



eCircular

# Syndicate Bank

Head Office: Manipal – 576 119 [Karnataka]

PERSONNEL DEPARTMENT  
STAFF WELFARE DIVISION

Circular No. 161/96/BC/PD/39/SWD

Date : 29/08/1996

PERMANENT UTILITY

## NON-REPAYABLE WITHDRAWAL (NRW) UNDER EMPLOYEES' PROVIDENT FUND SCHEME

Attention of the branches/offices is drawn to HO : Circular Nos. 118/88/BC/ACC/08/EPF dated 25.4.1988, 298/88/BC/ACC/15/EPF/NRW dated 11.10.1988 and 164/91/BC/ACC/7/EPF dated 1.7.1991.

The Trustees of Syndicate Bank Employees' Provident Fund in their meeting held recently resolved to incorporate 2 sub-clauses to Rule No.33-2 of Syndicate Bank Employees' Provident Fund Rules & Regulations which are given hereunder.

(i) **Rule No.33-2 (2c)**

"Withdrawal is permitted to meet the expenses in connection with the marriage of son/daughter of the member."

(ii) **Rule No.33-2 (2d)**

"Withdrawal is permitted for the following purpose irrespective of the pay subject to the provisions contained in Rule No.33-2 (2a) and 33-2 (2b) to the extent possible."

"To meet the cost on additions, substantial alterations or improvements necessary to the house owned by the member."

The above referred amendments are approved by the Commissioner of Income Tax, Bangalore.

### **Salient features of the amendments:**

1. The members are now eligible to avail of NRW for the purpose of performing marriage of their son/daughter in addition to housing purpose hitherto being eligible/available.
2. With the addition of (2d) to Rule No.33-2, all the eligible staff members irrespective of their pay can avail the facility for the purpose mentioned under Rule No.33-2 (2d).

### **I. TO MEET THE COST OF MARRIAGE OF SON/DAUGHTER OF THE MEMBER**

1. **Eligible Amount**

Amount outstanding in the member's account

AND

50% of the sum outstanding in his voluntary contribution account

OR

Actual expenses of the marriage,

whichever is less.

Documents required to be furnished for availing the facility.

1. NRW - 6 (as per specimen enclosed)
2. NRW - 7 -do-
3. NRW - 2
4. Estimate of expenses
5. Invitation Card/Proof for performing the marriage.

**Other conditions**

1. The facility is available only twice during the entire service of the member and there should be minimum gap of 5 years between 2 withdrawals and the withdrawal, if any, availed earlier is to be repaid before the fresh withdrawal is considered. (Facility is not available in cancellation of existing loan.)
2. The withdrawal is allowed 60 days before the date of marriage.
3. The withdrawal is not permitted for the repayment of past debt, if any, incurred for the marriage purpose.
4. The application for NRW should be forwarded through Chief Manager/Asst. General Manager in the case of ELBs/VLBs and in the case of other branches through their respective Divisional Offices.
5. Immediately after the marriage, the staff member should produce bills/satisfactory proof for having spent the amount, to the branch through which he had availed NRW facility.
6. The branch in turn should confirm within 30 days after the marriage regarding utilisation of the amount, to EPF Cell.

II. **TO MEET THE COST OF ADDITIONS, SUBSTANTIAL ALTERATIONS OR IMPROVEMENTS NECESSARY TO THE HOUSE OWNED BY THE MEMBER**

**Eligible Amount**

Amount outstanding in the member's account

AND

50% of the sum outstanding in his voluntary contribution account

OR

Actual expenses estimated for addition/substantial alteration/improvement of the house,

whichever is less.

All terms and conditions detailed in Cir.No.164/91/BC may be followed in respect of documents/papers while applying for NRW.

Further, in spite of our clear instructions, that the branches should send end-utilisation certificate within 6 months from the date of withdrawal, many branches do not send the same thereby causing levy of penal interest on the NRW amount at the time of settlement of PF amount. To avoid

inconvenience to the members at a later date, the branch managers are advised to send the end-utilisation certificate to EPF Cell, HO, immediately on its release, without fail. Instances of misutilisation of funds, if any, should also be brought to our notice.

Branches/Offices are required to follow the contents of the circular carefully/scrupulously and forward the proposals to HO:PD(SWD) with all the requirements/ documents/proof with their recommendation duly ensuring that the applications are made as per the said circular. A cyclostyled Cir.No.107/96/CYC/EPF/NRW dated 18.07.1996 was already issued to all ELBs/VLBs/DOs/ZOs.

KUNAC:YRTYK:YRUKI  
CHECKWORD

(K S PRAKASH RAO)  
EXECUTIVE TRUSTEE

**NRW - 6**

**SYNDICATE BANK EMPLOYEES' PROVIDENT FUND, MANIPAL**

**Application for NRW for Marriage purpose**

Branch :  
Date :

From

Name of the applicant :  
Employee No. :  
Designation :  
Branch/Office :

To

The Trustees  
Syndicate Bank Employees' Provident Fund  
MANIPAL

Dear Sir,

Kindly allow me a Non-repayable withdrawal under Rule No.33-2 (2c) and other rules framed thereunder, from Syndicate Bank Employees' Provident Fund a sum of Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_) for the following purpose.

a) Expenses to be incurred in connection with Daughter's/Son's marriage.

1) The other necessary particulars are furnished herebelow:

a) Date of joining the Bank :  
b) Date of joining the Fund :  
c) Date of retirement :

2) Date of the marriage :

3) Name of the branch where  
facility is being availed : DPD Code:  
(MT will be issued on the said branch only)

4) The particulars of salary

a) Basic Pay :  
b) D.A. : Total :  
c) Completed years of service from  
the date of joining the Fund :

- 5) Particulars of Temporary withdrawal  
 a) Date of loan :  
 b) Amount of loan :  
 c) Present balance :  
 d) Whether all the instalments  
 paid regularly till date :  
 I intend to continue the temporary withdrawal/  
 I intend to clear the temporary withdrawal and enclosed the credit advice no. \_\_\_\_\_  
 dated \_\_\_\_\_ for Rs. \_\_\_\_\_.

6) I have availed/not availed NRW on \_\_\_\_\_ ref.no. \_\_\_\_\_ date \_\_\_\_\_.

Further, I declare that the particulars furnished above are true and correct.

Yours faithfully,

( SIGNATURE )

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Certificate by the Manager/Head of the Department where the employee is working.

This is to certify that the particulars mentioned above are correct and hence, applied facility may be sanctioned. Further, the employee is not on Loss of Pay during the last six months.

Office/Branch :  
 Date : Manager/Head of the Department (with seal)

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Note for the use of DO/ELB:

We have processed the application of Sri/Smt..... at the above branch/office.

The purpose mentioned therein is in conformity with the EPF TRUST RULE No.33-2 (2c) and with the circular issued in this behalf. Since the amount is applied for daughter's/son's marriage, we have no objection to sanction of NRW for the above purpose.

Office/Branch :  
 Date : Divisional manager/Chief Manager

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**NRW - 7**

**SYNDICATE BANK EMPLOYEES' PROVIDENT FUND, MANIPAL**

**Agreement / Undertaking letter**

Place :  
Date :

To

The Trustees  
Syndicate Bank Employees' Provident Fund  
MANIPAL

In consideration of granting me a non-repayable withdrawal of Rs. \_\_\_\_\_ by the Syndicate Bank Employees' Provident Fund, Manipal, I ..... Employee No..... Syndicate Bank..... Branch/Office, undertake to abide by the following conditions and declare that

- 1) I hereby undertake not to utilise the sanctioned amount or part thereof, other than the purpose for which I have availed.
- 2) I hereby undertake to utilise the amount for my daughter's/son's marriage within 60 days of the withdrawal, failing which amount will be refunded to the Fund with interest at the rate fixed by the Fund.
- 3) In case the withdrawal is availed for other than the purpose stated, I will refund the entire amount together with interest at the rate fixed by the Fund and also liable for any action by the Bank.
- 4) I will be sending all the original bills in connection with the marriage expenses, to the branch within 30 days after the marriage.
- 5) I hereby authorise you to debit the amount sanctioned to my EPF account.

SIGNATURE

(Name : )

Witness : 1) Signature :  
2) Name :  
3) Emp. No. :  
4) Branch :

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