

**Serial No. 3438.—Circular No. 752E/O-III(Eiv), dated 6-6-1966.**

**Sub.—Transfer of Typists as Clerks.**

In continuation of this office letter of even number dated 3-11-1962 (Serial No. 1819), the following procedure should be adopted for confirmation of such typists who seek transfer as clerks :—

- (i) Those already confirmed as typists prior to their transfer as clerks need not be re-confirmed as clerks. They should be given position in the seniority list of clerks on the basis of date of their joining as typists. They should retain lien on the posts of typists until they are absorbed against permanent vacancies of clerks.
- (ii) The typists transferred as clerks, if due confirmation as typists from dates prior to the date of joining as clerks, may be considered for confirmation as typists and dealt with as in item (i) above.
- (iii) Typists due confirmation as such from dates subsequent to the date of their joining as clerk should not be considered for such confirmations. They should, however be confirmed as clerks on the basis of seniority determined as in (i) above.

**Serial No. 3439.—Circular No. 342E/O-VII(Pension), dated 25-5-1966.**

**Sub.—Expedition payment of settlement (Provident Fund) dues—  
Avoidance of more than one PF Account for the same employee.**

A copy of Railway Board's letter No. E(W)66PF1/2, dated 5-4-1966 on the above subject is forwarded for information and necessary action.

Railway Board's letter No. EW(58)PF1-28, dated 2-1-1959 was circulated under this office letter No. 342E/O-VII (Eiv), dated 11-4-1959.

*Copy of Railway Board's letter No. E(W)66PF1-2, dated 5-4-1966.*

**Sub.—As above.**

A case has recently come to the notice of the Board in which the Provident Fund Account of an employee was maintained under two different account numbers. Payment of the amount represented by one of the Accounts was made on the employee's retirement, but the amount represented by the other Account could be traced and paid only later. Such 'accounts' under different numbers not only militate against expeditious settlement of the dues but also leave a doubt in the mind of the employee as to whether all the amounts due to him have been paid.

2. The main reason for a PF Account being maintained under more than one number is the non-availability of the Account number in the case of persons transferred from one unit to another. The Board have, therefore, decided that when an employee is transferred from one Accounts Unit to another the P.F. Account number (relating to both compulsory contribution and voluntary contribution) should invariably be indicated in the last Pay Certificate. The LPC form should contain, for this purpose, an item relating to the P.F. Account number, so that this item is also filled up while the LPC is prepared. The LPC from prescribed in Rule 1666-GI may accordingly be amended as in the Advance Correction Slip No. 96-G.I. sent herewith.