

## Frequently Asked Questions (FAQs) for Joint Option Form (as on 07.02.2023)

S. No.	Question	Answer
1.	Where will the option form be filled for <b>Retired</b> Employee?	BHEL's ecare portal www.ecare.bhel.in
2.	Where will the option form be filled for <b>Serving</b> Employee?	Single Sign On (SSON) portal https://sson.bhel.in
3.	For Serving employee if SSON is not available?	Unit HR will create profiles using mobile no. or email. <i>Serving employees have to give their option in SSON only.</i>
4.	What is the last day to submit the forms online and offline both?	10.02.2023 for submission of online option as well as duly signed forms in triplicate.
5.	Who are eligible to fill joint option forms on the portals?	Serving Employees or Ex-employees who have exited the scheme after 01.09.2014 as detailed in CHRC no. 3 of 2023
6.	Will lateral joinee in BHEL already having EPS-95 membership but who joined BHEL after 01.09.2014 be eligible?	Yes, continuity of membership is to be extended if the employee has informed of the same at the time of joining. Such an employee should also get his/her previous EPS account transferred through BHEL to the current EPS account.
7.	How can ex-employees outside India submit hardcopy forms by 10.02.2023?	Ex-employees who will be out of the country till 10.02.2023 can send signed scanned document by email first and then send the original hardcopy through post.
8.	Joint option form signed by employee will be sent to RPFC by which Unit HR in case an employee attained 58 & exited scheme or from the Unit HR where such employee got superannuated?	Ex-employee will send the joint option form to the HR of Unit which processed his/ her application for start of employee pension under EPS 95 (Form 10D) whether at the age of 58 years or after deferment at 59/60 years.
9.	How do I know who is the concerned RPFC and what is my PPO (Pension Payment Order) number?	The RPFC from where your PPO has been generated is the concerned RPFC. Details will be available in the PPO. In case the employee doesn't have a copy of the PPO, then the PPO details are mentioned in the passbook of the account where the pension is getting credited.
10.	For employees getting superannuated in Feb 2023, is any	No. Statutory payments are not to be withheld. PF should be released to the employee even if the

	amount required to be withheld for the purpose of submitting to EPFO?	employee gives an undertaking to the effect that it is on his/her instructions that the PF has not been released.
11.	On superannuation on 24 Feb 2023 and beyond, where will the option form for such employee be saved?	For such employees, the data from SSON will be transferred automatically to eCare portal.
12.	Whom to contact for query/information on EPS-95 joint option form?	Unit HR co-ordinator (Names are displayed separately)
13.	Where/ to whom will the triplicate forms be sent by Unit HR?	Two Original forms to EPFO and one for BHEL's records subject to modalities to be prescribed by EPFO.
14.	Is it mandatory for serving employees and separated employees to submit the option form whether they choose to opt or not opt?	Yes.
15.	Who will provide joint declaration in case an employee resigns from BHEL to join new organization?	New organization where the employee has joined.
16.	Who will provide joint declaration in termination cases?	BHEL in case the ex-employee has not taken up employment with any other organization.
17.	Are reports available to see who all have submitted option forms?	Yes, report is available for Unit HR in pension portal's report section.
18.	How to calculate the amount of higher pension due on actual salary/wages?	EPFO guidelines are awaited for the same.
19.	Browser window to use for best viewing?	Google Chrome