Office Memorandum

Subject: Communication via e-mail for minimisation of paper wastage to move towards a paper-free EPFO.


2. It has been observed that letters sent to HRM division through e-mail are also followed by hard copies sent through Speed post/Registered post especially acknowledgement of HO orders or relieving orders, thereby causing not just wastage of paper due to multiple copies and avoidable expenses on snail mail, but also inefficient utilization of Organization's resources.

3. It is reiterated that hard copies of the letters which have already been sent through e-mail, need not be sent through Speed post/Registered Post. As such, communications to Head Office may be sent through e-mail only, in-order to make EPFO a truly paperless office.

4. The only exception to the aforementioned instructions are original inquiry reports, legal documents or any such documents that have specifically been asked for or are necessarily to be sent in physical form to fulfill legal requirements and authentication.

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