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कर्मचारी भविष्य निधि संगठन

श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES PROVIDENT FUND ORGANISATION

MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA

मुख्य कार्यालय/Head Office

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IMMEDIATE

Dated:

23 MAR 2016

To

All Additional Central P.F. Commissioner (Zones)/Director (NATRSS),

All Regional P.F. Commissioners ROs/SROs,

Subject: Time bound completion of data entries in HR software and test run of modules -reg.

Sir/Madam,

You are well aware that HR Software have been developed for the purpose of uploading the Service particulars of each of the officers/officials by NDC/IS Division on the following subject:

- i. HRPIS New Function: Incumbency Report of OIC in the HR software.
- ii. HRPIS New Function: Generation of EID for the EPF employee pensioners.
- iii. Data Entry of sanctioned strength in the HR software.

2. To operate the above software instructions have already been issued vide this office circular dated 02.12.2015. The purpose for this software was that once the data entered initially, thereafter on any change in the status of an employee whether by way of promotion/transfer/deputation/leaving service etc. The data will be updated so that all the reports are correctly displayed and also the e-service book part is uploaded automatically.

3. On going through the random check-up of the data after the recent transfer has shown that while most of the officer are updating the data in similar cases officer of upto the RPFC-II level are still reflected in the old offices with old designation. This check was done for the ACC & RPFC-I and II level officers.

4. It is also to inform that the data entry in the software was strictly as per certified Input Data Sheets where the data was either provided by the Employee (personal details), or by Admin Section in the office (Service Book details). User Manuals for each function is already made available in the software itself. The e-mail id of hr.software@epfindia.gov.in has been provided for any query of reporting any issue. However it is seen that some HR users are experimenting with the software.

5. The CPFC was recently apprised of the initiative but he expressed his anguish on the adherence to the various time lines of data entry and test run of the modules. It is therefore incumbent upon all the supervisory offices to see that these tasks are completed in time. The successful completion of the modules will enable the futher introduction of new modules to improve HR functions like auto generation of salary, APAR entry updation, leave entries, calculation of vacancies, vigilance profile, creation of individual employee login.

6. In view of the above all the Regional Commissioners, and Officer-Incharge of RO/SRO are requested to take necessary action on the following points strictly:-

- i. Update the posting of all the employees.
- ii. Advise the users, to go through the user manual before using any function.

7. It has been further decided that Addl. CPFC zones shall monitor the progress in respect of the offices under the zones by suitably identifying a Nodal Officer. They will monitor progress at regular intervals.

8. If there is any inconvenience is being felt in feeding of data, help of the user manual of each function is available under the HELP menu for every HR soft user. In case of any clarification, they can write at hr.software@epfindia.gov.in and/or rc.nd@epfindia.gov.in.

Yours faithfully,



(S.C.Goyal)

Addl. Central P. F. Commissioner-II (HRM)