Note: If correct Form 16 are not provided along-with Application then TDS will be deducted at the highest marginal tax rate as prevalent under applicable laws.

OK

The alert will be displayed to upload the Form 16 for the years if the PF membership period is less than 5 years.

Reason for leaving Service

Resignation upon marriage

Date of leaving service (in DD/MM/YYYY format)

01-Jul-2020

Are You employed in any factory/establishment where Employee's Provident Fund & Miscellaneous Provisions Act 1952 is applicable?

Yes

No

Submit Form 16 for last 4 years prior to leaving date for TDS calculation.If the employee does not provide form 16 then the TDS will be deducted at the highest marginal tax rate prevalent under applicable laws.

OK

The alert will be displayed to upload the Form 16 for the years if the PF membership period is less than 5 years.

# Entry Page

Emp. ID

## FORM FOR WITHDRAWAL OF PROVIDENT FUND ACCUMULATIONS ON SEPARATION

1. Name of the member

For any discrepancy in Member name and Father/Husband Name then click on [Change of Name](#)

Gender:

2.\* Father's Name

*Insert Father Name*

**Check the updated details and fill the blank details to complete the form**

3. Date of Joining

4. Date of Membership

If any change in your Name & Father/Husband Name then click on the link to fill the form

5. P.F. Account No.

6. UAN

7. UID No.(Aadhar Card)

8. PAN

9. Date of Leaving

10. Reason for Leaving  
RESIGNATION UPON MARRIAGE

11. Full Postal Address

Residence Address   
(character limit upto 100 characters)

Enter address

Enter mandatory details.

Enter mobile no.

Phone No.  STD  PHONE NO

\* Mobile No.

Email ID.   
(Require for receiving OTP and Mail alerts.) Enter Email ID.

Enter Email ID to get OTP for e-sign the application

12. Mode of Remittance\*

Cheque RTGS/NEFT Direct Credit EFT

Select mode of payment from here.

Select appropriate radio button

12. Mode of Remittance\*

Cheque RTGS/NEFT Direct Credit EFT

Enter mandatory details.

(i) Name of the Bank

Enter Bank Name

(ii) Branch Name

Enter Branch Name

(iii) Full address of the branch

Enter Branch Address  
(character limit upto 60 characters)

(iv) Bank A/c No.

Enter Bank A/c No

Confirm Bank A/c No.

(v) IFS Code

(vi) MICR Code

Enter MICR Code

Read all the notes carefully.

Notes :

- Submit the PF Withdrawal Form along with Change of Name Form(if any) to the HR Department.
- Please select the relevant enclosures before Processing the Form.
- In the absence of relevant Enclosures,there is chance that your form may be rejected or there may be delay in processing of the form.
- In the absence of Form 16 then the TDS will be deducted at the highest marginal tax prevalent under applicable laws.
- As your PF membership is below 5 years, submit Form 16 for 4 years prior to leaving date for TDS calculation. Note: If correct Form 16 are not provided along-with Application then TDS will be deducted at the highest marginal tax rate as prevalent under applicable laws.

# Enclosures if form filling due to Resignation upon Marriage and PF membership less than 5 years

**Enclosures:**

- Only .pdf format can be uploaded. File size should not be greater than 1 MB for each enclosure.

<input type="checkbox"/> Letter regarding change of name	<input type="button" value="Choose File"/> No file chosen	<a href="#">View</a>
<input type="checkbox"/> PAN COPY	<input type="button" value="Choose File"/> PAN.pdf <small>Select file for pan copy</small>	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/> Form 16 - Year 1 <input type="text" value="2016-2017"/>	<input type="button" value="Choose File"/> Form 16_16-17.pdf <small>Select file for Form 16 - Year 1</small>	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/> Form 16 - Year 2 <input type="text" value="2015-2016"/>	<input type="button" value="Choose File"/> Form 16_15-16.pdf <small>Select file for Form 16 - Year 2</small>	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/> Form 16 - Year 3 <input type="text" value="2014-2015"/>	<input type="button" value="Choose File"/> Form 16_14-15.pdf <small>Select file for Form 16 - Year 3</small>	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/> Form 16 - Year 4 <input type="text" value="2013-2014"/>	<input type="button" value="Choose File"/> Form 16_13-14.pdf <small>Select file for Form 16 - Year 4</small>	<a href="#">View</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/> Marriage Invitation card	<input type="button" value="Choose File"/> Marriage Certificate.pdf <small>Select file for Marriage Invitation card</small>	<a href="#">View</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/> Any other document (Please specify) <input type="text" value="MEDICAL CERTIFICATE"/>	<input type="button" value="Choose File"/> Medical Certificate.pdf <small>Select file for Any other document</small>	<a href="#">View</a> <a href="#">Delete</a>

**Select documents to be uploaded.**

**Choose file & upload**

**Uploaded documents can be viewed and deleted from here**

# Enclosures if form filling due to Resignation and PF Membership more than 5 years

## Enclosures:

- Only .pdf format can be uploaded. File size should not be greater than 1 MB for each enclosure.

Any other document (Please specify)

DOCUMENT

Select this option before save the form

Choose File No file chosen

Choose file & upload.

View Delete

Uploaded documents can be viewed and deleted from here

Information updated in the form is true to the best of my knowledge.

select option for information is true

## Alert Post Save as Final Mode

Form is saved successfully. Please E-sign to process the Form.

OK

# E-sign Process

For the authentication, the user has to E-sign the application. The E-sign code is mailed to the employee through the email id updated in the application. Unless the process is completed the application is not forwarded ahead for processing.

The screenshot shows a web form for E-signing. It includes several sections: document selection (Form 16 for years 2, 3, 4, and Marriage Invitation card), a checkbox for 'Any other document', a checkbox for 'Information updated in the form is true to the best of my knowledge.', and an 'E-Signature' section with an input field and 'GENERATE CODE' and 'VERIFY-ESIGN' buttons. A 'TimeLeft: 9:56' indicator is present. A modal dialog box displays 'E-sign is sent to your email address.' with an 'OK' button. Red annotations with arrows point to the 'Enter E-Sign code here.' text, the 'GENERATE CODE' button, the 'VERIFY-ESIGN' button, and the 'E-sign Verification Process' section.

Form 16 - Year 2 2017-2018 [View](#)

Form 16 - Year 3 2016-2017 [View](#)

Form 16 - Year 4 2015-2016 [View](#)

Marriage Invitation card [View](#)

Any other document (Please specify)

Information updated in the form is true to the best of my knowledge.

\* E-Signature  [GENERATE CODE](#) [VERIFY-ESIGN](#)

**TimeLeft:** 9:56

E-sign is sent to your email address. [OK](#)

**Enter E-Sign code here.**

**Click here to generate the code.**

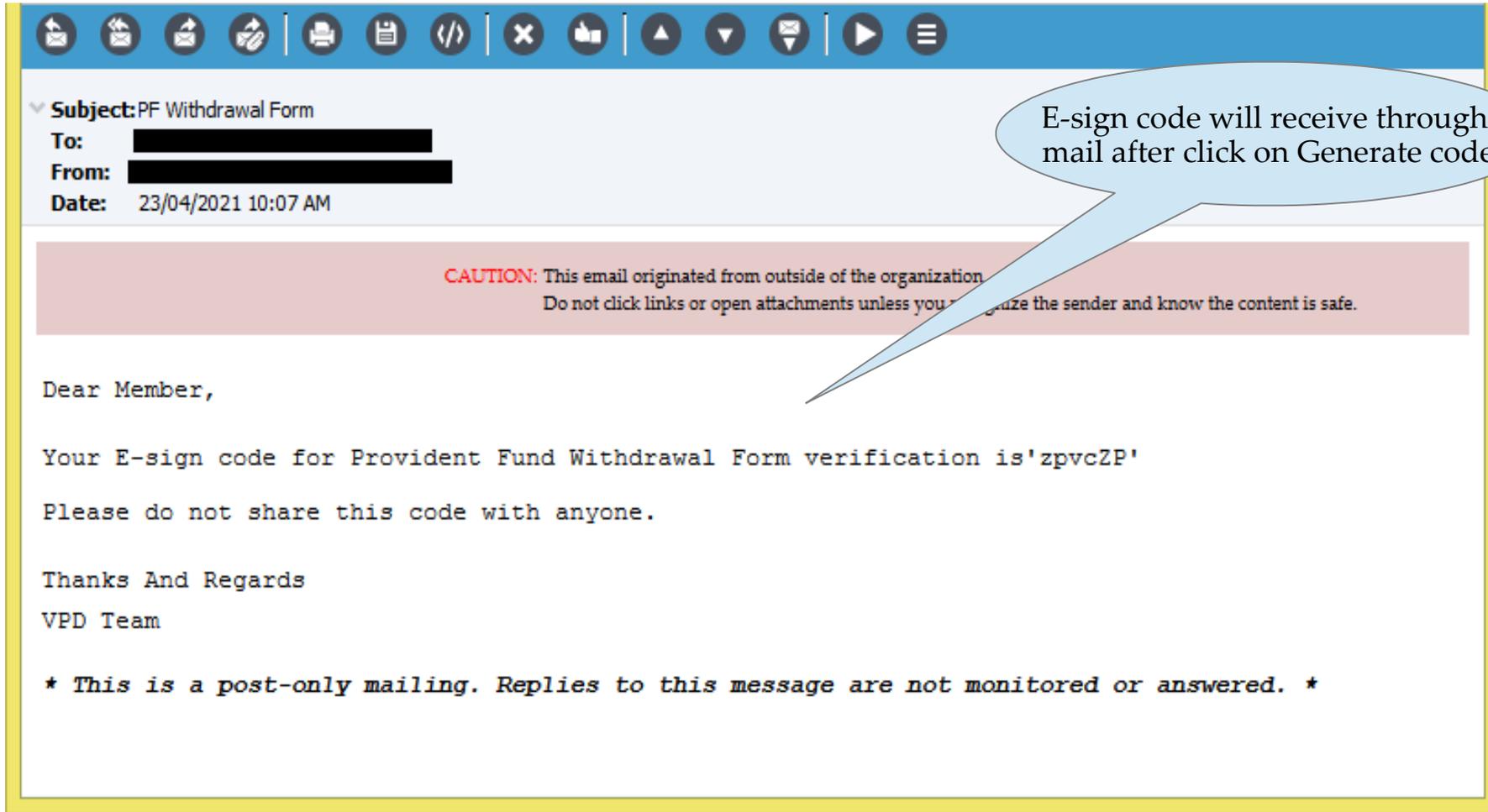
**Click to verify the E-sign code**

- The validity of E-Sign Code is 10 minutes.
- Your Form will not be processed unless the E-Sign is verified.

## E-sign Verification Process :

- Post Saving the form, user has to generate code for e-verification of the Form.
  - The code is sent to registered email id of the user.
  - User need to insert code in entry the form and click to verify.
  - Once correct code is entered, the system will mark the form as verified and the user will get a message prompt saying 'User authentication completed successfully'.
- Read E-sign verification process here.**

# E-sign Code Mail Alert



## Alert message post successful E-sign process.

- E-sign is done successfully.
- Form is forwarded for processing.

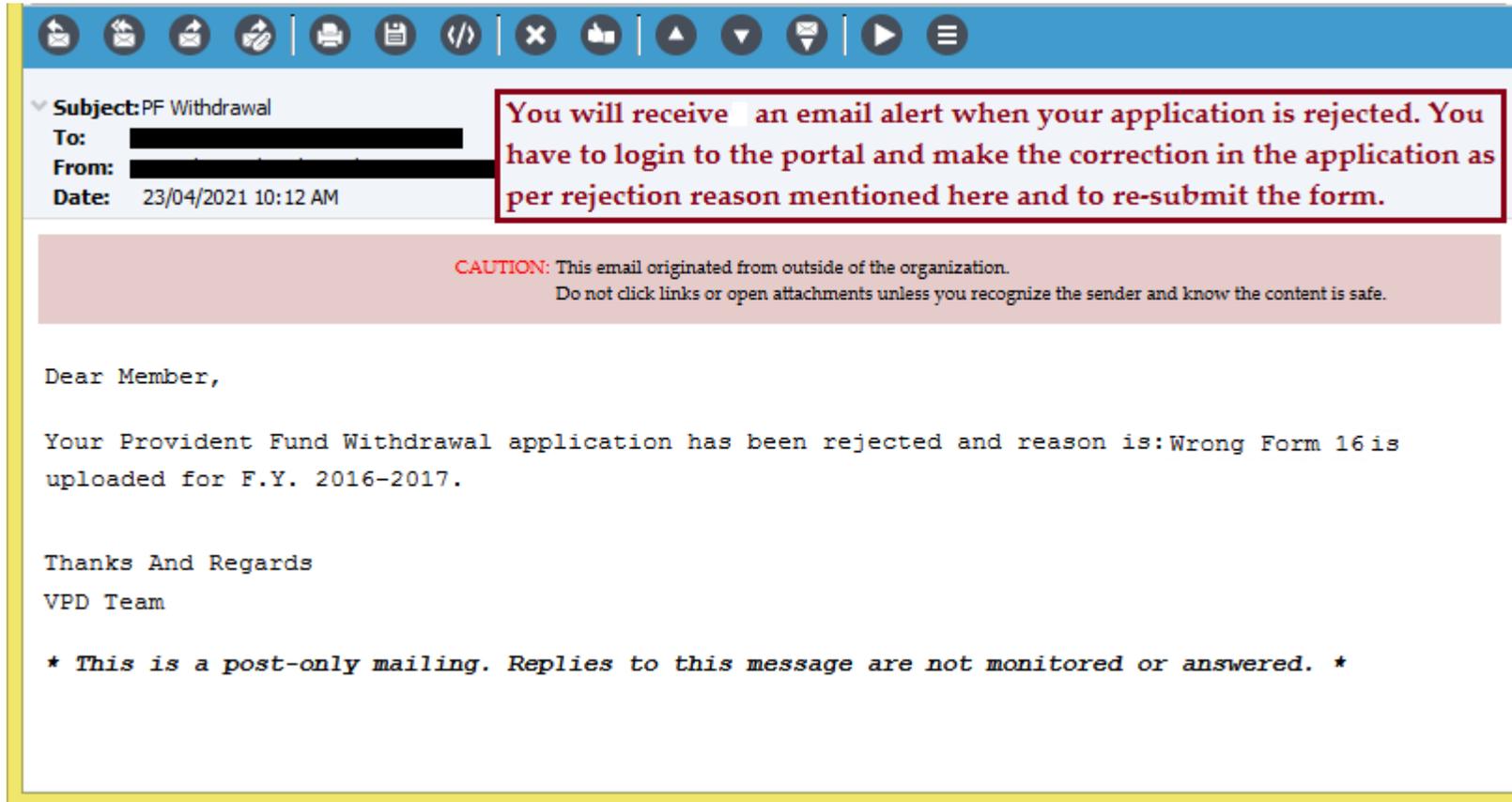
OK

# Form Wise Status

Under this utility you can view the claim status of your Forms.

The screenshot shows a web application interface with a dark blue sidebar on the left and a main content area on the right. The sidebar contains the following navigation items: 'Home' with a house icon, 'Forms' with a document icon and a dropdown arrow, 'Form Wise Status' which is highlighted with a red box, and 'LogOut' with a power icon. The main content area features two horizontal form fields. The first field is labeled 'Form :' and contains a dropdown menu with the text '-- Select Form --'. A red arrow points from a red-bordered box containing the text 'You can select Form here' to this dropdown. The second field is labeled 'Action :' and contains a dropdown menu with the text '-- Select Action --'. To the right of this dropdown are two blue buttons: 'VIEW' and 'REFRESH'. A red arrow points from a red-bordered box containing the text 'You can check claim status after select Action & click on View' to the 'VIEW' button.

# Application Reject Mail Alert



# Download Enclosures

**Form :** PF Withdrawal (Form No.19) ✕ **Select Form.**

**Action :** Download Enclosures ▼ **VIEW** **REFRESH**

**Application/Claim Status** **Select option** **Click here to view the data.**

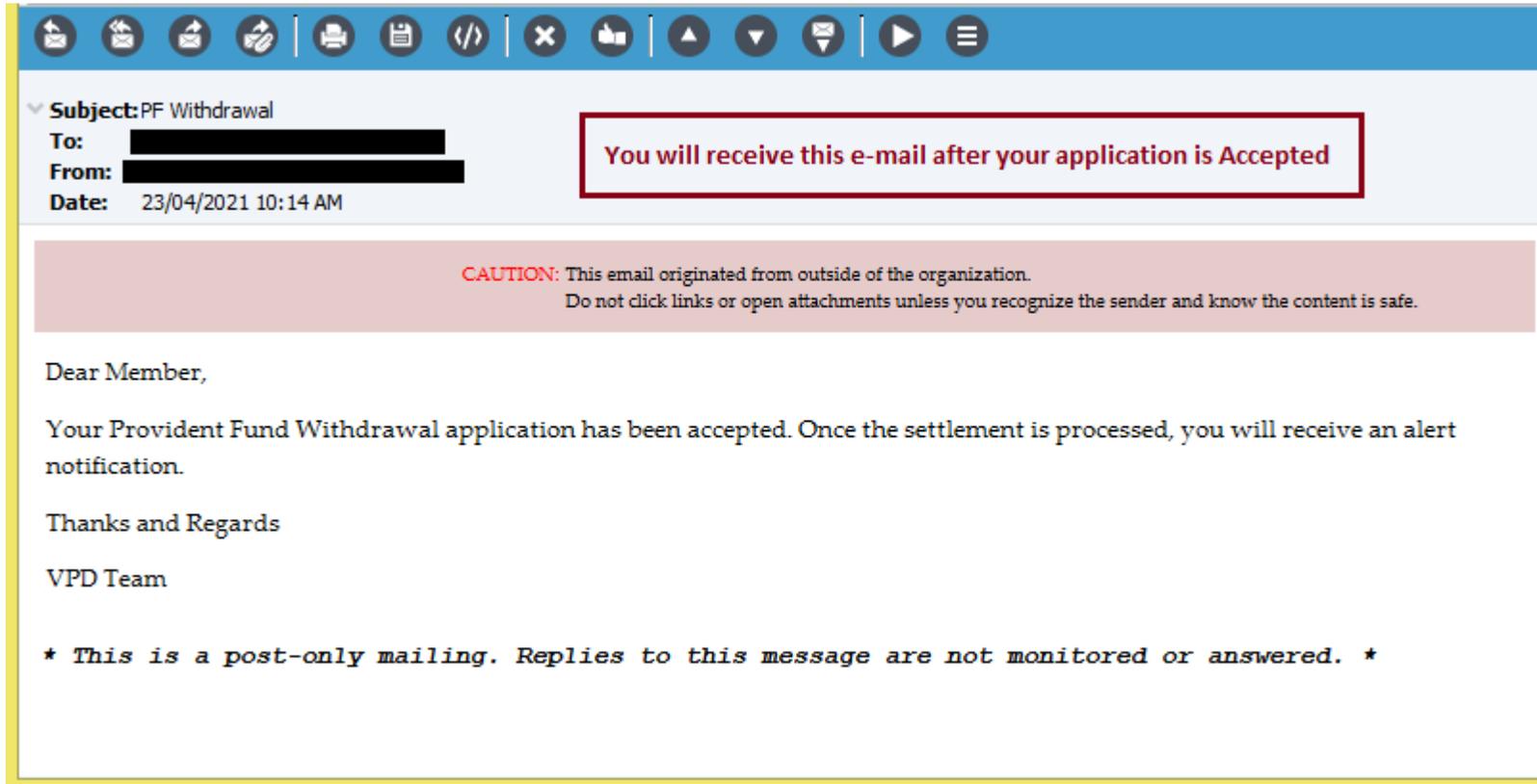
10 ▼ Show entries Search:

Employee No	Employee Name	Change of Name	PAN	Form 16 - Year1	Form 16 - Year2	Form 16 - Year3	Form 16 - Year4	Visa	Doctor's Certificate	Marriage Invitation card	Any o docur
██████	██████		<a href="#">View</a>			<a href="#">View</a>	<a href="#">View</a>				

Showing 1 to 1 of 1 entries **You can view uploaded documents.** < Previous 1 Next >

**DOWNLOAD ALL**

# Application Accepted Mail Alert



# Application status

Employee can view his/her Application status.

The screenshot shows a web interface for tracking application status. It includes a 'Form' dropdown menu, an 'Action' dropdown menu, and a 'Tracker Details' section with a table of entries. Red callout boxes highlight the 'Form' dropdown, the 'Action' dropdown, the 'VIEW' button, the 'Application Status' column in the table, and the 'VIEW' button in the table's footer.

**Form :** PF Withdrawal (Form No.19) **Select Form.**

**Action :** Application/Claim status **VIEW** **REFRESH**

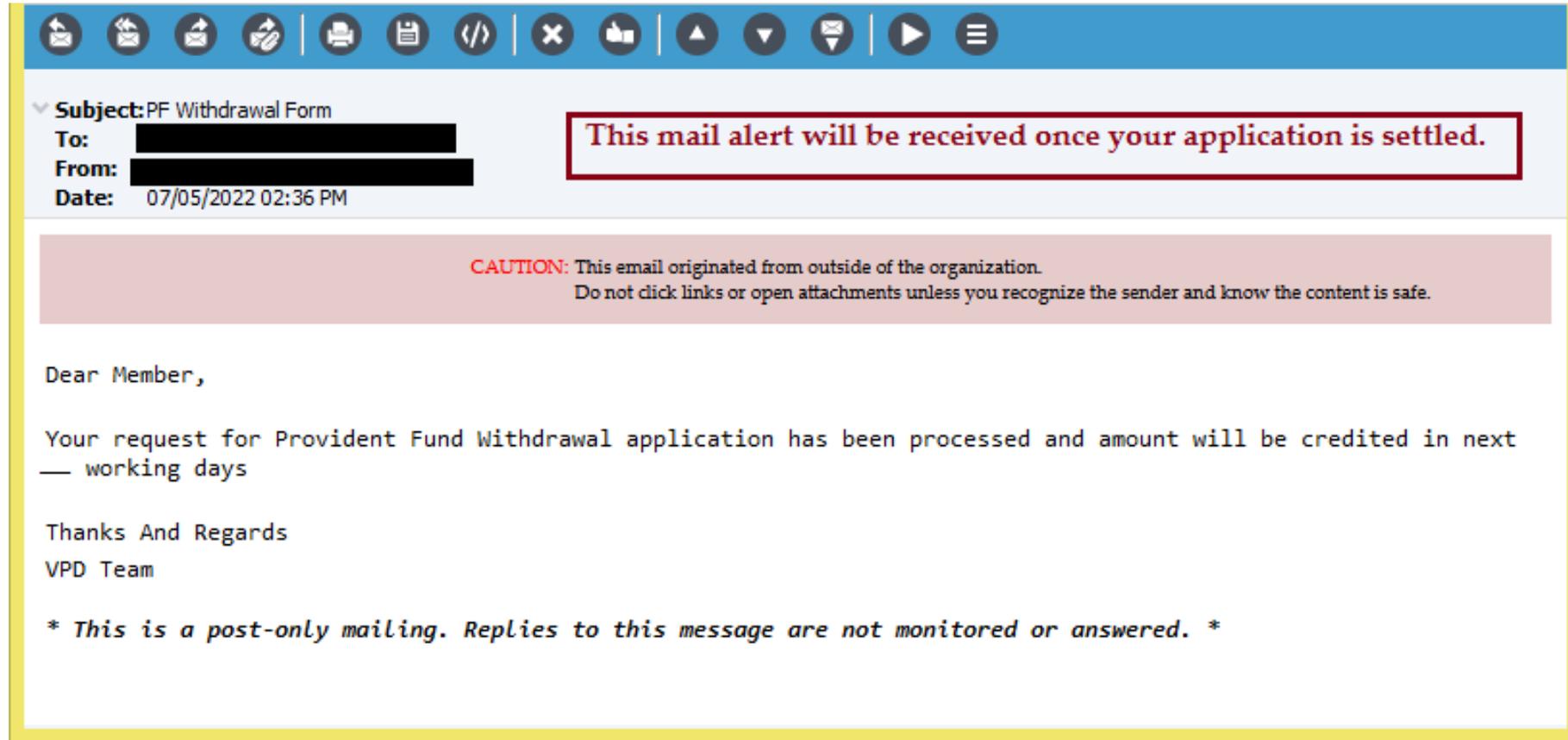
**Tracker Details** **Select option from here.** **Click here to view the data.**

10 Show entries Search:

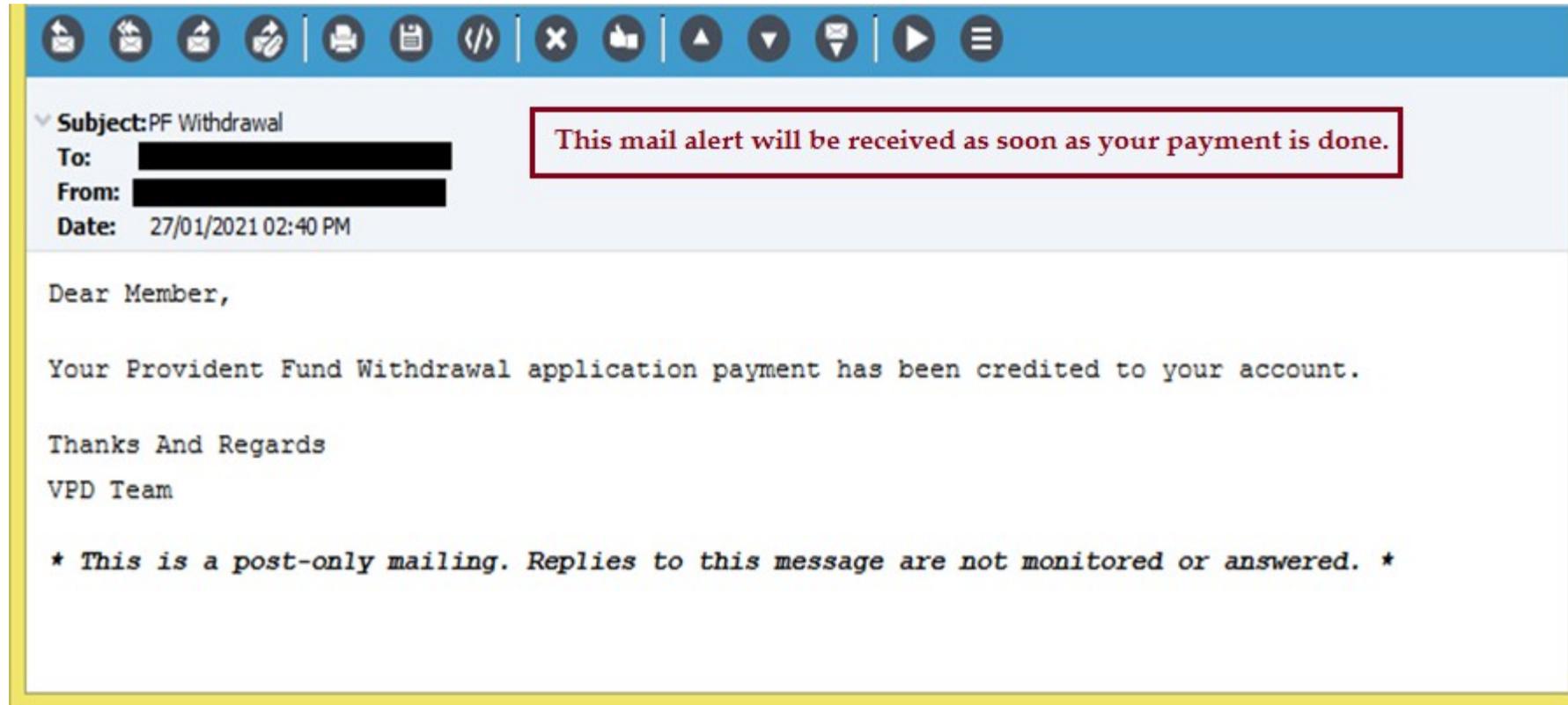
Employee No	Employee Name	Application Status	Settlement	Payment	Settlement Enclosures	Status
[REDACTED]	[REDACTED]	[REDACTED]	NO	NO	Not Uploaded	Open

Showing 1 to 1 of 1 entries **Application status will display here.** < Previous 1 Next >

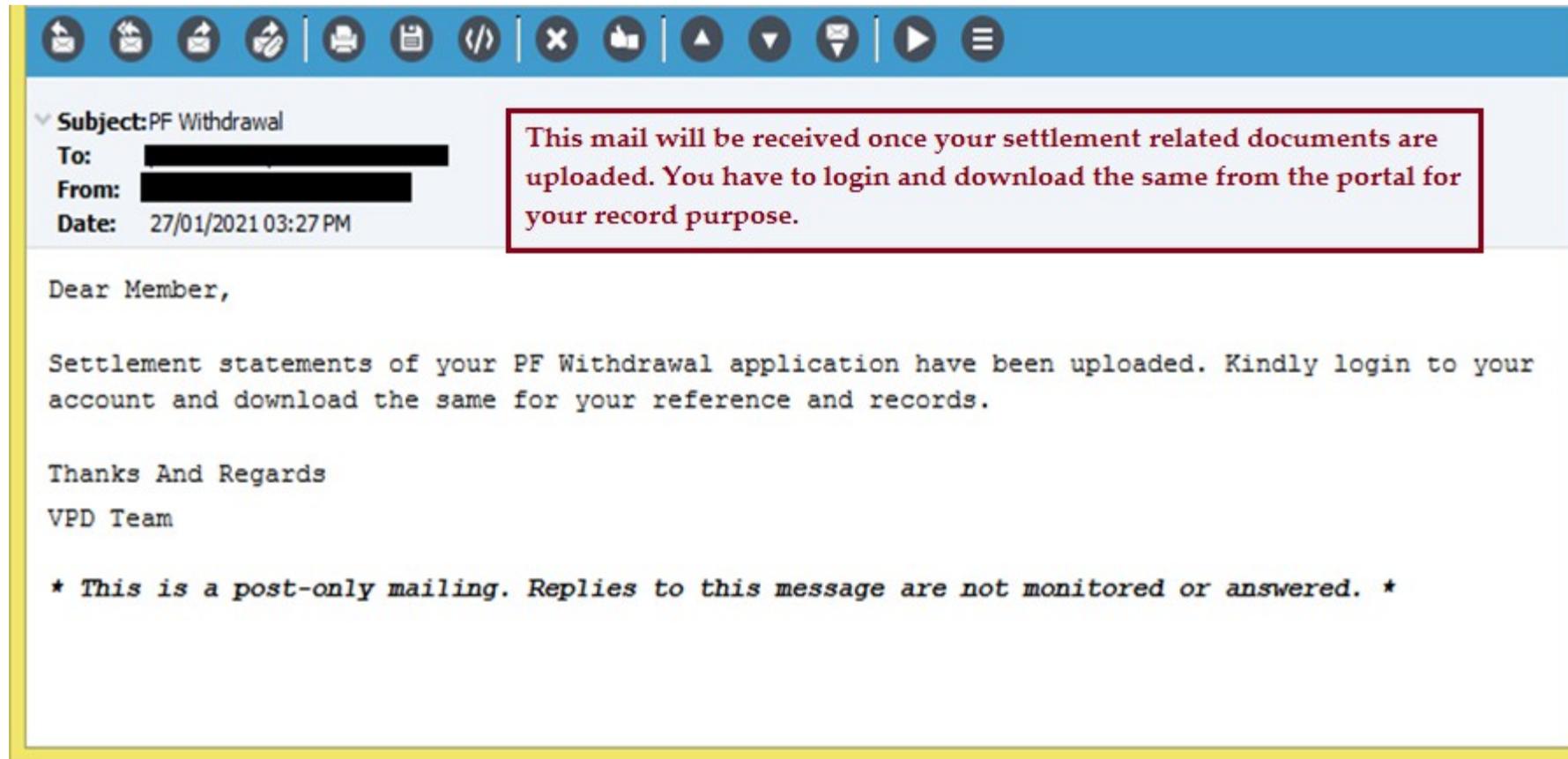
# Settlement Status Mail Alert



# Payment Processed Mail Alert



# Statement/Annexure K Upload Mail Alert



# Application Status- Post Payment and Enclosure Upload

**Form :**  ▼ **Select Form.**

**Action :**  ▼ [VIEW](#) [REFRESH](#)

**Tracker Details** **Select option from here.** **Click here to view the data.**

10 ▼ Show entries Search:

Employee No	Employee Name	Application Status	Settlement	Payment	Settlement Enclosures	Status
██████████	██████████	██████████ ██████████	16-September-2020	16-September-2020	<a href="#">DOWNLOAD</a>	Close

Showing 1 to 1 of 1 entries **Application status will display here.** **Settlement enclosures can be downloaded from here.** < Previous 1 Next >

<  >

# Download Statements

**Form :** PF Withdrawal (Form No.19) Select Form.

**Action :** Download Statements Select option from here. Click here to view the data. VIEW REFRESH

**Download Statements**

10 v Show entries Search:

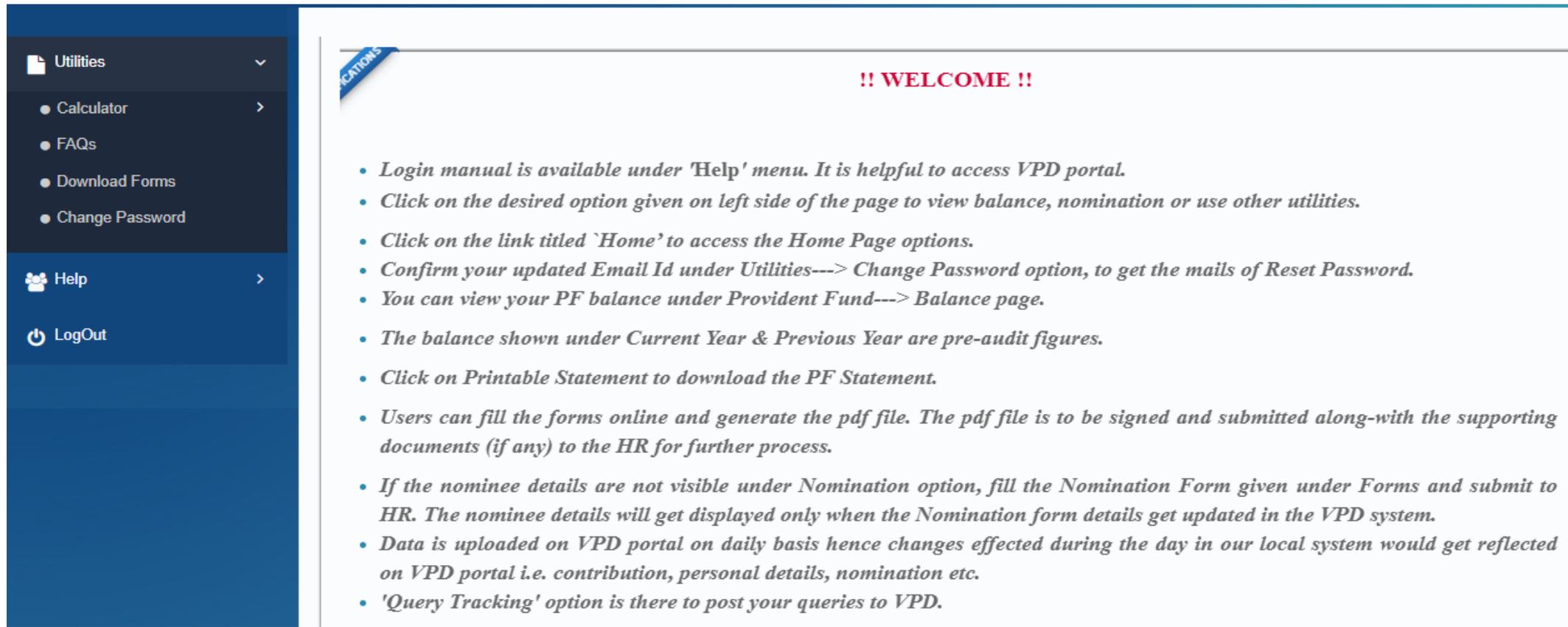
Employee No	Employee Name	AnnexureK	PFStatement	CoverLetter	Form 16	Other	Download
██████████	██████████	<a href="#" style="color: #007bff;">View</a>	<a href="#" style="color: #007bff;">View</a>				<span style="background-color: #007bff; color: white; padding: 2px 5px;">DOWNLOAD</span>

Showing 1 to 1 of 1 entries You can view & download documents from here. < Previous 1 Next >

DOWNLOAD ALL

# Utilities

Following options are available under utilities such as FAQ, Download Forms, Change Password, Download PDF Reader.



The image shows a screenshot of a web portal interface. On the left is a dark blue sidebar menu with the following items: 'Utilities' (with a dropdown arrow), 'Calculator' (with a right-pointing arrow), 'FAQs', 'Download Forms', and 'Change Password'. Below these are 'Help' (with a right-pointing arrow) and 'LogOut' (with a power icon). The main content area is white and features a blue ribbon graphic in the top-left corner with the text 'SECTIONS'. In the center of the main area, the text '!! WELCOME !!' is displayed in red. Below this, a list of instructions is provided in italics:

- *Login manual is available under 'Help' menu. It is helpful to access VPD portal.*
- *Click on the desired option given on left side of the page to view balance, nomination or use other utilities.*
- *Click on the link titled 'Home' to access the Home Page options.*
- *Confirm your updated Email Id under Utilities---> Change Password option, to get the mails of Reset Password.*
- *You can view your PF balance under Provident Fund---> Balance page.*
- *The balance shown under Current Year & Previous Year are pre-audit figures.*
- *Click on Printable Statement to download the PF Statement.*
- *Users can fill the forms online and generate the pdf file. The pdf file is to be signed and submitted along-with the supporting documents (if any) to the HR for further process.*
- *If the nominee details are not visible under Nomination option, fill the Nomination Form given under Forms and submit to HR. The nominee details will get displayed only when the Nomination form details get updated in the VPD system.*
- *Data is uploaded on VPD portal on daily basis hence changes effected during the day in our local system would get reflected on VPD portal i.e. contribution, personal details, nomination etc.*
- *'Query Tracking' option is there to post your queries to VPD.*

# FAQs

Here you can browse through FAQs for any of your queries related to the Provident Fund / Pension Scheme / Deposit Linked- Insurance Scheme.

## FAQS

1|2|3|4|5

NEXT >>

### Provident Fund/Pension Scheme/Deposit Linked-Insurance Scheme

These Frequently asked Questions (FAQ's) are general information based on the commonly sought responses and do not amount to advice on any particular matter. You are advised to seek relevant provisions of the appropriate statutes and Acts, along with the rules, circular and notifications issued from time to time, before acting on the basis of any information contained herein. We expressly disclaim all warranties of any kind, whether expressed or implied that the enclosed statements will meet your requirements, will be uninterrupted, timely, secure or error-free. In no event shall VPD be liable for any direct, indirect, incidental, punitive or consequential damages of any kind whatsoever with respect to the present FAQ's.

1. What is PF Scheme?
2. Who administers the Scheme/fund?
3. Which establishments are covered by the Act?
4. Who is eligible to become a member of the Fund?
5. What is meant by "excluded employee"?
6. Are the persons employed by or through a contractor covered under the Scheme?
7. What is the contribution payable by the employee and employer under the scheme?
8. Is it permissible for any member to contribute at a rate higher than the rate of 12 percent?
9. Is any interest payable on the Provident Fund accumulations of a member?
10. What are the withdrawal facilities available from the fund?
11. Can an employee transfer his PF accumulation from another Trust/RPFC to present Employer?
12. What is the procedure for transfer of PF Accumulation/EPS Membership?
13. When would I get my money back?

Click on the questions to get the answers.

# Download Forms

In this section, you can download ESIC / PF / Gratuity / Superannuation Forms such as Nomination Forms, Loan Withdrawal Forms etc. You can also view the sample forms which give an insight on how the forms should be filled.

## DOWNLOAD FORMS



ESIC Form

Click on the options to get the sample forms.



PF Form



PF Forms for Exempted



PF Forms for Un-exempted



Gratuity



Super Annuation

# Change Password

Through this section, you can change your existing password as and when required.

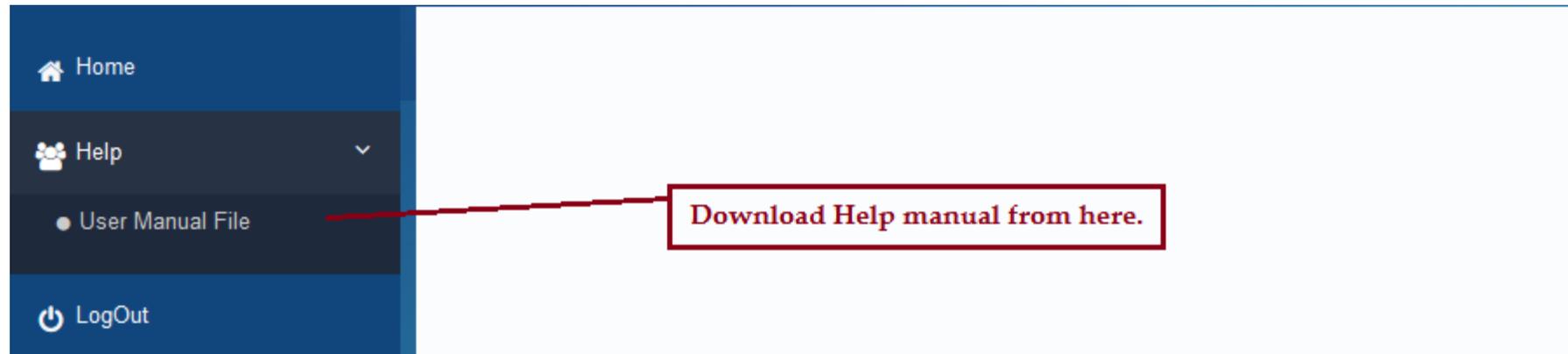
The screenshot shows a 'Change Password' form with the following fields and annotations:

- Old Password:** A text input field with an annotation: "Enter old password".
- New Password:** A text input field with an annotation: "Enter new password by referring the instructions given here.".
- Confirm New Password:** A text input field.
- Character Count:** Below the password fields, it says "15 characters remaining.".
- Email Address:** A text input field with an annotation: "(Preferable External Email id)".
- Confirm Email Address:** A text input field with an annotation: "Enter correct email id. This will help to receive the alerts in case of Reset Password.".
- Save:** A blue button.
- Redirect to Login Page:** A blue link.

**Password Requirements:** Minimum 8 characters and maximum 15 characters, one each from capital and small alphabets, numbers and special characters from following. ([ ] . { } : ? ~ ! @ \$ ^ ` ( ) \_ + ` = | , )

# Help

In this section, you can download the login manual in PDF format.





Thank You!!