



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

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

No. (E- 955504) HRD-I/130/2024/ScreeningCommittee-MACP/1187

Date:

30 DEC 2024

To,

All Additional Central P.F. Commissioners (HQ)/ Director(PDNASS),  
All Additional Central P.F. Commissioners (Zones)/Addl.CPFC(ASD),  
All RPFCs/OIC-in-Charge of Region

**Subject: Constitution of Screening Committee for MACP in respect of different cadres of Official Language in EPFO -reg**

In reference to the letters received from Zonal Office Gujarat vide which proposal for Grant of Financial up-gradation under MACP Scheme was forwarded to HO for consideration and approval.

2. In accordance to the guidelines at Para (i) of Head Office letter dated 05.09.2013 regarding the composition of screening Committee for MACP to be in line of DPC/Screening Committee for promotion read with guidelines of DoP&T circulated vide OM dated 22.10.2019 as under:

"The screening committee shall comprise of officers holding posts which are at least one level above the level in which the MACP is to be considered and not below the rank of Under Secretary equivalent in the Government." Further, as per DOPT OM dated 10.12.2014, "the recommendations of the Screening Committee henceforth be placed before the Appointing Authority of the post for approval with regard to the grant of financial upgradation under MACP Scheme."

3. A compositions of screening Committees for MACP in respect of different cadres of Official Language is constituted as under:-

Cadres	Appointing Authority	Constitution of Screening Committee for MACP
Director (OL)	The Chairman, CBT	<ul style="list-style-type: none"><li>Secretary, MoL&amp;E – Chairman</li><li>Additional Secretary, MoL&amp;E – Member</li><li>CPFC - Member</li></ul>
DD (OL)	The Chairman, CBT	<ul style="list-style-type: none"><li>CPFC – Chairman</li><li>ACC (HQ) – Member</li><li>ACC – Member</li></ul>
AD (OL)	CPFC	<ul style="list-style-type: none"><li>ACC (HQ) (HR) – Chairman</li><li>ACC (HR) – Member</li><li>RPFC-I (HRM)- Member</li></ul>
STO	ACC	<ul style="list-style-type: none"><li>ACC (Zone) or ACC (ASD),HO – Chairman</li><li>RPFC-I (Zone) or RPFC-I (ASD),HO – Member</li><li>RPFC-I (Region) or RPFC-I (HRM),HO nominated by the ACC (Zone) or ACC (ASD),HO – Member</li></ul>
JTO	RPFC-in-charge	<ul style="list-style-type: none"><li>RPFC-I (Zone) or RPFC-I (ASD),HO – Chairman</li><li>RPFC-I (Region) or RPFC-I (HRM),HO nominated by the ACC (Zone) or ACC (ASD),HO – Member</li><li>RPFC-II (Region) or RPFC-II (HRM),HO nominated by the ACC (Zone) or ACC (ASD),HO – Member</li></ul>

4. All other Guidelines regarding procedure to be followed for grant of MACP circulated vide Circular No. HRM-III/14(7)09/Guidelines/EO/AO/10241 dated 05.09.2013 (copy enclosed) may be followed.

Encl. as above

Yours Faithfully

*SM*  
20/12/24

(Saurabh Tripathi)  
Regional P.F. Commissioner-I, HRD-I

Copy to:

1. PPS to CPFC
2. PPS to FA & CAO, CVO, ACC (HQ)
3. All DD (Vigilance)/ZAPs
4. All PPS, PA and SO in Head Office
5. RPFC, IS Division for web circulation
6. Secretary General, EPF Officers' Association
7. Secretary General, AIEPF Staff Federation
8. Secretary General, AIEPF SC/ST Federation
9. Secretary General, AIEPF Employees' Sangh
10. Hindi Section for Hindi Version
11. Guard file

(Saurabh Tripathi)

Regional P.F. Commissioner-I, HRD-I



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(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

मुख्यालय/HEAD OFFICE

भविष्य निधि भवन

BHAVISHYA NIDHI BHAWAN

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Website : [www.epfindia.gov.in](http://www.epfindia.gov.in)

No.HRM-III/14(7)09/Guidelines/EO/AO/

Dated:

5 SEP 2013

To,

All Addl. Central PF Commissioners (Zones) including Director (NATRSS)  
All Regional PF Commissioners-in-charge of the Regions (including RPFC,ASD)  
All OICs

**Sub: Proposal for financial upgradation under MACP Scheme in respect of EO/AO and others - regarding.**

**Ref: 1. HO letter No. HRD/4(1)2009/Misc./Circular/10359 date 26.05.2009**  
**2. HO letter No. HRM-II/18(02)2010/REP.ACP & MACP/EO-AO/4011 dated 29.04.2011**

Sir,

Please refer the letter cited above on the captioned subject whereby detailed guidelines were issued for processing of proposals for grant of benefits under MACP Scheme.

It has been observed that most of the offices have either not sent their proposal for financial upgradation under MACP Scheme in respect of all eligible officials who have completed 10/20/30 years of service or have merely forwarded the claim/representation of an individual official only in this regard. This creates multiplicity of work and also generates grievances from those who are negatively affected.

As per provision of MACP Scheme, present composition of Screening Committee is as under:

**Chairman - Regional PF Commissioner-I or above**  
**Member (2) - Regional PF Commissioner -II or equivalent**

In order to bring an uniformity of procedure and also to carry out the exercise of grant of MACP in a time bound manner, following guidelines are issued:

- Henceforth the Screening Committee for MACP will be on the line of DPC/Screening Committee for promotion. This will be applicable to eligible officials of all cadre viz. MTS, Staff Car Driver, Hindi translator(Junior/Senior), Junior Engineer, Stenographers, Personal Assistant, Section Supervisor, EO/AO.

Contd...

ii. As in the case of EO/AO, the MACP Committee will be as under:

**Chairman** - **Addl. Central PF Commissioner**  
**Member** - **Regional PF Commissioner -I (in-charge)**  
- **Regional PF Commissioner-II**

iii. However, as per the provision of MACP Scheme, any member of Screening Committee should not be below the level of Under Secretary i.e. RPFC-II.

iv. No Regional Office shall send proposal directly to Head Office. Any such proposal received in Head Office (not routed through ACC, Zone) will not be entertained.

v. As per provision of Scheme, the Screening Committee shall meet twice in a year as under:

Meeting of Screening Committee	Consideration zone for grant of MACP
First week of January	for cases maturing during the first-half, April-September of the calendar year
First week of July	for cases maturing during the second-half, October-March of the financial year

vi. Addl. Central PF Commissioner (Zone) must ensure that the proposal is complete in all respect and all officials of any specific cadres in the political state have been considered by the committee as on date. A certificate in this regard must be enclosed alongwith the proposal.

vii. The proposal forwarded to Head Office should be complete in all respect alongwith supporting documents viz. service particulars in detail(from date of joining onwards), subsequent promotion/financial upgradation, ACR gradings, Vigilance Clearance Certificate, etc.

viii. All pending cases must be cleared during the remaining period of the financial year 2013-2014.

The above guidelines be adhered to while forwarding proposals for grant of benefits under MACP Scheme.

Yours faithfully

(V.N. Sharma)

**Addl. Central PF Commissioner**

Copy to:

1. FA&CAO/ Chief Vigilance Officer
2. Chief Engineer
3. All Officers in Head Office.
4. RPFC, NDC/NRPO, New Delhi
5. All Dy.Dir. (Vig.)/Zonal Audit Parties/Zonal Training Institutes
6. PS to CPFC/ PS to Addl.CPFC (HR)
7. The General Secretary, EPF Officers' Association, Guwahati
8. The Secretary General, AIEPFSSF, Chandigarh.
9. Director (OL) for Hindi Version.
10. Guard file.

(Gautam Dixit)

**Regional PF Commissioner-I**