HRM-I/A-10 (144)98/DR/5458

Date:-
13 AUG 2019

To

All Addl. Central P.F Commissioners (Zone)
All Regional PF Commissioner in Regional Offices

Sub:- General guidelines related to the matters which are under the jurisdiction of Headquarters - regarding.

Sir,

This is with reference to the transfer/posting of Group A Officers, which is under the domain of Headquarters.

2. Instances have come to the notice of Head Office that some Zonal Offices have issued orders of RPFC-I level officers giving additional charge of the other office under their jurisdiction during leave period of another officer or in other miscellaneous instances, for the purpose of approving the files of Administration, Vigilance, Retirement, Pension, MACP, Medical Rules etc.

3. It is advised that there is a standard operating procedure, as the posting of Group A officers is under the jurisdiction of Head Office and accordingly no orders should be issued on matters which are not in the jurisdiction of Zonal Offices.

4. It is requested to follow these guidelines in true spirit.

Yours faithfully,

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