



कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

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No: WSU/Amendments in IT, 1961/E-33306/2025-26/ 21

Date: 25/Apr/2025

To,

All ACCs(HQ), ACCs/Zones
All RPFC-I/RPFC-II/APFC OICs

Ref: WSU/6(1)2019/IncomeTax/Part-I(E-33306)/4581 dt 06/04/2022

Sub: Revamped Form 13 (Transfer-out) Functionality - Simplification of Transfer Claim Process -Reg.

With a view to further simplify the transfer claim process, the Form 13 (Transfer-out) functionality has since been revamped duly incorporating the bifurcation of taxable and non-taxable components of PF accumulations as stipulated vide the above reference.

Further, the 3 level processing at the Transferee (Destination) Office has been dispensed with. It is to be specifically noted that once the transfer claim gets approved at the Transferor (Source) Office in the revamped functionality, the Provident Fund accumulation and Pension Service of the member pertaining to the previous account will automatically get added to the present account at the Transferee (Destination) Office without the requirement of any additional processing.

The member's profile as well as contribution details in the Transfer-in (Destination) Office has now been made available at Annexure 'T' of the Claim Approval Docket (CAD). The Initiator, Verifier as well as the Approver at the Transfer-out (Source) Office need to thoroughly verify, inter-alia, the said details before finally approving the claim. Therefore, there shall not be any need for the role of AO Transfer-in Rejection.

The introduction of the revised process shall reduce the processing time of transfer claims contributing to enhanced efficiency in the field offices resulting in speedier and seamless service to members.

Accordingly, it is once again re-iterated that all the Transferor (Source) Offices need to take due care to ensure that the transfer-out is error-free in all respects before according the final approval to avoid any erroneous transfers and consequent grievances/delay.

The principal features of the revamped functionality are listed in **Annexure 1**.

[This has the approval of CPFC]

G. R. Suchindranath

ACC (WSU)

Annexure 1

Features of Revamped Form 13 (Transfer-out)

The newly developed Revamped Form 13 (Transfer-out) not only inherits the features of Revamped Form 19 but also includes a few more. Some of the vital amendments/ enhancements in Revamped Form 13 (Transfer-out) are summarized below:

- On opening a Form 13 claim in the revamped functionality, all information in relation to the member e.g. KYC (Transferor & Transferee office), the available balances, contributions, VDRs/ Transfer-ins, withdrawals and interest calculation / Worksheet as regards taxable and non-taxable components of contributions etc. are made available at one place to facilitate the verification.
- Comparison of KYCs in relation to both the member IDs (in case of Transfer-out to an Un-exempted establishments) has been provided.
- 'Annexure-K' has been provided with additional page having taxable and non-taxable details.
- Unique Transaction ID is generated and utilized during the course of settlement as an enhanced Security measure.
- After approval by all levels of Field Office functionaries at the Transferor (i.e. previous) Office, the approved amount (in case of Transfer-out to an Unexempted Establishment) along with taxable component, if any and Service details would immediately get added in the Member's Balance and Service Details at the Transferee (i.e. New) Office.