To

All Addl. CPFCs (HQ)/Addl. CPFCs, Zones,
Director, PDNASS,
All RPFCs/OIC in-charge of ROs/ASD/ZTIs

विषय: Disciplinary proceedings against employees of the Central Board of Trustees -
Regarding.

महोदय/महोदया

Disciplinary Proceedings against delinquent employees of the Central Board of Trustees (EPF) are instituted under the provisions of Employees Provident Fund Staff (CC&A) Rules, 1971. Rule-10 of the said 1971 Rules provides for instituting major penalty proceedings and Rule-12 thereof has laid down procedure for minor penalty proceedings. It has been observed from the reports of pending disciplinary proceedings in the field offices that mostly major penalty proceedings are initiated in a routine manner without application of mind whether charges are of grave nature or not.

2. Both the major and minor penalty proceedings are actions taken against employees for noted instances of misconduct / misbehaviour. However, while the process of major penalty proceedings is arduous and long-drawn resulting into delayed conclusion of the case, the minor penalty proceedings are swift in nature and at times have more deterrent effects than the former. It has also been observed that many of the major penalty proceedings result into imposition of one of the minor penalties, thus entailing loss of unnecessary time and resources of the office and the employees.

3. Therefore, all the disciplinary authorities are advised that provisions of major penalty proceedings may be resorted to only in those cases where the gravity of lapses warrants such action. In all other cases of minor lapses, proceedings for minor penalty would be more appropriate.

(This issues with the approval of CPFC)

भवदीया,

उमा मंडल

अपर केन्द्रीय श्र.नि. आयुक्त (सा.सं.प्र.)