



**कर्मचारी भविष्य निधि संगठन**  
**Employees Provident Fund Organisation**  
**(श्रम एवं रोजगार मंत्रालय, भारत सरकार)**

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

**मुख्य कार्यालय/Head Office**

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023  
 Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023  
 Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



**No: WSU/PLB Bonus/E-886849/2025-26/38**

**Date: 26/Sept/2025**

To,

All Addl. CPFC (Zones),  
 RPFC-I (ASD), Head Office,  
 Director (PDNASS) and  
 All RPFC-In charge of ROs

**Sub: Payment of advance against the Productivity Linked Bonus admissible for the eligible Group C and Group B (Non-Gazetted) employees of Employees' Provident Fund Organization for the year 2024-25- reg.**

Sir/Madam,

It has been decided by the Competent Authority to grant an advance against the Productivity Linked Bonus admissible for the eligible Group C and Group B (Non-Gazetted) employees of the Employees' Provident Fund Organization for the year 2024-25.

2. Accordingly, an advance of Rs. 13,816 (Rs. Thirteen Thousand Eight Hundred Sixteen Only) against the Productivity Linked Bonus equal to 60 (Sixty) days' wages to the eligible servicing Group C and Group B (Non-Gazetted) employees of Employees' Provident Fund Organization for the year 2024-25, is to be paid.

3. The payment of the advance is subject to the condition that an undertaking (in the enclosed Performa) to the effect that "the advance will be adjusted against the PLB due for the year 2024-25 and any excess payment made towards PLB for the year 2024-25 would be refunded forthwith", shall be submitted by each eligible employee. The payment of advance is subject to the same terms and conditions that are applicable to the grant of PLB and are appended. **However, advance is not admissible in respect of employees who have already retired from the services of EPFO.**

4. The amount of advance may be paid by 30<sup>th</sup> Sept, 2025 under intimation to this office. The number of such employees and the amount disbursed may also be intimated.

5. The expenditure incurred for payment of this advance may be debited from the budget head "Productivity Linked Bonus."

(This issues with the approval of CPFC)

**Encl: As Above**

Yours sincerely,

  
**(Raman Dhanasekar)**  
**RPFC-I (WSU)**

**Terms and conditions for payment of advance against Productivity Linked Bonus to the employees of the Employees' Provident Fund Organization for the year 2024-25**

1. All regular employees of Group 'C' and Group "B" (Non- Gazetted) whether temporary or permanent shall be eligible for the advance against Productivity Linked Bonus provided they were in service on pro rata basis, and also on the last day in March of the relevant financial year i.e. 2024-25. Casual/contract/extra departmental employees shall not be eligible for any Bonus.
2. The employees who were in service for less than one year during the relevant financial year shall be allowed the advance against PLB on proportionate basis, provided they were in service for at least six months during the financial year 2024-25.
3. The employees drawing monthly wages of more than Rs. 7,000/- shall be entitled to the advance against PLB at the rate admissible to those drawing wages of Rs. 7,000/- per month.
4. The employees who happen to be on extraordinary or half pay leave during the month of March will be paid the advance against PLB based on the pay and allowances that would have been payable but for their being on EOL, HPL etc.

**UNDERTAKING**

I, Shri/Smt./Ms. \_\_\_\_\_ , \_\_\_\_\_,  
(Name) (Designation)

do hereby undertake as under: -

1. That I understand that the advance against the PLB due and admissible to me for the year 2024-25, equal to 60 days' wages (subject to the maximum of Rs. 13816/-) has been provisionally sanctioned and being paid to me.
2. The said advance will be adjusted against the PLB due and admissible to me for the year 2024-25 and any excess payment detected at a later stage, on any account, shall be refunded by me forthwith.

Signature-

Name-

Designation-

Date-