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## CIRCULAR

No.: DSU/ADM/HR/2026/037

18 April, 2026

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To,  
All Staff members of DSU,

### **CIRCULAR FOR IMPLEMENTATION OF VOLUNTARY PROVIDENT FUND (VPF) SCHEME FOR EMPLOYEES**

This is to inform all teaching and non-teaching staff that the University has decided to implement the **Voluntary Provident Fund (VPF) Scheme** for its employees, in accordance with the provisions of the Employees' Provident Fund rules.

Under this scheme, employees who are contributing to Provident Fund or employees who are wants to contribute may opt to contribute an amount **over and above the statutory limit of 12% of Basic Salary plus Dearness Allowance (DA)** on a voluntary basis. The key features of the scheme are as follows:

#### **1. Eligibility:**

All employees who are existing members of the Provident fund, as well as those who wish to become new members and contribute, are eligible to opt for the Voluntary Provident Fund (VPF) Scheme.

#### **2. Contribution:**

- Employees may contribute up to **100% of their Basic Salary + DA** as VPF.
- The employer's contribution shall remain **restricted to the statutory limit** as per applicable rules.

#### **3. Option Procedure:**

- Interested employees are required to submit a **written application** to the HR Department.

- The application must clearly mention the **percentage or fixed amount** of additional contribution.

**4. Effective Date:**

- The VPF deduction will be effective from the **salary of the succeeding month** after approval of the request.

**5. Modification of Option:**

- The option once exercised shall generally remain valid for the **entire financial year**.

**6. Interest & Withdrawal:**

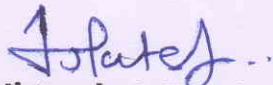
- VPF contributions shall earn **interest at the rate declared for Provident Fund** from time to time.
- Withdrawal and other conditions shall be governed by the applicable Provident Fund rules.

All eligible employees are encouraged to take advantage of this scheme for long-term financial security.

Kindly submit the VPF application form on or before **25/04/2026**.

For any clarification, employees may contact the HR Department.

This circular is issued with the approval of the Competent Authority.



**Dr. Jignesh J. Patel**

**Registrar**  
**Dr. Subhash University**  
**Junagadh**



Name of Employee:  
Employee Code :  
Designation:  
Department:

**Date:**

**To**  
**The Registrar**  
Dr. Subhash University,  
Junagadh

**Subject:** Request for Voluntary Provident Fund (VPF) Deduction

Respected Sir,

I, \_\_\_\_\_ working as \_\_\_\_\_ in the \_\_\_\_\_ of this University, would like to voluntarily contribute a higher amount towards my Provident Fund under the Voluntary Provident Fund (VPF) scheme governed by the Employees' Provident Fund rules.

At present, my Provident Fund contribution is being deducted as per the statutory limit. I hereby request you to kindly increase my PF contribution to **[mention percentage or amount, e.g., 20% of Basic + DA or ₹ \_\_\_\_\_ per month]** with effect from **01/05/2026**.

I understand that this is a voluntary contribution and that the employer's contribution shall remain as per the applicable rules. I also agree to abide by the terms and conditions related to VPF contributions, including any restrictions on modification during the financial year.

I request you to kindly process my application and make the necessary changes in the payroll system.

Thanking you.

Yours faithfully,