



ईपीएफओ, मुख्यकार्यालय  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
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HRD/07/2023/RationalisationofBigOffices/Gurugram/१०१

Date:- 30.10.2023

### Office Order

**Subject: Rationalization of Regional Office, Gurugram East & West & Opening of a new Regional Office - Reg**

The competent authority has accorded approval for Rationalization of Big Regional offices having membership of more than 7.5 Lakhs as per the criteria mentioned in para 8 and para 9 of the Agenda Item No 10 placed before 103<sup>rd</sup> EC Meeting dated 19.10.2022. As per the approved basic principles/norms, re-distribution of the workload would be done among the existing Regional offices sharing common jurisdiction or to other Regional Offices with geographically contiguous jurisdiction or by carving out a new Regional Office from the existing Offices for ensuring equitable and manageable distribution of workload.

2. As per above approval, the Regional Offices Gurugram East & Gurugram West having around 11.2 lakh and 9.46 lakh contributory membership respectively being more than 7.5 lakhs are to be rationalised. This is being done by opening of 1 new Regional Office and re-organisation of the workload among the 3 Regional Offices as under:

Regional Office	Contributing Estt	Contributing Members
Gurugram East	3,595	6,58,824
Gurugram West	3,322	7,45,648
Gurugram Central	4,001	6,61,925

3. The revised PIN Code wise jurisdiction of the Regional Offices Gurugram East, West and Central is enclosed as **Annexure I, II, and III** respectively.

4. The re-distribution of Officers & employees among the 3 Regional Offices is to be done in proportion to the above workload in such manner that total sanctioned strength remains same for now. The bifurcation of sanctioned strength of officers/staff will be as per **Annexure-IV**.

5. Addl. CPFC Haryana will re-distribute the staff taking into account following principles:-

- 5.1 The officers and staff in-position shall be bifurcated in the same proportion as bifurcation of sanctioned strength.
- 5.2 Options for specific offices will be called for from the staff (Gr B & Gr C).
- 5.3 In case, more options are received for a particular office, then staff with the longest tenure in the current office will get preference.



5.4 In case inadequate options are received for an office, then staff with longest tenure amongst the non-optees shall be distributed.

5.5 ZO will also divide the budget for the new office so that they can function effectively.

6. Office space for new Regional Office be hired immediately as per PFD norms at the earliest to make the new Office Functional. In addition adequate furniture, equipment, IT infrastructure and other facilities may be ensured as per norms and requirements. Essentially, MPLS connectivity shall be fast tracked for the efficient functioning of the office. The balance sheet etc will be made separate from FY 2024-25 onwards. For the future purposes, steps may be taken to acquire office space (Land/Building) for making the new office self sufficient.

7. Till bifurcation of Accounts by IS Division as per reorganization, the claim settlement and related work will be done from current office's PDB (Reference- Circular No. Bifurcation/NDC/2017 dated 14.07.2017). The Zonal Office shall ensure the completion of preparatory activities at the earliest for the formal inauguration of the office.

8. This order shall be effective from the date of formal inauguration of the office.

(This is issued with the approval of Competent Authority)


  
(Sunil Kumar Suman)  
Addl. CPFC (HR)

To,

ACC (Haryana) & RPFC in Charge of RO Gurugram East & Gurugram West

Copy to:

1. All PS/PPS to CPFC, FA & CAO, CVO, ACC (HQ), Director, PDNASS
2. All ACCs/RPFC-I and other officers of Head Office
3. All Zonal/Regional/District Offices
4. ACC (HQ) IS Division for making required IT arrangement for 3 ROs
5. ACC (HR) for transfer of Gr. A Officers among new ROs
6. NDC for Circular Upload.
7. Hindi Section for Hindi version

  
(Swagata Rai)  
RPFC-I (HRD)

**Annexure I**

<b>PIN Code wise Jurisdiction of RO Gurugram East</b>		
<b>S.N</b>	<b>PinCode</b>	<b>District</b>
1	122002	Gurugram
2	122003	Gurugram
3	122005	Gurugram
4	122007	Gurugram
5	122008	Gurugram
6	122009	Gurugram
7	122010	Gurugram
8	122011	Gurugram
9	122018	Gurugram
10	122021	Gurugram
11	122022	Gurugram
12	122029	Gurugram
13	122102	Gurugram
14	122103	Gurugram
15	122104	Mewat
16	122105	Mewat
17	122107	Mewat
18	122108	Mewat



**Annexure II**

<b>PIN Code wise Jurisdiction of RO Gurugram West</b>		
<b>S.N</b>	<b>PinCode</b>	<b>District</b>
1	122006	Gurugram
2	122016	Gurugram
3	122017	Gurugram
4	122050	Gurugram
5	122106	Gurugram
6	122414	Rewari
7	122502	Gurugram
8	122503	Gurugram
9	122504	Gurugram
10	122505	Gurugram
11	122506	Gurugram
12	123001	Mahendragarh
13	123003	Rewari
14	123006	Rewari
15	123021	Rewari
16	123023	Mahendragarh
17	123024	Mahendragarh
18	123027	Mahendragarh
19	123028	Mahendragarh
20	123029	Mahendragarh
21	123034	Rewari
22	123035	Rewari
23	123101	Rewari
24	123102	Rewari
25	123103	Rewari
26	123106	Rewari
27	123110	Rewari
28	123201	Rewari
29	123301	Rewari
30	123302	Rewari
31	123303	Rewari
32	123401	Rewari
33	123411	Rewari
34	123412	Rewari
35	123413	Rewari
36	123501	Rewari

**Annexure III**

<b>PIN Code wise Jurisdiction of RO Gurugram Central</b>		
<b>S.N</b>	<b>PinCode</b>	<b>District</b>
1	122001	Gurugram
2	122004	Gurugram
3	122012	Gurugram
4	122015	Gurugram
5	122051	Gurugram
6	122052	Gurugram
7	122098	Gurugram
8	122101	Gurugram
9	122413	Gurugram
10	122508	Gurugram
11	123502	Gurugram
12	123505	Gurugram
13	123506	Gurugram



## Annexure IV

### Main Cadres

	Office	Commissioners Cadre					Other Cadres		
		RPFC-I	RPFC-II (OIC)	RPFC-II	APFC	TOTAL	SSA	SS	EO/AO
Existing Sanction	RO Gurugram East	1	0	3	1	5	116	25	28
	RO Gurugram West	1	0	3	2	6	152	33	38
Distribution of Existing Sanction	RO Gurugram East	1	0	3	0	4	85	18	22
	RO Gurugram West	1	0	2	1	4	97	21	20
	RO Gurugram Central	0	1	0	2	3	86	19	24

### Miscellaneous Cadres

	Office	Steno Cadre			Rajbhasha Cadre			MTS
		PS	PA	STENO	ADOL	STO	JTO	
Existing Sanction	RO Gurugram East	1	1	1	1	0	1	8
	RO Gurugram West	1	2	1	1	1	0	11
Distribution of Existing Sanction	RO Gurugram East	1	1	0	1	0	0	6
	RO Gurugram West	1	1	1	1	1	0	7
	RO Gurugram Central	0	1	1	0	0	1	6