



Notice on PF and Gratuity Eligibility

This is to inform all employees and ex-employees of **TAAB Biostudy Services** that issuance of **Provident Fund (PF) and Gratuity** has been applicable from **March 2019** onwards – as advised and instructed by **EPFO**.

Please note the following important points regarding eligibility:

1. From March 2019, employees and ex-employees are entitled to PF benefits.
2. Salaries paid before 2023 were not in a CTC format and were disbursed as a wholesome amount, without deductions for PF contribution. Hence, the employee share was never deducted.
3. Employees terminated on **performance grounds** are ordinarily not entitled to these benefits. However, as per **EPFO directions**, TAAB is cooperating to ensure maximum benefit and has chosen to settle such cases on goodwill.
4. Currently, TAAB is clearing pending PF settlements for both existing and ex-employees who signed the **No Dues form** on their last working day.
5. Any ex-employees posting grievances must approach the **respective statutory authorities** directly.

Submission Requirements for Ex-Employees (separated on good grounds):

- **UAN** (if created). If not, submit **attested scanned copies of Aadhar and PAN**.
- **Clearance letter** from the respective educational institute confirming non-involvement in other work or payment during tenure at TAAB. (Mandatory for those who completed their **Masters/PhD** during their association with TAAB).

We remain committed to transparency and compliance while ensuring eligible individuals receive their due benefits. Please email, accounts@taabbioستudyسervices.com for further communication. TAAB doesn't encourage and support documents received via post.

Management, TAAB Biostudy Services