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कर्मचारी भविष्य निधि संगठन  
( श्रम एवं रोजगार मंत्रालय, भारत सरकार)

**Employees' Provident Fund Organisation**  
**(Ministry of Labour & Employment, Govt. of India)**

मुख्य कार्यालय / Head Office

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Date 20.09.2016

To

All Additional CPFC (Zone) /  
All RPFcs In Charge of ROs / SROs including ACC(ASD).

22 SEP 2016

**Subject :** Time Bound completion of work related to creation of individual Login Facility for all employees of EPFO in the HRSoft ( Software for HR Management)– reg.

Madam/ Sir,


Please refer to this office letter no. CAT. 22(17)2015/HQ dated 29.04.2016 ( website SI No. 55/2016-17) regarding the launching of Login Facility for all employees of EPFO in HRSoft.

2. The basic set of features including employee profile, payslips etc. has already been implemented which are to be assessed through a login to be created by the employee and activated by the admin user in each office. Further additional features like leave application & approval, SPF, Income Tax etc. are proposed to be made available in HRSoft shortly. The initial requirement is the activation of the login facility by each and every employee of each office. Hence it is imperative that all employees should have their login id created and activated at the earliest. Further basic data update in HRSoft is to be done in respect of all offices and this task should be completed if it is pending.

3. Additional CPFCs (Zones) are requested to issue necessary directions for updating HRSoft data and creation and activation of login Ids of officers and officials situated in the offices under their jurisdiction and to monitor the same till the task is completed. The work of creation and activation of login id for all officials should be completed by 01.11.2016. This should be particularly ensured in respect of Group A officers. Officers may be advised that leave applications of officers after 01.11.2016 would be entertained & approved only if the login id for the officer has been created and activated.

4. In case any difficulties in executing the above work within the given timeline, mail may be sent to [hr.software@epfindia.gov.in](mailto:hr.software@epfindia.gov.in) under copy to email id [hrsoft.hrm@epfindia.gov.in](mailto:hrsoft.hrm@epfindia.gov.in).

Yours faithfully,

  
(Chandramauli Chakraborty)  
Additional CPFC- II (HRM)