Employees' Provident Fund Organisation
Ministry of Labour & Employment, Govt. Of India

To
All Addl. Central P.F. Commissioners (HQ), Zones
All Addl. Central P.F. Commissioners, Zones

Sub: Maintenance of Service Book of RPFC-I and above

Sir/Madam,

Reference may be invited to Head Office circular bearing No. ASD-I/Misc/2013/10122 dated 25/Jul/2014 vide which the field offices were instructed to send the Service Book of officers of the rank of RPFC-I and above to Head Office.

2). Subsequently, the difficulties faced by the Administrative Services Division of Head Office in updating the service books and also difficulties faced by the field offices in decision making without the Service Books were conveyed to the Competent Authority.

3). In response to that, it has been decided that the Service Books of RPFC-I level and above cadre officers shall be maintained by the concerned Zonal Office under which they are posted. Hence the Service Books of the concerned officers are being forwarded to the concerned Zonal Office with request to send an acknowledgement after receiving the same through email at rc.asd@epfindia.gov.in. And the Service Book of RPFC-I level and above who are posted at head Office will be maintained by ASD (Head Office)

4). The Service Books may be updated with the copies of the service books which were kept in the concerned office in compliance of the above mentioned circular dated 25-07-2014 and maintained as per the prevailing rules in this regard.

(This issues with the approval of CPFC)

Yours faithfully

(R.M. Verma)
Addl. Central P.F. Commissioner (ASD)