



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)



मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14, भीकाएजी कामा प्लेस, नई दिल्ली-110066

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वेबसाइट/Website: www.epfindia.gov.in, www.epfindia.nic.in

No. ASD-I/Misc./2020/1226

Date: 17-04-2020

OFFICE MEMORANDUM

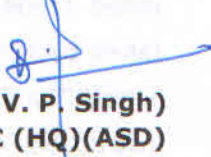
Subject:- Preventive measures to contain the spread of COVID 19.

The undersigned is directed to say that MHA vide its Order No. 40-3/2020-DM-I (A) dated 15-04-2020 has issued consolidated revised guidelines on the measures to be taken by Ministries/Departments of Government of India, States/UT Governments and State/UT authorities for containment of COVID -19 in the country. In the light of the instructions contained in the said orders, the following instructions are issued which shall remain effective till 03-05-2020 or until further orders:

- I. Regional P F Commissioner -I and above level officers shall attend the office with 100% attendance during normal office hours.
- II. The personal staff of RPFC-I and above level officers, viz. PPS, PA, Steno, Consultant and MTS shall also attend the office during normal office hours. The officers may rotate duties of their personal staff as per their requirements.
- III. Remaining officers/staff upto thirty three percent (33%) are required to attend office every day from 20th-24th April and 27th April - 1st May 2020 as per roaster to be prepared by Divisional Heads in respect of their Division during normal office hours. They shall also monitor the attendance and punctuality of their respective officers/staff.
- IV. Officers/Officials posted in Administrative Service Division (ASD) will attend the office as per the instructions of ACC (HQ) (ASD).
- V. FA & CAO and CVO will decide and issue the roaster of officers/staff of their Division.
- VI. The officials posted in CPFC Secretariat would seek instructions from Staff Officer to CPFC.

- VII. All Officers/Officials must leave their contact numbers (mobiles as well as landline) with their controlling officers and they should be available for being called to office at short notice, as per exigency.
- VIII. All the officers/officials attending office are to follow Government guidelines on COVID-19 particularly with regard to maintaining safe distance with others.
- IX. ZOs/ROs/DOs/Training Institutes (Viz. PDNASS, ZTIs. Sub ZTI) may issue similar instructions accordingly.
- X. ACCs (HQ) may call any officer/official for duty on exigency of work or may change the roster of duty of their officers/staffs as per requirements.

(This issues with the approval of CPFC)


(Dr. V. P. Singh)
ACC (HQ)(ASD)

To,

1. Staff Officer to CPFC.
2. FA & CAO/CVO/All ACC (HQs).
3. All Zonal Offices/Regional Offices/District Offices.
4. All Training Institutes (Viz. PDNASS/ZTIs/Sub ZTI).
5. RPFC-I(NDC) for information and web circulation.
6. AD(OL) for Hindi Version.
7. Notice Board.
8. Office Order file/Guard file.