

कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. Of India)

मुख्यालय / Head Office

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

Bhavishya Nidhi Bhawan, 14-Bhikaiji Cama Place, New Delhi-110066

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No: Manual/1/2/2010

Date: 05.10.2011

To

30888

5 अक्टूबर 2011
OCT 2011

All Regional P.F. Commissioners, In-Charge of ROs/SROs
Director (NATRSS) and RPFC (ASD), Head Office &
Registrar, EPF Appellate Tribunal.

Subject: Construction Works/Special Repairs in EPFO - Work Procedure thereof.

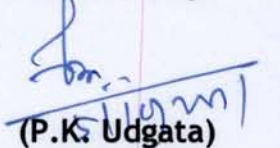
Sir,

In partial modification to this office letter of even number dated 8th June 2010 (copy enclosed) vide which work procedure for the Capital Construction Works (including Special Repairs) in respect of Physical Facilities Division was circulated to all the field offices of EPFO was conveyed, the Competent Authority has ordered that Para (iii) of the said circular stands withdrawn. In addition to this, the sentence "Henceforth, all new Construction/Special Repair Work would be take up under 'New Work Procedure' only" also stands withdrawn.

2. There is no need for Separate Work Manual for Employees' Provident Fund Organisation. For execution of Construction Works/Special Repair Works henceforth all the Construction Works/Special Repair Works etc. shall be executed through Public Sector Construction Agencies as per the system to be designed by the Physical Facilities Division, Head Office.

(This issues with the approval of Competent Authority).

Yours faithfully,

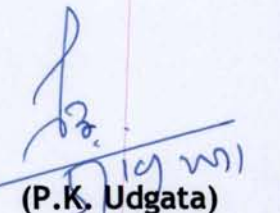


(P.K. Udgata)

Regional P. F. Commissoiner-I
(Finance & Accounts)

Copy to:

1. PS to CPFC
2. All Addl. CPFC in Zones
3. All Addl. CPFC in Head Office
4. Chief Engineer, PFD, Head Office
5. All Zonal Training Institutes
6. Director (Audit), Head Office
7. All Dy. Directors (Audit) of Zones
8. RPFC (NDC) for uploading the same in the website of EPFO.



(P.K. Udgata)

Regional P. F. Commissoiner-I
(Finance & Accounts)



कर्मचारी भविष्य निधि संगठन
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(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14 भीकाएजी कामा प्लेस, नई दिल्ली - 110066.
Bhavishya Nidhi Bhawan, 14-Bhikaiji Cama Place, New Delhi-110066

SPEED POST

No. Manual/1/2/2010

Dated:

CIRCULAR

8 JUN 2010

A meeting was held on 12.05.2010 in CPFC's Chamber with Chief Vigilance Officer, Chief Engineer and Financial Advisor & Chief Accounts Officer for finalizing and formalizing the work procedure for the Capital Construction Works (including Special Repair Works) for Employees' Provident Fund Organisation.

The following work procedure has been approved by CPFC in respect of Physical Facilities Division:-

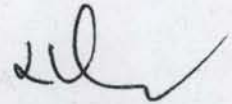
- (i) A model Design for Regional Office/Sub-Regional Office building will be prepared by an Architect. Construction will start on need basis with the scope of horizontal and vertical expansion to cater the future needs. This will be standard practice for construction.
- (ii) Regional Office/Sub-Regional Office presently operating from ~~the~~ rental premises would follow up the process for getting the piece of land allotted on the request of Employees' Provident Fund Organization with the concerned State Governments.
- (iii) A Standard work Manual for Employees' Provident Fund Organization has to be prepared based on the Standard Work Manual prepared by Ministry of Finance, Department of Expenditure (vide letter of Finance Secretary dated 31.08.2006). The norms applicable and adopted by other Engineering Departments may also be considered while preparing the works Manual for Employees' Provident Fund Organization.

Contd....

- (iv) In all such cases where the Construction/Special Repair Works processes have already been finalized as per GFR provisions and C.V.C. guidelines, through Executing Agency selected the same should be completed.

Henceforth, all new Construction/Special Repair Work would be taken up under "New Work Procedure" only.

(This issues with the approval of CPFC)



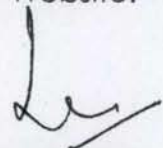
(R.K.SINGH)

**Regional P.F. Commissioner-I
(Finance & Accounts)**

All Regional P.F. Commissioner - I,
In-charge of the Regions/ R.P.F.C. (ASD) Head Office
Director (NATRSS), Registrar (EPF Appellate Tribunal)

Copy to:

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3. All Additional CPFCs in Head Office
4. All Additional CPFCs of Political States
5. Chief Vigilance Officer / All Dy. Director, Vigilance
6. Chief Engineer, PFD, Head Office
7. RPFC, HRM, Head Office and RPFC, WSU
8. R.P.F.Cs-in-Charge, Zonal Training Institute, Faridabad, Ujjain, Calcutta, and Chennai
9. Officer-in-Charge, Sub-Regional Offices
10. All ZAOs of Internal Audit Party
11. Pre Audit Cell, Head Office
12. All Officers in Head Office / All PS / All Section Officers
13. General Secretary, EPF Officers Association, Ranchi
14. General Secretary, EPF Staff Federation, Chandigarh
15. General Secretary, EPF SC / ST Staff Federation, New Delhi
16. RPFC (NDC) with a request to upload the same on EPF Website.
17. Guard File.



(R.M.PARTI)

Assistant P.F. Commissioner (Manual)