Through Web Circulation

No.- Coord./9(2)2014/SeniorOfficersMeeting/Part-I

Dated:  03 JUL 2019

To

All ACCs (HQ)/ ACCs In Charge of Zonal Offices,
All RPFCs In Charge of Regional Offices,
RPFC (ASD), Head Office,
Vigilance Headquarters/Zonal Vigilance Directorates,
Director, PDNASS/Zonal Training Institutes.

Sub: - Regular updation of telephone directory on official website of EPFO.

Madam/Sir,

It is of utmost importance that a correct and updated telephone directory of EPFO offices is maintained on the official website as it provides a key communication link to all stakeholders of EPFO. The telephone directory is available on the Contact Us link on the EPFO website.

The contact number of the Public Relations Officer (PRO) of each office should be prominently displayed on the website before the number and details of other officers so that the PRO is contacted in the first instance. Local numbers for helpline/assistance, if any, should also be provided and displayed on the website. The details of Officers designated as Appellate Authority/CPIO/CAPIO have also been added in the directory and information on such officers may also be intimated.

It shall be the responsibility of the Officer in Charge of the office/zone/region/division to update any change in the telephone numbers, e-mail IDs, address of office, name and designation of officers etc. to NDC. All intimations of change in details must be given bilingually on the following e-mail ids-

webadmin-epfo@nic.in
rc.ndc@epfindia.gov.in

Yours faithfully,

(Udita Chowdhary)
Addl. Central P.F. Commissioner (Coord.)

Copy to: - RPFC-I(NDC) to ensure prompt updation of the telephone directory on the basis of updates received from offices.