



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
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



HRD-1/8/2024/Misc.-Circulars 1984

Dated: 19 MAR 2024

To

All ACC (HQ)(Zone)/ ACC in-charge of Zone
All ACC (HQ) / ACC (Divisional Head), EPFO HQ,
Director (PDNASS),

Subject: Charge Note consequent upon transfer-reg

Madam / Sir,

In order to ensure that the smooth functioning of offices from where the officers have been transferred vide the orders dated 09.03.2024 and 12.03.2024 (website sl. no. 246-256) are not affected due to such transfers and to maintain continuity and consistency, all officers who have been transferred shall prepare "Charge Notes" and submit to their next superior officer for handing over to the officer who replaces her/ him.

2. The aforementioned "Charge Note" should contain the following:-

- 2.1 The work which has been entrusted to the concerned officer during the past 1 year.
- 2.2 The work / task which has been completed by the officer during the past 1 year.
- 2.3 Work which was under process and pending with details as under:

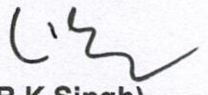
2.3.1 Category 1 – High Priority/Time Bound Work – to be completed on priority – action / preparatory activities completed, proposed / approved way forward and timelines if any.

2.3.2 Category 2 – Remaining Work pending with details.

3. The concerned ACC (HQ) / ACC(Zones) / ACC (HQ) / ACC (Divisional Head) in Head Office and Director (PDNASS) are requested to ensure that the officers prepare the Charge Notes without fail and Newly joined officers should follow up on the pending actions, in a time bound manner.

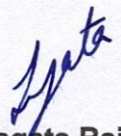
(This issues with the approval of CPFC)

Yours faithfully,


(R K Singh)
Addl CPFC (HQ HR)

Copy to

All RPFC I/ RPFC II/ APFC – For information and necessary action please.


(Swagata Rai)
RPFC-I (HRD-I)