



Employee ID.:

Contact No.:

Email Id:

Serial No:

**GR-24**  
for Office Use Only  
In Words No.  
**EX-1**

**Form No. 10 C (E.P.S)**

## **EMPLOYEES' PENSION SCHEME, 1995**

**FORM TO BE USED BY A MEMBER OF THE EMPLOYEES' PENSION SCHEME,  
1995 FOR CLAIMING WITHDRAWAL BENEFIT/SCHEME CERTIFICATE**

**(Read the instructions before filling up this form)**

1. a) Name of the member :-  
( In Block Letters) \_\_\_\_\_  
b) Name of the claimant (s) \_\_\_\_\_

2. Date Of Birth 

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3. a) Father's Name \_\_\_\_\_  
b) Husband's Name \_\_\_\_\_  
(If applicable)

4. Name & Address of the Establishment  
in which, the member was last employed **Capgemini India Private Limited**  
**Plant 2, Block "C", Godrej IT Park, Godrej & Boyce**  
**Compound, LBS Marg, Vikhroli(W) . Mumbai - 400079.**  
**Maharashtra.India.**

5. Code No. & Account No. Region/ SRO  
Code 

P	U	P	U	N
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Estt. Code No. EXT Pension A/c No.

31643	00E	
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6. Reason for leaving service  
& Date of leaving \_\_\_\_\_  
\_\_\_\_\_

7. Full Postal Address :-  
(In Block Letters) \_\_\_\_\_  
Sh/Smt./Km \_\_\_\_\_  
S/o, W/o, D/o \_\_\_\_\_  
PIN \_\_\_\_\_

8. Are you willing to accept Scheme (a) (b)  
Certificate in lieu of withdrawal benefits Yes ☐ No ☐

9. Particulars of Family (Spouse & Children & Nominee)

Name	Date of Birth	Relationship With Member	Name of the guardian of minor
(a) Family Members			
(b) Nominee			

10. In case of death of member after attaining the age of 58 years without filing the claim:-

- (a) Date of death of the member :  
(b) Name of the Claimant(s) / and relationship with the members :

11. MODE FOR REMITTANCE [PUT A TIC IN THE BOX AGAINST THE ONE OPTED]

- (a) By postal money order at my cost to address given against item No. 7 ☐  
(b) Account payee cheque sent direct for credit to my SB A/c (Scheduled Bank) under intimation to me ☐

S.B. Accounts No. \_\_\_\_\_  
Name of the Bank (in block letters) \_\_\_\_\_  
Branch (in block letters) \_\_\_\_\_  
Full Address Of the Branch (in block letters) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Are you availing pension under EPS-95 ?

If so indicate : PPO NO. \_\_\_\_\_ By Whom Issued \_\_\_\_\_

**Certified THAT THE PARTICULARS ARE TRUE TO THE BEST OF MY KNOWLEDGE**

**##**

Signature of the Member  
/ claimant(s)

Date \_\_\_\_\_

**ADVANCE STAMPED RECEIPT**  
**[To be furnished only in case of (b) above]**

Received a sum of Rs.....(Rupees.....)

Only from Regional Provident Fund Commissioner /Officer-in charge of Sub-Regional

Office\_\_\_\_\_

by deposit in my savings Bank A/c towards the settlement of my Pension Fund Accounts.

(The Space should be left blank which shall be filled by Regional Provident Fund Commissioner /Officer-in-charge)

Signature of the member on the stamp ##

**Rs 1/-  
Revenue  
Stamp**

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Certified that the particulars of the member given are correct and the member has signed/thumb impressed before me.

The details of wages and period of non-contributory service of the member are as under:-

Form 3A/7 (EPS) enclosed for the period for which it was not sent to employee's Provident Fund Office)

Wages (Basic + D.A) as on 15.11.95(if applicable)

Wages as on the date of exit

**Period of non contributory Service**

Year/Month

No.of days

Date.....

*Signature of Employer/  
authorised Official*

**(FOR THE USE OF COMMISSIONER'S OFFICE)**

(Under Rs. ....)

P.I. No ..... M.O./Cheque

Passed for payment for Rs. .... (in words) .....

M.O. Commission (if any) ..... net amount to be paid by M.O. ....  
towards withdrawal benefit.

**D.H.**

**S.S**

**A.A.O**

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**(FOR USE IN CASH SECTION)**

Paid by inclusion in cheque No. .... Dt. .... vide cash Book(Bank) Account  
No. 10 Debit item No. ....

**D.H**

**S.S**

**AC(A/cs)**

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For issue if S.S;. IDS is enclosed.

**D.H**

**S.S**

**A.A.O/APFC(A/cs)**

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**(FOR USE IN PENSION SECTION)**

Scheme Certificate bearing the control No. .... Issued on ..... and  
entered in the scheme Certificate Control Register-

**D.H**

**S.S**

**A.A.O**

**APFC(PENSION)**

## Instructions to follow:

### Pension Withdrawal:

If the member renders less than 10 years pensionable service on the date of exit or on attaining the age of 58 years, whichever is earlier, he/she can apply for withdrawal of pension or can opt for scheme certificate.

### Points to be consider while submitting Form 10C:

- Employee has to note that if he/she leaves organisation & join any next organisation has to apply for the transfer of Pension & not for withdrawal of pension.
- Please update your Employee no. & contact details on top of Form.
- EPS NO: "PU/PUN/31643/00E\_\_\_\_\_"As Mentioned In Pay-Slip/PF Statement **(Point No. 5)**
- Reason of leaving service should be mentioned as follows : **(Point No. 6)**
  - Resignation
  - Higher Studies
  - Going Abroad
- If employee do not want to opt for Scheme certificate, tick on "No" **(Point No. 8)**
- If employees tick on "No" in point no. 8 then leaves **point 9, 10** totally blank.
- Employee has to mention saving bank details in **Point 11** & bank account should be in name of employee or jointly with spouse.
- Employee has to sign advance receipt after affixing Rs. 1/- revenue stamp. This being advance stamped receipt , no need to mention amount.
- Employee have to sign on the form 10 C where "##" mark.
- Employee have to submit Form 10C after 60 days from your last working day
- In case of retirement & Member going abroad for employment purpose , member can submit PF withdrawal Form & Form 10C on last working day.
- Employee can submit/courier PF Withdrawal form to below mentioned address:

Capgemini India Private Limited Employees Provident Fund  
M7, 2<sup>nd</sup> Floor, HR – 32, Plant 2, Block "C", Godrej IT Park,  
Godrej & Boyce Compound, LBS Marg, Vikhroli (West),  
Mumbai – 400 079. India.

### Documents Required for Pension Withdrawal:

#### 1) Mandatory Documents:

- Form 10C
- Declaration of Non-Employment as per company format
- Copy of PAN Card
- Cancelled cheque

#### 2) Additional Documents:

- Age proof of nominee if opt for scheme certificate
- Higher education certificate if pursuing higher studies
- Visa copy if going abroad for employment
- Identity Proof (other than pan card) if submitting Form 10C after 12 months from Date of Leaving.