

FLOW CHART OF EFBS MEMBERSHIP

Give a set of Blank Membership Form

Accept Filled in Membership

Not O.K.

O.K.

Obtain employment position from recruitment
Obtain details of Notional PF & their transfer from PF section
Obtain details of Notional Gratuity & their transfer from Pay Section
Obtain NDC position from TA Deptt in case of vacation of quarter /No Otr Cases
Accept requisite forms in case of qtr. retention with EFBS
Obtain details of Last Basic +DA from Pay A/c Section
Obtain approval from Competent Authority in case of delay of 6 months/HBA/ Veh. Adv. Adjustment

Only non-employment case considered

Accept DD / letter for proportionate payment for shortfall cases, if any

Accept Deemed NDC from TA Deptt. & send it to Pay A/c

Arrange for EFBS meetings and get recommendation of membership from the committee members if above are met.

Copy to PF Section for information

Issue of EFBS membership Order

In case of Qtr. retention, Copy to TA

Copy to Pay A/c Section

Issue of NOC from TA for every Financial year

Release of monthly benefit to the member

Send it to FSC