

EMPLOYEES' PROVIDENT FUND ORGANISATION
Minutes of the Review Meeting of
ADDL. CPFCs (ZONES) ON MEMBERS' ACCOUNTS

Date: 27.05.2011

Venue : Conference Hall, 3rd Floor, Bhavishya Nidhi Bhawan

The following were present in the meeting:

1. Shri Rajesh Bansal, FA&CAO & ACC (HR & RJ)
2. Shri B. Vinaya, NIC
3. Shri K.C. Pandey, ACC (HR), Head Office
4. Shri S.K. Khanna, ACC (PB & HP)
5. Shri P.S. Babu, ACC (KN & Goa)
6. Shri V.N. Sharma, ACC (DL & UK)
7. Shri N.K. Prasad, ACC (UP & BR)
8. Shri S.L. Srivastava, ACC (NER, WB & JH)
9. Shri V.P. Ramaiah, ACC (AP & OR)
10. Shri P.M. Mathew, ACC (MH & CHG)
11. Shri K. Srinivasan, ACC (TN & KR)
12. Shri BSV Sarma, ACC (GJ & MP)

The Central Provident Fund Commissioner chaired the meeting and explained the circumstances, which led to convening of this meeting at short notice. He remarked that everything possible has been done from the software point of view and it is good that performance of settlement of claims during April has been achieved about 67% and also hoped that members' accounts would also be updated quickly.

2. After having a look at the performance of updation of accounts by the field offices displayed at the website of EPFO, upto the year 2008-09 as on 27.05.2011 (2.00 PM), Delhi (North) Region was found to have the maximum pendency. FA&CAO asked ACC (DL & UK) to suggest as to how the pendency of updation of members' accounts is to be cleared.

3. On this, ACC (DL&UK) informed that in both the Regions i.e. Delhi (North) & Delhi (South), there is acute shortage of APFCs who are authorized to update the members' accounts. He requested that sufficient number of APFCs should be posted in these regions.

4. It was proposed by the FA&CAO that AOs can be allowed temporarily to work as APFC on current charge basis for authorizing annual statement of accounts. CPFC agreed with the proposal and told that this is applicable for all the offices. On this basis, ACC (DL&UK) was asked to authorize instantly 12 AOs of both the regions of Delhi State to issue annual statement of accounts so that the target could be achieved in time.

5. ACC (KN & GO) raised the same problem of non-availability of APFCs in the field offices under his control. He reiterated that even AOs are also not available in the offices so that they could be authorized for this task. After some discussion over this problem it was decided that ACC (KN&GO) will divert the APFCs of other offices like Goa and Peenya where pendency of accounts is negligible and near dilution, to KR

Puram office for the work of updation of accounts. CPFC also desired that necessary orders should be issued in this regard immediately. The ACC (KN&GO) intimated that during the month of April 2011, 1.41 Lakh claims have been received for settlement and entered into the system which also have to be taken care of. FA&CAO stated that although this work is equally important yet priority is to be given to updation of members' accounts. He also suggested division and rearrangement of man hours for meeting the requirement of both the tasks. On this, the CPFC asked all the ACCs to exercise the option of rationing wisely if they feel strain on common resources.

6. Some of the ACCs also raised the issue of shortage of DEO/DPAs in their regions for completion of the job. CPFC desired that extra manpower over and above sanctioned strength can be hired in absence of adequate regular staff for this particular work of updation of members' accounts. He also insisted that pendency should be cleared by arranging some technical resource persons in second shift with required support of EDP with a view to minimize the load on the system.

7. ACC (MH&CG) intimated that only one AD (IS) is posted for Maharashtra and Chhattisgarh while there are five Regional Offices in Maharashtra state itself. If there is any problem in the server, it is very difficult to cope up with that. Director, NIC assured that one dedicated AD (IS) would be posted in Maharashtra soon.

8. ACC (AP&OR) assured that in AP Region, he will clear the pendency within the stipulated time. As regards the OR region, he apprised that some of the officers are not taking proper interest in this work. CPFC showed his displeasure on it and asked the ACC (HR) to take remedial actions. The ACC (AP&OR), however, informed that he is seized with the matter and would see that the pendency is cleared by the specified timeline.

9. ACC (WB, NER and JK) has intimated that pendency in some of the regions has already become zero or is very low whereas in other regions, he will achieve the target in time.

10. ACC (PN&HP) also assured that the pendency will be cleared within the timeframe.

11. ACC (TN&KR) assured that he will complete the job by diverting the manpower of compliance Division of the Regional Office for which he wants necessary orders from Head Office. CPFC asked him to hold the work of compliance for the time being to clear the pendency. ACC assured that accounts upto the year 2008-09 will be completed before 31st May 2011.

12. ACC (HR&RJ) intimated that pendency has already been cleared in the some of the offices except Gurgaon and Rohtak office. He assured that both the offices will clear their pendency soon in a time bound manner.

13. ACC (UP&BR) also informed that he had visited SRO, Noida and monitored the position and hoped that pendency would be cleared before the target date. With regard to SRO, Bareilly and Lucknow, he intimated the shortage of staff.

14. ACC (Compliance), HQ presented the RFD data before the CPFC on the issue of settlement of claims and informed that progress in some of the offices is good while

other offices need to pay more attention. He informed that target is 65% as against the achievement of 57% of last year.

15. He also presented the concept of a ten point scale to assess the performance of Regional offices in core activities. On this scale he showed the weightage chart on which basis ten best and ten worst performing offices were to be selected. However, some of the ACCs had certain suggestions for more inputs for creating better level field so that deserving offices should only get the top notch. On this, it was decided that ACC will send their suggestions within ten days for improving the procedure.

The meeting ended with a vote of thanks to the chair.

No: WSU/9(1)/2011/updation of accounts

10596

Date: 08.06.2011

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Copy to:

1. All Additional CPFC (Zones)
2. Chief Vigilance Officer,
3. All Addl. Central P.F. Commissioners in Head Office,
4. PS to CPFC for information,
5. Web Administrator for posting the letter on EPFO's website,
6. DD (OL) for issuing Hindi version.

08/06/2011

(Rajesh Bansal)

Financial Advisor & Chief Accounts Officer