



कर्मचारी भविष्य निधि संवठन  
**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, Bhikaji Cama Place, New Delhi-110066  
Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



No. A-31015/4/2023-HRM-III

Date: 25 OCT 2023

To

All Additional Central P. F. Commissioner HQ (All Zones)  
All Additional Central P. F. Commissioner (All Zones)  
Additional Central P. F. Commissioner, ASD, Head Office

**Subject: Completion of probation period and confirmation of services of Assistant Section Officer in the entry grade of level-7 post in Pay matrix (pre-revised Rs 9300-34800 with grade pay Rs 4600/-) recruited against DR Quota- regarding.**

Sir/Madam,

In supersession of the earlier directions issued vide this office letter no. A-31024/1/2021-HRM-IV/17401 dated 24-03-2023 and UO note no. A-31024/1/2021-HRM-IV dated 24-03-2023 on the subject cited above, this is to inform that the Competent Authority has directed that since the cadre of Assistant Section Officer (ASO) is a central cadre, the confirmation of Assistant Section Officer shall be done at Head Office level. Hence, the composition of Departmental Confirmation Committee for confirmation of the services of ASO is as under:

- i. Additional Central Provident Fund Commissioner (HRM) : Chairman
- ii. Regional Provident Fund Commissioner-I (HRM) : Member
- iii. An officer of Employees' State Insurance Corporation not below the rank of Joint Director : Member

2. In this connection, it is requested to fill the details in enclosed proforma and forward the same along with attested copies of following documents duly completed in all respect to Head Office so that same may be placed before the Departmental Confirmation Committee for further action:

Sl. No.	Name of document
1.	Medical Fitness Certificate
2.	Character and Antecedents Verification Certificate
3.	Certificate of Verification of Caste (SC, ST, OBC, PwD)/EWS, wherever applicable
4.	Papers of academic qualification (year wise mark sheets and degree

	starting from 10th)
5.	Service Particulars
6.	APAR for the relevant period
7.	Integrity Certificate
8.	Vigilance Clearance Certificate issued by AVS and Vigilance hqrs

3. Further, it is informed that earlier orders conveying the approval of the competent authority regarding confirmation in accordance with Head Office letter no. A-31024/1/2021-HRM-IV/17401 dated 24-03-2023 shall be valid.

(This issues with the approval of the Competent Authority)

Yours' faithfully,



(Sunil Kumar Suman)

Addl. Central P.F. Commissioner (HRM)

Proforma to be filled up by Competent Authority

Sl. No.	Name of Assistant Section Officer	Present Posting	Joining Date	DoB	Category	Educational Qualification	Date of passing Probationary exam	Whether Medical Examination Certificate received and found in order  (Please fill Yes/No)	Whether Police Verification done and found in order  (Please fill Yes/No)	Whether Caste (SC, ST, OBC, PwD)/EWS Certificate Verification done and found in order  (Please fill Yes/No)	APAR Grading		VCC Status	Remarks, if any
											2020-2021	2021-2022		

Signature of ACC/ACC(HQ) Zone/ASD, HO with seal