



## कर्मचारी भविष्य निधि संगठन

### Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय/ Head Office

भविष्य निधि भवन, १४-भीकाएजी कामा प्लेस, नई दिल्ली-११००६६

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

Phone: 011-26172660 Fax: 011-26194349, e-mail: [fa.cao@epfindia.gov.in](mailto:fa.cao@epfindia.gov.in)

**For Web Circulation only**

No: WSU/9(1)2011/updation of accounts /7661

Date: 23.05.2011

To

**All Regional P.F. Commissioners, In-Charge of R.O.s**

**Sub: Time-bound updation of Members' accounts.**

Sir,

Please refer to this office circular of even number dated 11.03.2011, 18.03.2011, 29.04.2011, 16.05.2011, 19.05.2011 and 20.05.2011 on the subject cited above.

2. CPFC has reviewed the position of updation of member's accounts as on 23.05.2011 and expressed his displeasure on such poor pace of updation of members' accounts. It is directed that task holder-wise targets are fixed and monitored regularly on day-to-day basis. In this regard, it is also informed that the task holder-wise targets are fixed as 1000 accounts per day on an average which is indicative. The RPFCS in-charge of Regions are to fix the target accordingly, and see that the entire workload upto **2008-09 is liquidated by 31.05.2011**. The statement of workload and updation thereof in respect of all offices now available on EPFO website.


3. In order to overcome the operational problems, following steps are suggested: -

- (i) The EDP centres may be operated for extended hours upto 10.00 PM.
- (ii) On introduction of shift operations, one technical resource person supported by at least another official (one of whom should be EPF staff) should perform duties from 2.00 PM to 10.00 PM to handle the work of second shift.
- (iii) Annual accounts processing for establishments having less than 10,000 accounts should be during normal office hours as is usually done.
- (iv) In respect of establishments having more than 10,000 accounts the annual accounts should be taken up only after 4.00 PM to reduce the load on the systems.
- (v) The identification of task holders having establishments with more than 10,000 accounts should be carried out and their processing schedules worked out. The output of each task holder should be closely monitored. The individual task holders of such establishments and their verifying and approving authorities may be required to be present during the second shift and office orders may be issued according to the schedules finalized.
- (vi) The daily routine tasks of taking backups, data dumps for transmission to headquarters, etc. should be carried out in the second shift after the accounts processing works have been carried out.
- (vii) Each office must ensure that the information data dumps that are required to be sent to headquarters on a daily basis are sent regularly and without failure as they form the basis of monitoring at the central level.

4. Any laxity will be viewed seriously and may land up in initiation of departmental action.

(This issues with the approval of CPFC).

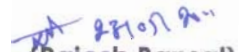
Yours faithfully,

  
(Rajesh Bansal)

Financial Advisor & Chief Accounts Officer

**Copy to:**

1. All ACC (Zones)
2. RPFC (NDC) for uploading the same on EPFO website.
3. DD (OL) for issuing Hindi version.

  
(Rajesh Bansal)

Financial Advisor & Chief Accounts Officer