



WEB CIRCULATION

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कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(श्रम और रोजगार मंत्रालय, भारत सरकार)

**MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA**

मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14, भीकाजी कामा प्लेस नई दिल्ली 110066-  
**Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi -110066**

No.Conf.7 (3)2013/RC/Zonal ACCs -Review meeting/

Dated 22.03.2016

To,

Zonal ACCs ((PN &HP), (HR & RJ), (DL & UK) and (UP &BR)  
RPFs in -charge of the RO/SROs in the above zone

**Subject: - Record note of review meeting dated 18.03.2016 - reg.**

Sir,

I invite your attention to the above mentioned meeting. Record notes of the same as approved by Central Provident Fund Commissioner are attached herewith for your perusal and further necessary follow up action.

Yours faithfully,

  
22/03/16  
(Navendu Rai)

**Regional Commissioner (Conference)**

Copy to:

1. FA & CAO/ACC(HQ)RB,ACC(HQ)HR
2. All ACCs, EPF Headquarters
3. RPF- NDC, Dwarka – for uploading on official website
4. All ZACCs & RPFs in ROs/SROs (other six zones)
5. DD (OL) for providing Hindi Version
6. PS to CPFC for information.

  
22/03/16  
(Navendu Rai)

**Regional Commissioner (Conference)**

[www.epfindia.gov.in](http://www.epfindia.gov.in)

**RECORD NOTE - REVIEW MEETING BY CPFC – 18-03-2016**  
**EPF HEADQUARTERS NEW DELHI**

Following officers attended the meeting:-

1. Shri P.K. Udgata, ACC, EPF Headquarters
2. Shri M Narayanappa, ACC, EPF Headquarters
3. Shri Jagmohan, ACC, EPF Headquarters
4. Shri K.L. Goyal, ACC, EPF Headquarters
5. Shri M.S. Kalia, ACC, EPF Headquarters
6. Dr. A.K. Dubey, ACC, EPF Headquarters
7. Shri S.C. Goyal, ACC, EPF Headquarters
8. Shri SK Nayak, ACC, EPF Headquarters
9. Shri SK Thakur, ACC, (UP Bihar)
10. Shri KL Taneja, ACC (Delhi UT)
11. SK Aggarwal, ACC (HR RJ)
12. Shri Beerbal Meena, ACC (PB HP)
13. Shri VP Singh, ACC, EPF Headquarters
14. Shri Chandramouli Chakraborty, ACC, EPF Headquarters
15. Ms. Mridula Ghai, ACC, EPF Headquarters
16. Smt. Anita Sinha Dixit, ACC, EPF Headquarters
17. Shri Kumar Rohit, RPFC-I, Faridabad
18. Ms. Uma Mandal, RPFC-I, Shimla
19. Shri Rajiv Bisht, RPFC-I, Gurgaon
20. Shri SK Suman, RPFC-I, Chandigarh
21. Shri Saurabh Jagati, RPFC-I, Jaipur
22. Shri A.K. Singh, RPFC-I, Ludhiana
23. Dr. Ashutosh Sharma, RPFC-II, Lucknow
24. Shri Navendu Rai, RPFC-II, , EPF Headquarters
25. Shri Rakesh Sahrawat, RPFC-II, Delhi (North)
26. Shri JK Pandey, RPFC-II, Delhi (South)
27. Shri Vikas Sodai, RPFC-II, Meerut
28. Shri Dhanwant Singh, RPFC-II, Gurgaon
29. Shri Mohit Shekhar, RPFC-II, Kanpur

CPFC desired to know the three basic and most important activities being done by EPFO.

Shri SK Aggarwal listed following activities:-

- a) Services to members- Claims, Pensions, Accounts statements
- b) Compliance issues- Assessments, recovery, coercive action etc.
- c) UAN based services

It was also informed that following administrative jobs are also done in field offices on areas pertaining to HR issues and administrative issues related to facilities management.

CPFC informed about the impending plan to link all EPF offices with video conferencing to facilitate more regular interactions between Headquarters, Zonal and field offices.

He emphasized the need for promoting system integrity and actively hindering and punishing those who are involved in malafide actions.

CPFC stated that services need to improve especially to discourage exemptions and promote enrolment. Steps are required to be taken to bring back exempt establishments to EPFO fold, initially, smaller exempt establishments excluding top 150 exempt establishments by upgrading service. Services need drastic improvement especially as the rules have changed to force employees to remain members till their superannuation.

CPFC stated that On-line services (OLS) for Aadhaar enabled members' accounts linked to bank accounts of members are scheduled to be launched shortly. Further, in respect of UAN where a digitally authenticated Aadhaar is available, there is a process wherein it will be possible to verify the same on real time basis.

He was of the view that employer centric identification of employees and accounting of member balances needs to be modified to employee centric record keeping and services, once remittances have been made by the employer.

CPFC also stated that Pension Scheme provisions and related services needs to be enhanced considerably. He mentioned that an important activity is facilitation of data consolidation which is currently underway. It is a major work area and requires timely and careful implementation.

ZACC (UP BR) suggested that cash incentives may be granted for the EPF employees to motivate them to achieve targets for special jobs they are called upon to perform, instead of to the employers. CPFC stated that the incentives have already been given to employers upto 31<sup>st</sup> December 2016. For EPF employees certain operational incentives can be given.

Shri KL Goyal stated that employer resistance to giving the requisite details for correctly and conclusively establishing identity of employees is primarily guided by intention to evade enrolment of such members with EPFO.

CPFC stated saying that employer-employee relations are more enduring and we need to tap into these relations to ensure requisite services on a proactive basis. It is erroneous to believe that most employers are wilful defaulters. Systems should be so devised that the employers willing to comply are facilitated. We need to develop a sensitivity to identify defaults happening out of actual business distress and wilful non-compliance. Our systems should be built to handhold with employers and employees. Once we identify wilful defaulters very strict action should be taken after due diligence. The action should be exemplary and deter future wilful non-compliance.

CPFC emphasized the need for UAN activation and digitally authenticated KYC seeding including Aadhaar. He stated that this aspect would be the primary determiner of performance of officers and offices along with registration of digital signature of

establishments. ECR 2.0 with digital signature is going to be made mandatory in couple of months.

CPFC stated that pending assessment enquiries should be completed expeditiously as timely closure of enquiries would make chances of recovery of assessed dues brighter. CPFC informed that cheque fraud cases have come to notice and all officers are required to take proactive preventive steps to prevent its recurrence. The software support for same has been released on 12<sup>th</sup> March 2016. Further, in case of such frauds FIR has to be filed and case followed with Police authorities. CPFC also informed about the HR software, particularly the salary software. All officers were directed to ensure completion of data entry in the said software.

CPFC concluded the meeting by advising all officers to gear up the organisation in preparing for a completely digital workplace. All senior officers would need to guide their team towards this transformation.

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