

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा. ई. सू. प्रौ. सं.), शिमला

**National Institute of Electronics and Information Technology (NIELIT), Shimla**

(इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मन्त्रालय, भारत सरकार की स्वायत्त वैज्ञानिक संस्था)

(An Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India)

(रा. ई. सू. प्रौ. सं., नई दिल्ली का केन्द्र / A Centre of NIELIT, New Delhi)

**Cedar wood Building, Jakhoo Road Shimla, HP -171001**

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**Office Order**

All the IT teachers deployed in various Govt. schools are directed to fill the **Form 13 (Revised)** (form attached) for transferring the EPF amount from EPFO Chandigarh to EPFO Shimla. The correctly filled **Form 13 (Revised)** must be reached in original to the following address at the earliest:

NIELIT Shimla,  
Cedarwood Building,  
Jakhoo Road, Shimla -1



(Deputy Director)

## Instructions for filling Form 13 (Revised)

There are three parts i.e. Part A, Part B and Part C. Fill all three parts correctly as given below:

### Part A: Personal Information

- ✓ Fill your personal information i.e. Name, Father Name, Mobile Number, Email Id, Bank A/c Number, ISF code of bank branch

### Part B: Details of previous Account (which is to be transferred)

- ✓ PF Account No. : **visit our website for the same ([www.nielit.gov.in/shimla](http://www.nielit.gov.in/shimla))**
- ✓ Name and Address of the previous establishment: **NIELIT Chandigarh, C-134, Industrial Area Phase VIII, Sector 72, S.A.S. Nagar, Mohali (Punjab) India 160071**
- ✓ PF Account is held by (Name of EPF office/PF trust): **EPFO Chandigarh**
- ✓ Date of Birth: **Fill your DOB.**
- ✓ Date of Joining: **As joined in NIELIT Chandigarh (In 2013)**
- ✓ Date of Leaving: **30-04-2016**

### Part C: Details of Present Account

- ✓ PF Account No. **visit our website for the same ([www.nielit.gov.in/shimla](http://www.nielit.gov.in/shimla))**
- ✓ Name and Address of the present establishment: **NIELIT Shimla, Cedarwood Building Jakhoo Road, Shimla -1**
- ✓ PF Account is held by (Name of EPF office/PF trust): **EPFO Shimla**
- ✓ Date of Joining: **01-05-2016**

**TRANSFER CLAIM FORM**

FORM 13 (REVISED)

CLAIM ID \_\_\_\_\_

(For EPFO Use only)


**EMPLOYEES' PROVIDENT FUND SCHEME, 1952  
(PARA 57)**

To,  
The Regional P F Commissioner,  
Office Name: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
\_\_\_\_\_

To,  
Trust Name: \_\_\_\_\_  
Trust Address: \_\_\_\_\_  
\_\_\_\_\_

(Please see instruction 3)

(in case the PF A/C is with Exempted Establishment)

**Sir,**

I request that my provident fund balance along with my pension service details may please be transferred to my present account under intimation to me. My details are as under:

**PART A: PERSONAL INFORMATION**

1. \*Name: \_\_\_\_\_
2. \*Father's/Husband's name: \_\_\_\_\_
3. Mobile number: \_\_\_\_\_ 4. E-mail id: \_\_\_\_\_
5. Bank A/C number: \_\_\_\_\_ 6. IFS code of Bank branch: \_\_\_\_\_

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

1. \*PF Account No. : \_\_\_\_\_  
*In case the previous establishment is exempted under Employees' Provident Fund Scheme, 1952*  
Pension Fund Account No. : \_\_\_\_\_
2. \*Name and Address of the previous establishment: \_\_\_\_\_  
\_\_\_\_\_
3. \*PF Account is held by: (Name of EPF Office/ PF Trust) \_\_\_\_\_
4. \*Date of Birth: \_\_\_\_\_ (dd/mm/yyyy) 5. \*Date of joining : \_\_\_\_\_ (dd/mm/yyyy)
6. \*Date of leaving: \_\_\_\_\_ (dd/mm/yyyy)

**PART C: DETAILS OF PRESENT ACCOUNT**

1. \*PF Account No. : \_\_\_\_\_  
*In case the present establishment is exempted under Employees' Provident Fund Scheme, 1952*  
Pension Fund Account No. : \_\_\_\_\_
2. \*Name and Address of the present establishment: \_\_\_\_\_  
\_\_\_\_\_

3. \*Account is held by: (Name of EPF Office / PF Trust) \_\_\_\_\_
4. \*Date of joining : \_\_\_\_\_ (dd/mm/yyyy)
5. #Name of Trust (to whom funds are to be paid in case of present establishment being exempted under EPF Scheme, 1952) : \_\_\_\_\_
6. #Employee code under the Trust: \_\_\_\_\_
- (\* indicates mandatory fields) (# Strike off if not applicable)

I, Certify that all the information given above is true to the best of my knowledge and I have ensured the correctness of my present and previous account numbers.

Signature of the Member  
Date: \_\_\_\_\_

**IMPORTANT: Member has the option to get the claim form attested by present or previous employer. In case of attestation by the previous employer, time taken in settlement will be relatively less.**

Certified that I have verified the data in Part B in respect of the member mentioned in Part A of this form and the signature of the member.

Signature of Previous Employer  
Date: \_\_\_\_\_

Seal of the Establishment

OR

Certified that I have verified the data in Part C in respect of the member mentioned in Part A of this form.

Signature of Present Employer  
Date: \_\_\_\_\_

Seal of the Establishment

#### **INSTRUCTIONS AND GUIDELINES**

1. The Bank A/C details are for verification purpose even if the Fund is transferred to the EPFO Office/Trust maintaining the present account number.
2. In case the Previous Account was maintained by PF Trust of the exempted establishment, the member should submit a Transfer Claim Form {Form-13(Revised)} to the Trust while sending another Transfer Claim Form {Form-13(Revised)} to the PF Office for transferring the service details under the Pension Fund to the new account.
3. The Form should be submitted to that PF Office under which previous or the present account is maintained, depending upon as to which employer has attested the claim. (In case the claim is attested by the present employer, claim should be submitted with the PF Office under which the present account is maintained, and so on).
4. The mobile number (wherever provided) of the member would be used for sending an SMS alert informing him/her the processing of his/her claim and is non-mandatory for Physical form.