To

All Addl. Central P.F. Commissioner (Zones),
All Regional P.F. Commissioner in-charge of Regional Offices,

Subject: I. Forwardal of proposals for grant/cancellation of exemption by Zonal Offices.

II. Monitoring of and ensuring Filing of Online Returns by the Exempted Establishments and the Annual Compliance Audit of all the Exempted Establishments/Trusts by Regional offices/Zonal Offices.

Sir / Madam,

It has been decided that in order to ensure smooth and faster disposal of proposals for grant / cancellation of exemption, the Zonal Offices shall henceforth perform higher level of scrutiny and evaluation of the proposals before forwarding the same to Head Office. Accordingly, the following guidelines are being issued for the Zonal Offices to carry out the task of monitoring the proposals for grant / cancellation of exemption by the Regional Offices, filing of online returns by the exempted establishments / Trusts and monitoring of annual compliance audit of the exempted establishments / Trusts and other miscellaneous matters pertaining to exemption.

A) Forwardal of proposal for grant/Cancellation of exemption –

The proposals for grant of exemption / cancellation of exemption after being processed by the Regional Offices shall be forwarded to the Zonal Offices, who will evaluate the overall soundness of the proposal and certify the appropriateness of the recommendation for grant/Cancellation of exemption or rejection of the proposal, as the case may be, and forward the proposals complete in all respect that can be placed before the CBT, EPF along with a certificate of recommendation.

The above guidelines are to be followed in respect of all cases of grant of exemption as well as cancellation / surrender including those proposals that are pending as on date as well as to be received in future. The list of cases pending with Regional Offices shall be separately shared with the Zonal Offices. It will be the overall responsibility of the Zonal Offices to pursue and monitor all cases of grant of exemption as are currently pending with Regional Offices as well as to be received in future.

B) Filing of Online Returns by the Exempted Establishments.

With regard to filing of online returns by the exempted establishments, ACC (Zones) have to consistently monitor them and ensure that all the exempted establishments file the same as per the schedule. Appropriate legal action against chronic defaulters must also be ensured including cancellation of exemption. ACC (Zones) to ensure that all the eligible exempted establishments must have the link to file the online returns. Prompt action to cancel the exemption, wherever necessitated, must be initiated by the Regional Offices.

C) Compliance Audit.

Zonal Offices to ensure that the Compliance Audit of all exempted establishments and their Trusts is completed before the 31st January of the year and the reports in respect of all Regional Offices functioning under the jurisdiction of respective Zonal Offices shall reach the Head Office on or before 15th February of every year. Beside all other issues, Regional Offices will monitor that the
Trusts invest the investable surplus duly following arms length policy enumerated in the pattern of investment notified in the Gazette of India dated 29.05.2015 and circulate vide Head Office letter No. HO/IMC/132/Pattern 2015/12937 dated 26.06.2015 (copy enclosed). ACC (Zones) will also ensure compliance/action on the observations reported in the compliance audit report by the Regional Offices. Action plan for completion of the Compliance Audit may be drawn by April of every year. However, for the year 2019-20 the action plans for the annual compliance audit to be submitted by 30 June 2019. It may also be ensured that the data of monthly return being filed by all establishments is verified by RPFC during annual compliance audit of the exempted establishments/Trusts.

D) **Miscellaneous matters pertaining to Exemption.**

Exempted establishment dashboard must be closely watched at the level of ACC Zones as well as ROs. The status in respect of all such exempted establishments which are shown as ‘Establishments marked as closed’ and ‘Establishments with no information’ (in the Exempted Main Dashboard) must be closely watched and their status as well as the status of the Trust Fund must be inspected for reaching a logical conclusion.

A monthly report to extract information about the proposals forwarded to Head Office for grant / cancellation of exemption, compliance audit conducted and status of online return filed by the establishments shall be furnished by all Zonal ACCs in the **.xls format** by 10th of every month. (Report for the wage month January shall be furnished by 10th March). Format for performance monitoring of Zonal / Regional Offices is as under.

<table>
<thead>
<tr>
<th>Task</th>
<th>Work in hand</th>
<th>Progress achieved</th>
<th>Pendency</th>
<th>Reasons for pendency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of proposals for exemption forwarded to Head Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Number of proposals for cancellation forwarded to Head Office</td>
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<td></td>
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<tr>
<td>Compliance audit completed for number of establishments</td>
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<td></td>
</tr>
<tr>
<td>Online returns filed by establishments</td>
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</tbody>
</table>

A Nodal Officer will be nominated by each ACC (Zone) for effective communication with Head Office on all exemption related issues of the Zone.

[This issues with the approval of CPFC]

Yours faithfully,

(Maruti Bhoiyi)

Regional P.F. Commissioner-I (Exemption)

Copy to:  
1) RPFC-I, NDC for uploading in official website.  
2) Guard file....for records.