

Item No. 17 Introduction of non-functional grades in respect of Lower Division Clerk (LDC), Stenographer and Upper Division Clerk (UDC) for promotion to subsequent cadres.

Recruitment Rules are in the process of amendment as per the recommendations of Organisational and Cadre Restructuring proposal approved by Central Board and also by Government of India vide letter No. A-32022/10/2014-SS-I dated 27.12.2016 [Annexure-17A].

2. A proposal for amendment of RRs for the post of Social Security Assistant (SSA) and Stenographic Cadres were sent to the MoL&E. MoL&E forwarded the said proposal to the Ministry of Law & Justice (MoL&E) for vetting the RRs. MoL&E while considering the said RRs has observed that *“the officers of the administrative Ministry have also referred to the Report of Anomaly Redressal-cum-Implementation Committee, in which it recommended for the one-time relaxation for the Stenographers Cadre. On the basis of the same, necessary corrections have been made in the proposed regulations. However, the same is in deviation from the guidelines and instructions of the Department of Personnel and Training, the administrative Ministry may obtain the approval of the said Department”* [Annexure-17B].

3. The observation of the MoL&E has been examined with the DoP&T's norms. As per DoP&T OM No. AB-14017/61/2008-Estt. (RR) dated 24.03.2009 and dated 12.03.2010 [Annexure-17C], the qualifying service for promotion are as under:-

Field of promotion:

From Grade Pay (in Rs.)	To Grade Pay (in Rs.)	Qualifying Service (in years)
1900	2400	8 years
2400	2800	5 years
2400	4200	10 years
2800	4200	6 years
4200	4600	5 years
4600	4800	2 years

4. The hierarchy of post approved in the cadre restructuring in the cadre of Lower Division Clerk, Upper Division Clerk, Assistant, Social Security Assistant and Stenographers is as below:-

Name of the post	Grade Pay (as per 6 th CPC)
Lower Division Clerk	1900
Upper Division Clerk	2400

Assistant	4600
Social Security Assistant	2800
Stenographer	2400
Personal Assistant	4600

In Field Office (i.e. Regional Office), the channel of promotion is as under:-

Name of the post	Grade Pay (as per 6 th CPC)
Lower Division Clerk	1900
Social Security Assistant	2800

In Head office, the channel of promotion is as under:-

Name of the post	Grade Pay (as per 6 th CPC)
Lower Division Clerk	1900
Upper Division Clerk	2400
Assistant	4600

In Stenographers cadre, the channel of promotion is as under:-

Name of the post	Grade Pay (as per 6 th CPC)
Stenographer	2400
Personal Assistant	4600

5. From the aforesaid, post cadre restructuring, anomalies were observed in the promotion from

(I) Field Offices:- LDC (Grade Pay Rs.1900) to SSA (Grade Pay Rs.2800),

(II) Head Office:- UDC (Grade Pay Rs.2400) to Assistant (Grade Pay Rs.4600) and

(III) Stenographers Cadre:- Stenographer (Grade Pay Rs.2400) to Personal Assistant (Grade Pay Rs.4600).

6. To address the gaps in the promotion to the above said posts, Anomaly Redressal-cum-Implementation Committee in its meeting held on 20.07.2017 **[Annexure-17D]** recommended the proposal for introduction of non-functional grades in the posts of LDC (Field Office), UDC (EPF Headquarters) and Stenographer and decided that the proposal be sent to the Government with the recommendation of the Committee for approval. The said proposal was forwarded by EPFO vide letter No.HRD/1(1)2011/Cadre Restructuring/Vol.II/921 dated 04.09.2017 **[Annexure-17E]** for approval of the Government. MoL&E vide letter No.A-32022/10/2014-SS.I (Pt.III) dated 03.10.2017 **[Annexure-17F]** required to submit financial implications involved in the proposal, availability of funds and approval of Central Board of Trustees, EPF.

7. **Recommendation of the Anomaly Redressal-cum-Implementation committee in its meeting held on 20.07.2017:-**

TABLE-I

Existing Recruitment Rules of LDC is common for both field offices and Head office, but channel of promotion is separate i.e. LDC (Head Office) > UDC (EPF HQ) > Assistant and LDC (Field Office) > SSA. Therefore, it is proposed that separate RRs may be prepared for LDC (Field Office) and LDC (Head office):

Name of the Cadre	Scale of Pay	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made
Lower Division Clerk (Field Office) No. of post - 568	Level-2 in the Pay Matrix [19900-63200] <i>[Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 1900].</i> On completion of regular service of 8 years in the grade, LDC (Field Office) will be placed in Level-4 in the Pay Matrix [25500-81100] <i>[Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 2400].</i>	(i) 70% by promotion. (ii) 30% by promotion through Limited Departmental Competitive Examination (LDCE).	By Promotion: The vacancies shall be filled on the basis of seniority subject to the rejection of the unfit from the Group 'C' staff of field office who possess matriculation or equivalent pass qualification and have rendered minimum three years regular service in the grade in respective zone in Level-1 in the Pay Matrix [18000-56900] <i>[Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 1800].</i>

			<p>By promotion through Limited Departmental Competitive Examination: The vacancies shall be filled from the Group 'C' staff of field office who possess matriculation or equivalent pass qualification and have rendered minimum three years regular service in the grade in respective zone in Level-1 in the Pay Matrix [18000-56900] <i>[Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 1800]</i>.</p> <p>Note 1: Respective Zone means all offices of EPFO maintaining a common seniority list within the zone.</p> <p>Note 2: For both the above (i) and (ii) Computer Proficiency Skill Test as prescribed by EPFO.</p>
Social Security Assistant No. of post – 12503	Level-5 in the Pat Matrix [29200-92300] <i>[Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 2800]</i> .	(i) 80% by Direct Recruitment (ii) 15% by promotion through Departmental Examination failing which by Direct Recruitment.	<p>15% by promotion through Limited Departmental Competitive Examination.</p> <p>- Lower Division Clerk (Field Office) who have been placed in</p>

		(iii) 5% Recruitment for Meritorious Sports person.	<p>Level-4 in the Pay Matrix [Rs.25500-81100] [Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 2400] and having put in five years of regular service in Level-4 in the Pay Matrix [Rs.25500-81100] in the respective zone and having qualification of matriculation or equivalent examination.</p> <p>Note: Respective Zone means all offices of EPFO maintaining a common seniority list within the zone.</p>
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TABLE-II

Name of the Cadre	Scale of Pay	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made
<p>Lower Division Clerk (Head Office)</p> <p>No. of post – 25</p>	<p>Level-2 in the Pay Matrix [19900-63200] [Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 1900].</p>	<p>(i) 70% by promotion.</p> <p>(ii) 30% by promotion through Limited Departmental Competitive Examination (LDCE).</p>	<p>By Promotion: The vacancies shall be filled on the basis of seniority subject to the rejection of the unfit from the Group 'C' staff of Head Office who possess</p>

			<p>matriculation or equivalent pass qualification and have rendered minimum three years regular service in the grade in Level-1 in the Pay Matrix [18000-56900] <i>[Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 1800].</i></p> <p>By promotion through Limited Departmental Competitive Examination: The vacancies shall be filled from the Group 'C' staff of Head Office who possess matriculation or equivalent pass qualification and have rendered minimum three years regular service in the grade in Level-1 in the Pay Matrix [18000-56900] <i>[Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 1800].</i></p> <p>Note: For both the above (i) and (ii) skill test norms on computer: A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on</p>
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			an average of 5 key depressions for each word. Time allowed – 10 mts.
Upper Division Clerk (EPF HQ) No. of post – 16	Level-4 in the Pay Matrix [25500-81100] <i>[Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 2400].</i> On completion of 10 years of regular service in the grade, UDC (EPF HQ) will be placed in Level-6 in the Pay Matrix [35400-112400] <i>[Pre-revised PB-2 Rs.9300-34800 with Grade Pay Rs. 4200].</i>	(i) 75% by promotion (ii) 25% through Limited Departmental Competitive Examination (LDCE).	By Promotion: By Promotion on the basis of seniority subject to the rejection of the unfit from LDCs of HQ having rendered eight years regular service in the grade. By promotion through Limited Departmental Competitive Examination (LDCE): By Promotion through LDCE of LDCs of HQ having rendered eight years regular service in the grade.
Assistant No. of post – 400	Level-7 in the Pay Matrix [44900-142400] <i>[Pre-revised PB-2 Rs.9300-34800 with Grade Pay Rs. 4600].</i>	(i) 75% by Direct Recruitment through Staff Selection Commission or any other agency approved by the Central Board, Employees' Provident Fund. (ii) 15% by Promotion, failing which by direct Recruitment. (iii) 10% by Limited Departmental Competitive Examination, failing which by direct Recruitment.	(i) 15% by Promotion from amongst the Upper Division Clerk (EPF HQ) who have been placed in Level-6 in the Pay Matrix [Rs.35400-112400] and having put in five years of regular service in Level-6 in the Pay Matrix [Rs.35400-112400] <i>[Pre-revised PB-2 Rs.9300-34800 with Grade Pay Rs. 4200].</i>

			(ii) 10% by Limited Departmental Competitive Examination from amongst the Upper Division Clerk (EPF HQ) who have been placed in Level-6 in the Pay Matrix [Rs.35400-112400] and having put in five years of regular service in Level-6 in the Pay Matrix [Rs.35400-112400] [Pre-revised PB-2 Rs.9300-34800 with Grade Pay Rs. 4200].
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TABLE-III

Name of the Cadre	Scale of Pay	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made
Stenographer No. of post – 187	Level-4 in the Pay Matrix [25500-81100] [Pre-revised PB-1 Rs.5200-20200 with Grade Pay Rs. 2400]. On completion of regular service of five years in the grade, 30% of Stenographers will be		

	placed in Level-6 in the Pay Matrix [35400-112400] [Pre-revised PB-2 Rs.9300-34800 with Grade Pay Rs. 4200] subject to fitness and availability of vacancy.		
Personal Assistant No. of post – 434	Level-7 in the Pay Matrix [44900-142400] [Pre-revised PB-2 Rs.9300-34800 with Grade Pay Rs. 4600].	(i) 50% by direct recruitment through Staff Selection Commission or any other agency as approved by the Central Board, Employees' Provident Fund. (ii) 50% by promotion.	By Promotion from amongst the Stenographers who have been placed in Level-6 in the Pay Matrix [Rs.35400-112400] and having put in five years of regular service in Level-6 in the Pay Matrix [Rs.35400-112400] [Pre-revised PB-2 Rs.9300-34800 with Grade Pay Rs. 4200].

* The said provision is proposed at par with the DoP&T's OM dated 22.06.2011 wherein 30% Stenographers are eligible for Stenographer Grade 'D' (NFSG in the grade pay of Rs.4200/-) in Central Secretariat Stenographers' Service (CSSS).

8. Further, it is highlighted that EPFO has own source of funds for its administrative expenses. Total Financial implications involved in this process is Rs.27,49,248/- (Rupees twenty seven lakh forty nine thousand two hundred forty eight only) per annum [Annexure-17G]. Internal Finance Wing of EPFO has also concurred the proposal.

Proposal: The Central Board may kindly consider and approve the proposal as contained at para 7 of the agenda above.

No. A-32022/10/2014-SS-I
Government of India
Ministry of Labour & Employment
Shram Shakti Bhawan, Rafi Marg, New Delhi,

Dated the 27th December, 2016

To

The Central Provident Fund Commissioner
Employees' Provident Fund Organisation,
Bhavishya Nidhi Bhawan,
Bhikaji Cama Place,
New Delhi

Subject: - Organizational and Cadre Restructuring in EPFO- approval reg.

Sir,

I am directed to refer to the Employees' Provident Fund Organization's letters No.HRD/61/2015/VOL.II/9972 dated 8.07.2016, No.HRD/61/2015/693 dated 21.07.2016, No. HRD/61/2015/Vol.I/807 dated 08.08.2016, No.HRD/61/2015/1254 dated 31.10.2016 and No.HRD/61/2015/1254 dated 6.12.2016 and to say that the Ministry after due examination of the proposal and with the concurrence of the Department of Expenditure (copy enclosed) hereby conveys the approval of the Ministry to the proposal of Organizational and Cadre Restructuring in EPFO as recommended & approved by the Central Board of EPF in its 210th, 212th & 213th meeting held on 09.12.2015, 29.3.2016 and 08.07.2016 on the basis of report of Sub-Committee and Anomaly Redressal cum Implementation Committee with certain modifications.

2. The proposal of Organizational and Cadre Restructuring in EPFO as approved by the Central Board of EPF shall be subject to the following amendments in the proposal:

- The designation of Regional Provident Fund Commissioner is replaced by Regional Provident Fund Commissioner-I Existing designation of Regional Provident Fund Commissioner-I and Regional Provident Fund Commissioner-II will continue to be used.
 - The designation of Deputy Provident Fund Commissioner be replaced by Regional Provident Fund Commissioner-II. Deputy Provident Fund Commissioner as proposed by Central Board shall be replaced by Regional Provident Fund Commissioner-II in the organization.
- The revised sanctioned strength of total posts of Regional Provident Fund Commissioner-II shall be 299.
- The revised sanctioned strength of Assistant Provident Fund Commissioner shall be 452.

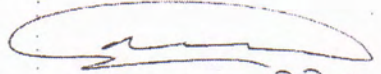
3. As regards the post of Additional Central Provident Fund Commissioner in the Grade pay of Rs. 10000/-, the total number of 13 posts (4 existing + 9 newly created) also includes posts to be filled on deputation basis which will be 4 in number.

अ.के.प्र.नि. सं. ८१८५
आ.सं.प्र. सं. ११५६२
दिनांक ११/०१/२०१७

अ.के.प्र.नि. सं. ८१८५
आ.सं.प्र. सं. ११५६२
दिनांक ११/०१/२०१७

4. The expenditure to the proposed Organizational and Cadre Restructuring in EPFO shall be met entirely from the internal budgetary resources of the Employees' Provident Fund Organization.
5. The proposal of Organizational and Cadre Restructuring in EPFO has the approval of the Hon'ble Minister for Labour and Employment.
6. This issues vide Finance II Dy.No.70507 dated 22-12-2016.

Yours faithfully,



(Navil Kapur) 27-12-2016

Under Secretary to the Government of India
Telephone:23766938

A-12018/02/2017-SS.1
भारत सरकार/Government of India
श्रम एवं रोजगार मंत्रालय/Ministry of Labour & Employment
सामाजिक सुरक्षा-1/Social Security-1

रफी मार्ग, नई दिल्ली/Rafi Marg, New Delhi
दिनांक 9 जून 2017

To

केन्द्रीय भविष्य निधि आयुक्त
भविष्य निधि भवन,
14, भीकाजी कामा प्लेस,
नई दिल्ली-110 066

Sub:- Amendment in the Recruitment Rules to the Stenographic Cadres in EPFO-
proposal regarding..

Sir,

I am directed to refer to your office letter No.HRD/24/2016/RR/Steno/Cadre/2315 dated 16th March 2017 on the above subject and to enclose herewith observations of the Legislative Department alongwith draft recruitment regulations and duly corrected recruitment regulations of Stenographic Cadre.

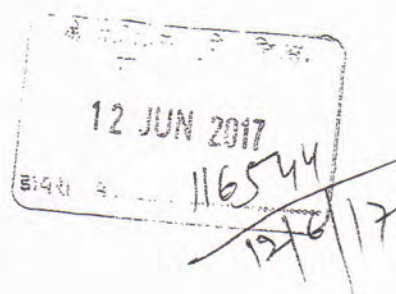
2. It is requested that comments on the observations raised by Legislative Department and duly corrected draft recruitment regulations for Stenographic cadre may please be furnished to this Ministry at the earliest so that further necessary action in the matter could be taken.

भवदीय

(सुभाष कुमार)

अवर सचिव, भारत सरकार

संलग्नक: उपरोक्तानुसार



MHONTHUNG NGULLIE
केन्द्रीय भविष्य निधि आयुक्त-1
Regional P.F. Commissioner-1

Ministry of Law & Justice
Legislative Department

Dy.No.1750/17-SRO. Received instructions.

The Ministry of Labour and Employment (administrative Ministry), has forwarded two drafts of the Employees' Provident Fund Organisation, Principal Private Secretary (Group 'A' post) Recruitment Regulations, 2017 and the Employees' Provident Fund Organisation, (Stenographers Cadre) Recruitment Regulations, 2017. The administrative proposes to make the regulations in exercise of the powers conferred by clause (a) sub-section (7) of section 5 of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 (19 of 1952) relating to the post of Principal Private Secretary for the first time and the regulations relating to the Stenographers Cadre in supersession of the Employees' provident Fund Organisation, Stenographers Service Rules, 1998.

2. The proposal was already tentatively examined in this department vide note dated 12th May, 2017 and certain clarifications have been sought for from the administrative Ministry. The proposal was also discussed with the officers of the administrative Ministry on 30th May, 2017.

3. The administrative Ministry has forwarded fair copies of the said regulations for vetting. The said fair copies have been further examined tentatively and certain corrections have been made in pencil. Since the administrative Ministry has stated that the post of Principal Private Secretary is being proposed to notified first time and no one is working in the said post, the initial constitution clause is not necessary and hence it is striked off.

4. The officers of the administrative Ministry have also referred to the Report of Anomaly Redressal-cum-Implementation Committee, in which it recommended for the one-time relaxation for the Stenographers Cadre. On the basis of the same, necessary corrections have been made in the proposed regulations. However, the same is in deviation from the guidelines and instructions of the Department of Personnel and Training, the administrative Ministry may obtain the approval of the said Department.

5. The administrative Ministry has proposed the below mentioned Note in column (11) under the heading Promotion, which is reproduced below:

"For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the seventh Central Pay Commission recommendations have been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix or pay scale extended based on the recommendations of that said Commission."

In this regard, the attention of the administrative Ministry is drawn to the Office Memorandum F.No. AB-14017/13/2016-Estt.(RR), dated 18th January, 2017 of the Department of Personnel and Training with respect to retention of the said standard Note under Column (11), in which it clearly clarified that "It has been decided in consultation with UPSC that in cases

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where merger/ upgradation of pay are not involved in the recommendations of the 7th CPC, the Note as referred above is not to be prescribed in the RRs/SRs." Therefore, the said note has also been struck off in column (11). In view of the said O.M., the administrative Ministry may decide whether the said note is to be retained or not. The administrative Ministry may ensure that the proposal has the approval of the competent authority.

6. In view of the above, the administrative Ministry is requested to clarify the above issues and forward fair copies of the corrected drafts confirming that the drafts as corrected in this Department meets with their intention and purpose.

Bangarraju
(B.N.S.V.S.K.Bangarraju)
Assistant Legislative Counsel
Date: 07/06/17

डा.म.
Dr. No. 7480
दिनांक
Date: 8/6/17
US(SK)

Ministry of Labour and Employment

विभाग: म. म. म.
मिनिस्टर ऑफ लैबर एंड एम्प्लॉयमेंट
Legislative Department
यु.ओ. नं. दिनांक
U.O. No. Date: 8/6/17
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Reference note above:-

The corrections made in the draft RRs for the posts of PPS and Stenogr Cadre have been carried out and the clean print is placed at F/X.

2. Before, any action on the note recorded by the ALC, Legislative Depart it is proposed that the draft RR as per F/X alongwith above referred noting b to EPFO for their comments. Thereafter, further action in the matter will be by this Ministry. Accordingly, DFA please.

US(SK)

P.T.O.

No. AB.14017/61/2008-Estt. (RR)
 Government of India
 Ministry of Personnel, Public Grievances and Pensions
 Department of Personnel and Training
New Delhi

Dated 12th March, 2010

OFFICE MEMORANDUM

Subject:- Sixth Central Pay Commission's recommendations – revision of pay scales- amendment of Service Rules/Recruitment Rules

The undersigned is directed to invite reference to this Department's OM of even number dated 24th March, 2009 on the above subject.

2. In the Annexure to the said OM, the entries pertaining to the following grades may be revised as under:-

<u>Sl No.</u>	<u>From</u>	<u>To</u>	<u>Minimum qualifying service</u>
1.	1800	1900	3 years
25.	10000	HAG	3 years
26.	HAG	HAG + scale	1 year
27.	HAG	Apex scale	2 years

3. Hindi version will follow.

(J.A. Vaidyanathan)

Deputy Secretary to the Government of India
23092112

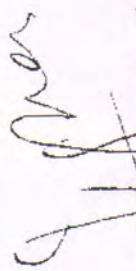
To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.

No. AB.14017/61/2008-Estt. (RR) dated 12th March, 2010

Copy to :-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (50 copies)
10. NIC, North Block for posting on the website


(J.A. Vaidyanathan)
Deputy Secretary to the Government of India
23092112

No. AB.14017/61/2008-Estt. (RR)
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel and Training
New Delhi

Dated: 24th March, 2009

OFFICE MEMORANDUM

Subject : **Sixth Central Pay Commission's recommendations -
revision of pay scales - amendment of Service Rules /
Recruitment Rules**

The recommendations of 6th CPC have been considered by the Government and the CCS (Revised Pay) Rules 2008 have since been notified on 29th August, 2008. Consequently, in place of the pre-revised pay scales, the revised pay structure comprising the Pay Band and Grade Pay / Pay Scales has come into effect. Some of the pre-revised pay scales have been merged and some others are upgraded / likely to be upgraded. In the light of these, it has been decided that the following consequential steps to amend the existing Service Rules / Recruitment Rules shall be undertaken on a priority basis:

(i) Substituting the existing scales by the Grade Pay along with the Pay Band

The existing pay scales have to be substituted by the new pay structure (Pay Band and Grade Pay / Pay Scale) straightaway without making a reference to the Department of Personnel and Training (DOP&T) / Union Public Service Commission (UPSC). The heading of column No. 4 of the Schedule on RRs may be modified to : "Pay Band and Grade Pay / Pay Scale". In cases where deputation is also one of the methods of recruitment, the field of selection for deputation, which might include various grades, should also reflect the corresponding Grade Pay along with the Pay Band / Pay Scale, and the minimum eligibility service as per the revised guidelines, as enclosed in Annexure.

(ii) Where there is an upgradation of posts

The instructions issued by Department of Expenditure under OM No. 1/1/2008-iC dated 13th September, 2008 and DoPT OM No. AB- 14017/66/08-Estt (RR) dated 9th March, 2009 may be applied in such cases. However, for each of the merged grades, a single set of Recruitment Rules may be formulated and notified.

(iii) Consequential changes

It is necessary to make consequential changes in the Recruitment Rules / Service Rules so as to prescribe eligibility conditions with reference to the revised Grade Pay / Pay Scale. It is also necessary to review other columns of the Recruitment

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Rules / Service Rules, where some minimum service in a particular scale / grade is prescribed for consideration for appointment on deputation / absorption etc., keeping in view particularly the merger of a number of pre-revised scales, upgradation of some scales and the consequential changes in the minimum eligibility service in a grade.

(iv) Department Promotion Committee (DPC)

Where two or more scales have been merged, the existing DPC for the higher / highest grade will be the DPC for the merged grade.

(v) Regulation of regular rendered in the pre-revised scales

The revised pay structure approved includes a number of 'merged grades' with a common grade pay and the concept of pay bands with grade pay introduced effective from 1.1.2006. Insofar as the issue of regulation of service rendered prior to 1.1.2006 is concerned, while the general rule may be that such regular service be deemed to be service rendered in the corresponding grade pay / pay scale approved effective from 1.1.2006 or from a subsequent date, as the case maybe, this formulation cannot apply in cases where there has been merger of more than one grade into one with a single grade pay/ pay scale. Since the merger is effective from 1.1.2006 only, even notional benefits of the merger cannot be extended for periods falling prior to 1.1.2006. A Note to the following effect may, therefore, be inserted under col.12 of the Schedule on RRs, and under relevant provisions in Service Rules, to take care of the requirements:

Note:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 / the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the Commission. For purposes of appointment on deputation / absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 / the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay / pay scale, and where this benefit will extend only for the post(s) for which that grade pay / pay scale is the normal replacement grade without any upgradation.

2. The Recruitment Rules / Service Rules are of statutory nature. Therefore, the changes brought out by other relevant instructions have to be incorporated in the Recruitment Rules / Service Rules by suitable amendments so that the necessary

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steps like holding of DPC etc. are taken to fill the post carrying the revised Grade Pay / Pay Scale on regular basis. All the Ministries / Departments are, therefore, requested to effect necessary amendments to the Recruitment Rules / Service Rules notified by them after following the normal procedure of furnishing proposals to the Department of Personnel and Training and the UPSC in the format prescribed in the general guidelines on Recruitment Rules circulated by the DOPT OM No. 14017/12/87-Estt.(RR) dated 18.3.1988, and also in consultation with the Legislative Department.

3. Ministries/Departments may initiate action to complete the review in this regard and furnish necessary amendment proposals to the DOPT and the UPSC in the case of Group A and Group B posts within six months from the date of issue of this Office Memorandum. They may also, simultaneously, take similar action in respect of Recruitment Rules for Group C and D posts, which are within their delegated powers. Appropriate action to update the Service Rules for organized Group A, B Services,etc. shall also be taken up with DOPT / UPSC within a period of Six Months.

4. Hindi version will follow.

(S.J.Kumar)
Deputy Secretary to the Government of India

Annexure:

Sl.No.	Grade Pay (from)	Grade Pay (to)	Minimum Qualifying Service for Promotion
1	1800	1900	Placement as per 6th CPC recommendations
2	1900	2000	3 Years
3	1900	2400	8 Years
4	2000	2400	5 Years
5	2400	2800	5 Years
6	2400	4200	10 Years
7	2800	4200	6 Years
8	4200	4600	5 Years
9	4200	4800	6 Years
10	4200	5400	8 Years

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11	4200	6600	10 Years
12	4600	4800	2 Years
13	4600	5400	3 Years
14	4600	6600	7 Years
15	4800	5400	2 Years
16	4800	6600	6 Years
17	5400	6600	5 Years
18	6600	7600	5 Years
19	6600	8700	10 Years
20	7600	8700	5 Years
21	7600	8900	6 Years
22	8700	8900	2 Years
23	8700	10000	3 Years
24	8900	10000	2 Years
25	10000	12000	3 Years
26	12000	HAG+Scale	1 Year
27	12000	Apex scale	2 Years
28	HAG+Scale	Apex scale	1 Year

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**MINUTES OF THE MEETING OF ANOMALY REDRESSAL
CUM IMPLEMENTATION COMMITTEE**
[Main Committee Room, Ministry of Labour & Employment, New Delhi]
[20.07.2017; 04:00 P.M.]

The meeting was chaired by Dr. V. P. Joy, Central Provident Fund Commissioner.
Following members were present in the meeting:-

1. Shri Manish Gupta, FA & CAO, EPFO
2. Shri R.K. Gupta, J.S. (SS) MoL&E

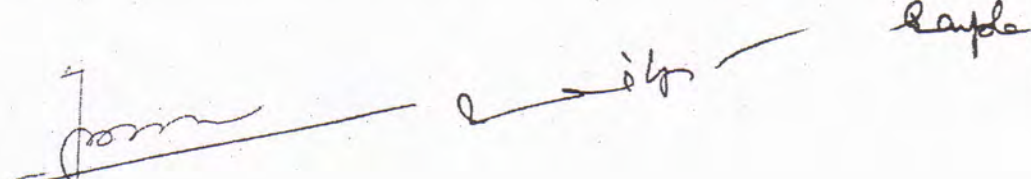
The Agenda items were then taken up for discussion

Item No.1: Notification of Posts of Vigilance Wing as per the Organisational and Cadre Restructuring Report approved by Central Board as well as Government of India

- 1.1 The Committee noted the position that the posts of Vigilance Wing as provided in the organisational cadre restructuring report approved by the Board as well as the Government, included posts which were in addition to the number of posts in the mainline cadres. However, clarification is required as to the exact number of posts in Vigilance Wing created by Government.
- 1.2 After deliberation, the committee decided that the status-quo in respect of Vigilance Wing posts should be maintained and the number of posts in vigilance should be adjusted against the existing sanctioned strength in various cadres as far as possible.
- 1.3 A proposal may be sent separately to the Government regarding the notification of posts of Vigilance Wing.

Item No.2: Notification of Posts of Audit Wing as per the Organisational and Cadre Restructuring Report approved by Central Board as well as Government of India.

- 2.1 The Committee noted the position that the posts of Audit Wing as provided in the organisational cadre restructuring report approved by the Board as well as the Government, included posts which were in addition to the number of posts in the mainline cadres. However, clarification is required as to the exact number of posts in Audit Wing created by Government.



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After deliberation, the committee decided that the status-quo in respect of Audit Wing posts which are to be maintained and the number of posts in audit should be adjusted against the existing sanctioned strength in various cadres as far as possible.

2.3 A proposal may be sent separately to the Government regarding the notification of posts of Vigilance Wing. *including on composition of insider and outsider. Rayla*

Audit
2.4 It was also decided that RPFC-I (Vigilance / Audit) in the Zonal Offices shall function as RPFC-I (Audit) with the focus on auditing online claim settlements and for carrying out audit through electronic mode.

Item No.3: Implementation of recommendations of Cadre Restructuring – Relaxation in date of determining eligibility for effecting promotion to fill up the posts as a onetime measure.

3.1 The committee recommended the proposal and suggested that relaxation of six months in respect of date of determining eligibility for effecting promotions in all cadres may be considered.

3.2 Specific proposal may be sent to the Government for approval in this regard.

Item No.4: Applying model Recruitment Rules in respect of Joint Director (IS) & PPS for effecting promotion.

4.1 The Committee suggested that the Government may be requested to notify the Recruitment Rules at the earliest.

4.2 However, the proposal for applying the model Recruitment Rules in respect of Joint Director (IS) and PPS was recommended by the Committee.

4.3 It was decided that the proposal for applying model Recruitment Rules in these cadres may be sent to the Government for approval.

Item No.5: Using combined strength of Senior Hindi Translator and Junior Hindi Translator for purposes of transfer posting

5.1 After deliberation, the committee approved the proposal as contained in the Agenda Note.

5.2 It was also decided that the CPFC may locate / relocate the posts of senior Hindi Translator and Junior Hindi Translator on functional requirement basis, wherever necessary.

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Rayla

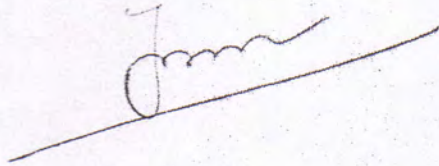
Rayla

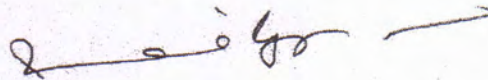
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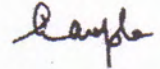
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Introduction of non-functional grades in respect of Lower Division Clerk (LDC),
Stenographer and Upper Division Clerk (UDC) for promotion to subsequent cadres

6.1 The Committee recommended the proposal for introduction of non-functional upgradation in the posts of LDC, UDC and Stenographer.

6.2 It was decided that the proposal may be sent to the Government with the recommendation of the Committee in this regard.









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Agenda Item: Eligibility criteria in respect of Lower Division Clerk (LDC) to Social Security Assistant (SSA), Stenographer to Personal Assistant (PA), Upper Division Clerk (UDC) to Assistant – regarding.

A proposal for amendment of RRs for the post of Social Security Assistant (SSA) and Stenographic Cadres were sent to the MoL&E. MoL&E forwarded the said proposal to the Ministry of Law & Justice (MoL&J) for vetting the RRs. MoL&J while considering the said RRs has observed that "the officers of the administrative Ministry have also referred to the Report of Anomaly Redressal-cum-Implementation Committee, in which it recommended for the one-time relaxation for the Stenographers Cadre. On the basis of the same, necessary corrections have been made in the proposed regulations. However, the same is in deviation from the guidelines and instructions of the Department of Personnel and Training, the administrative Ministry may obtain the approval of the said Department".

2. The observation of the MoL&J has been examined with the DoP&T's norms. As per DoP&T OM No. AB-14017/61/2008-Estt. (RR) dated 24.03.2009 and dated 12.03.2010, the qualifying service for promotion are as under:-

Field of promotion:

From Grade Pay (in Rs.)	To Grade Pay (in Rs.)	Qualifying Service (in years)
1900	2400	8 years
2400	4200	10 years
4200	4600	5 years
4600	4800	2 years

3. From the aforesaid, post cadre restructuring, anomalies are observed in the promotion from LDC (Grade Pay Rs.1900) to SSA (Grade Pay Rs.2800), UDC (Grade Pay Rs.2400) to Assistant (Grade Pay Rs.4600) and Stenographer (Grade Pay Rs.2400) to Personal Assistant (Grade Pay Rs.4600).

4. To address the gaps in the promotion to the above said posts, the following has been proposed / suggested in the proposed Recruitment Rules as under:-

TABLE-I

Existing Recruitment Rules of LDC is common for both field offices and Head office, but channel of promotion is separate i.e. LDC (Head Office) > UDC (HO) > Assistant and LDC (Field Office) > SSA. Therefore, it is proposed that separate RRs may be prepared for LDC (Field Office) and LDC (Head office)

Name of the Cadre	Scale of Pay	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made
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Lower Division Clerk (Field Office) No. of post - 568.	PB-1 Rs.5200-20200 with Grade Pay Rs. 1900. On completion of regular service of 8 years in the grade, LDC (Field Office) will be placed in the PB-1 Rs.5200-20200 with Grade Pay Rs. 2400 and they will be designated as Lower Division Clerk (Selection Grade).	(i) 70% promotion. by (ii) 30% promotion through Limited Departmental Competitive Examination (LDCE).	<p>(i) By Promotion: The vacancies shall be filled on the basis of seniority subject to the rejection of the unfit amongst the Group 'C' staff of field offices in Level-1 in the Pay Matrix [Pre-revised Pay Band-1 Rs.5200-20200 Grade Pay of Rs.1800] and who possess 12th Class pass and have rendered three years regular service in the grade.</p> <p>(ii) By promotion through Limited Departmental Competitive Examination: The vacancies shall be filled amongst the Group 'C' staff of field offices in Level-1 in the Pay Matrix [Pre-revised Pay Band-1 Rs.5200-20200 Grade Pay of Rs.1800] and who possess 12th Class pass and have rendered three years regular service in the grade.</p> <p>Note: For both the above (i) and (ii) skill test norms on computer:</p>
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			<p>A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word.</p> <p>Time allowed – 10 mts.</p>
Social Security Assistant	PB-1 Rs.5200-20210 with Grade Pay Rs. 2800.	<p>(i) 80% by Direct Recruitment</p> <p>(ii) 15% by promotion through Departmental Examination failing which by Direct Recruitment.</p> <p>(iii) 5% Recruitment for Meritorious Sportsperson.</p>	<p>15% by promotion through Limited Departmental Competitive Examination.</p> <p>- Lower Division Clerk (Selection Grade) in PB-1 Rs.5200-20200 with Grade Pay Rs. 2400 with five years regular service in the grade.</p>

TABLE-II

Name of the Cadre	Scale of Pay	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made
Lower Division Clerk (Head Office) No. of post – 25	PB-1 Rs.5200-20200 with Grade Pay Rs. 1900.	<p>(i) 70% by promotion.</p> <p>(ii) 30% by promotion through Limited Departmental Competitive Examination (LDCE).</p>	<p>(i) By Promotion: The vacancies shall be filled on the basis of seniority subject to the rejection of the unfit amongst the Group 'C' staff of Head Office in Level-1 in the Pay Matrix [Pre-revised Pay</p>

			<p>Band-1 Rs.5200-20200 Grade Pay of Rs.1800] and who possess 12th Class pass and have rendered three years regular service in the grade.</p> <p>(ii) By promotion through Limited Departmental Competitive Examination: The vacancies shall be filled amongst the Group 'C' staff of Head Office in Level-1 in the Pay Matrix [Pre-revised Pay Band-1 Rs.5200-20200 Grade Pay of Rs.1800] and who possess 12th Class pass and have rendered three years regular service in the grade.</p> <p>Note: For both the above (i) and (ii) skill test norms on computer: A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word.</p>
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			Time allowed – 10 mts.
Upper Division Clerk (Head Office) No. of post – 16	PB-1 Rs.5200-20200 with Grade Pay Rs. 2400. On completion of regular service of 10 years in the grade, UDC will be placed in the PB-2 Rs.9300-34800 with Grade Pay Rs. 4200 and they will be designated as Upper Division Clerk (Selection Grade).	(i) 75% by promotion (ii) 25% through Limited Departmental Competitive Examination (LDCE).	(i) By Promotion through Seniority cum fitness from LDCs of HQ having rendered eight years regular service in the grade, who possess the minimum educational qualification of 12 th class pass. (ii) By Promotion through Limited Departmental Competitive Examination of LDCs serving in Headquarters of EPFO, who possess the minimum educational qualification of 12 th class and have completed eight years of regular service in the post.
Assistant	PB-2 Rs.9300-34800 with Grade Pay Rs. 4600	(i) 75% by Direct Recruitment through Staff Selection Commission or any other agency approved by the Central Board. (ii) 15% by Promotion, failing which by direct Recruitment. (iii) 10% by Limited Departmental Competitive Examination, failing which by direct Recruitment.	(i) 15% by Promotion from amongst the Upper Division Clerk (Selection Grade) PB-2 Rs.9300-34800 with Grade Pay Rs. 4200 of the EPF HQ having five years regular service. (ii) 10% by Limited Departmental Competitive Examination from amongst the Upper Division Clerk (Selection Grade) PB-2 Rs.9300-34800 with Grade Pay Rs. 4200 of the EPF HQ having five years regular service.

TABLE-III

Name of the Cadre	Scale of Pay	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made
Stenographer	PB-1 Rs.5200-20200 with Grade Pay Rs. 2400. *On completion of regular service of five years in the grade, 30% of Stenographers will be placed in the PB-2 Rs.9300-34800 with Grade Pay Rs. 4200 subject to fitness and availability of vacancy and they will be designated as Senior Stenographer.		
Personal Assistant	PB-2 Rs.9300-34800 with Grade Pay Rs. 4600	(i) 50% by direct recruitment through Staff Selection Commission or any other agency as approved by the Central Board, Employees' Provident Fund. (ii) 50% by promotion.	By Promotion from amongst the Senior Stenographer in PB-2 Rs.9300-34800 with Grade Pay Rs. 4200 having five years regular service.

* The said provision is proposed at par with the DoP&T's OM dated 22.06.2011 wherein 30% Stenographers are eligible for Stenographer Grade 'D' (NFSG in the grade pay of Rs.4200/-) in Central Secretariat Stenographers' Service (CSSS).

5. Further, direction of CPFC in respect of Vigilance Assistant, Legal Assistant, Statistical Assistant etc. is enclosed herewith to resolve the anomaly.

6. The above proposal may kindly be placed before the Anomaly Redressal-cum-Implementation Committee in its ensuing meeting.

*This note supersede the earlier U.O. note
No. HRD/1(1) 2011/Cadre Restructuring/
Vol. II/82 dated 27.06.2017*

[Signature]
(M. Ngullie)

Regional P.F. Commissioner – I (HRD)

RPFC – I (HRM)

UO Note No. HRD/1(1)2011/Cadre Restructuring/Vol.II/

Date: 30/6/2017

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A-12018/02/2017-SS.1
भारत सरकार/Government of India
श्रम एवं रोजगार मंत्रालय/Ministry of Labour & Employment
सामाजिक सुरक्षा-1/Social Security-I

रफी मार्ग, नई दिल्ली/Rafi Marg, New Delhi
दिनांक ५ जून 2017

To

केन्द्रीय भविष्य निधि आयुक्त
भविष्य निधि भवन,
14, भीकाजी कामा प्लेस,
नई दिल्ली-110 066

Sub:- Amendment in the Recruitment Rules to the Stenographic Cadres in EPFO-
proposal regarding..

Sir,

I am directed to refer to your office letter No.HRD/24/2016/RR/Steno/Cadre/2315 dated 16th March 2017 on the above subject and to enclose herewith observations of the Legislative Department alongwith draft recruitment regulations and duly corrected recruitment regulations of Stenographic Cadre.

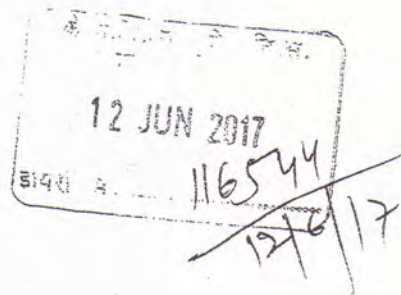
2. It is requested that comments on the observations raised by Legislative Department and duly corrected draft recruitment regulations for Stenographic cadre may please be furnished to this Ministry at the earliest so that further necessary action in the matter could be taken.

भवदीय

(सुभाष कुमार)

अवर सचिव, भारत सरकार

संलग्नक: उपरोक्तानुसार



सचिवालय
Secretariat
दिनांक/Date

एम. नुल्लु
MHONTHUNG NGULLIE
क्षेत्रीय भविष्य निधि आयुक्त-1
Regional P.F. Commissioner-I

सचिवालय
Secretariat
दिनांक/Date

Dyno. 855
12/06/17
3:30 PM

सहायक
Asstt. P.F.

12.6.2017
A 855

Ministry of Law & Justice
Legislative Department

Dy.No.1750/17-SRO. Received instructions.

The Ministry of Labour and Employment (administrative Ministry), has forwarded two drafts of the Employees' Provident Fund Organisation, Principal Private Secretary (Group 'A' post) Recruitment Regulations, 2017 and the Employees' Provident Fund Organisation, (Stenographers Cadre) Recruitment Regulations, 2017. The administrative proposes to make the regulations in exercise of the powers conferred by clause (a) sub-section (7) of section 5 of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 (19 of 1952) relating to the post of Principal Private Secretary for the first time and the regulations relating to the Stenographers Cadre in supersession of the Employees' provident Fund Organisation, Stenographers Service Rules, 1998.

2. The proposal was already tentatively examined in this department vide note dated 12th May, 2017 and certain clarifications have been sought for from the administrative Ministry. The proposal was also discussed with the officers of the administrative Ministry on 30th May, 2017.

3. The administrative Ministry has forwarded fair copies of the said regulations for vetting. The said fair copies have been further examined tentatively and certain corrections have been made in pencil. Since the administrative Ministry has stated that the post of Principal Private Secretary is being proposed to notified first time and no one is working in the said post, the initial constitution clause is not necessary and hence it is striked off.

4. The officers of the administrative Ministry have also referred to the Report of Anomaly Redressal-cum-Implementation Committee, in which it recommended for the one-time relaxation for the Stenographers Cadre. On the basis of the same, necessary corrections have been made in the proposed regulations. However, the same is in deviation from the guidelines and instructions of the Department of Personnel and Training, the administrative Ministry may obtain the approval of the said Department.

5. The administrative Ministry has proposed the below mentioned Note in column (11) under the heading Promotion, which is reproduced below:

"For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the seventh Central Pay Commission recommendations have been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix or pay scale extended based on the recommendations of that said Commission."

In this regard, the attention of the administrative Ministry is drawn to the Office Memorandum F.No. AB-14017/13/2016-Estt.(RR), dated 18th January, 2017 of the Department of Personnel and Training with respect to retention of the said standard Note under Column (11), in which it clearly clarified that "It has been decided in consultation with UPSC that in cases

where merger/ upgradation of pay are not involved in the recommendations of the 7th CPC, the Note as referred above is not to be prescribed in the RRs/SRs." Therefore, the said note has also been struck off in column (11). In view of the said O.M., the administrative Ministry may decide whether the said note is to be retained or not. The administrative Ministry may ensure that the proposal has the approval of the competent authority.

6. In view of the above, the administrative Ministry is requested to clarify the above issues and forward fair copies of the corrected drafts confirming that the drafts as corrected in this Department meets with their intention and purpose.

Bangaraj

(B.N.S.V.S.K.Bangarraju)

Assistant Legislative Counsel

Date: 07/06/17

Ministry of Labour and Employment

Legislative Department
U. O. No. 1750/17
Date 8/6/17

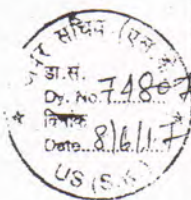
Reference note above:-

The corrections made in the draft RRs for the posts of PPS and Stenogr Cadre have been carried out and the clean print is placed at F/X.

2. Before, any action on the note recorded by the ALC, Legislative Depart it is proposed that the draft RR as per F/X alongwith above referred noting b to EPFO for their comments. Thereafter, further action in the matter will be by this Ministry. Accordingly, DFA please.

US(SK)

P.T.D.



8/6/17

Sh. A.K.S. Consult

To me

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QUALIFYING SERVICE FOR PROMOTION

3.12.2 The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post.

The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

Field of Promotion		Qualifying Service (in years)
From Grade Pay (in Rs)	To Grade Pay (in Rs)	
1800	1900	3 years
1900	2000	3 years
1900	2400	8 years
2000	2400	5 years
2400	2800	5 years
2400	4200	10 years
2800	4200	6 years
4200	4600	5 years
4200	4800	6 years
4200	5400	8 years
4200	6600	10 years
4600	4800	2 years
4600	5400	3 years
4600	6600	7 years
4800	5400	2 years
4800	6600	6 years
5400	6600	5 years
6600	7600	5 years
6600	8700	10 years
7600	8700	5 years
7600	8900	6 years
8700	8900	2 years
8700	10000	3 years
8900	10000	2 years
10000	HAG	3 years
HAG	HAG + Scale	1 year
HAG	Apex Scale	2 years
HAG + Scale	Apex Scale	1 year

(DOPT OM No. AB 14017/61/2008-Estt. (RR) dated 24.3.2009 and dated 12.3.2010)

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⑧

No. 20/49/2009-CS.II (B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

**3rd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi dated 22nd June, 2011**

OFFICE MEMORANDUM

Subject: Creation of a new grade of UDC (NFSG) and Stenographer Grade 'D' (NFSG) in CSCS and CSSS respectively.

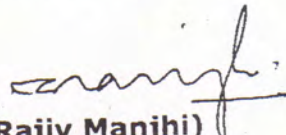
It has been decided to create a grade of UDC 'Non Functional Selection Grade' (NFSG) in Central Secretariat Clerical Services (CSCS) cadre and Stenographer Grade 'D' (NFSG) in Central Secretariat Stenographers' Services (CSSS) Cadre in the grade pay of Rs. 4,200/- in Pay Band-2 with immediate effect subject to the following conditions:

- (a)UDCs of CSCS and Stenographers Grade 'D' of CSSS shall be eligible for placement in the Non Functional Selection Grade on completion of 5 years of approved service as UDC/Stenographer Grade 'D' subject to the condition that the total number in the grade will be restricted to 30% of the sanctioned strength (i.e.1104 in the grade of UDC and 385 in Steno Grade 'D').
- (b)The officials will be placed in the Non Functional Selection Grade as per the following procedure:
 - i) Department of Personnel and Training (DoP&T) will issue a Zone of Consideration for placement of eligible officials in NFSG as per the Common Seniority List prepared and maintained by DoP&T in respect of UDCs of CSCS and Stenographers Grade 'D' of CSSS.
 - ii) An internal Committee will be constituted by the Cadre Units to review the cases of officials for placement in the Non Functional Selection Grade and to make suitable recommendations.
 - iii) The Committee shall consider the last 5 years ACRs/APARs of the officials. The Committee should satisfy itself that the overall performance of the official is "GOOD" in the last 5 years ACRs/APARs. Such officials would be considered suitable for placement in the 'NFSG'.

Cont...2/-

- iv) There should be no adverse entries in any ACR/APAR. If there are any adverse entries, it should be clearly brought out in the minutes as to why the official has been proposed for Non Functional Selection Grade in spite of adverse entries. The minutes should also include a certificate that there is no other factor or aspect affecting the official which will disqualify him/her for grant of 'Non - Functional Selection Grade'.
- v) SC/ST officials considered for placement in their turn to the 'NFSG' may be included in the Select List of 'NFSG' even if they do not fulfil the criteria as laid down in S.No. (iii) above, provided they are not found unfit by the Committee.

2. This issues with the concurrence of Department of Expenditure, Ministry of Finance vide their U.O. No. 10/1/2010-IC dated 14.6.2011.


(Rajiv Manjhi)
Deputy Secretary to the Govt of India
Tel # 24622365

To,
Director/Deputy Secretary (Admn) of all participating Cadre units of
CSCS and CSSS.



PUC placed at page no. 849/C may kindly be seen.

2. RPFC (HRM) vide UO note No. HRM-VII/37(1)97/VA/Pt./154 dated 16.11.2016 sought clarification on the issue of Grade Pay Rs.4600/- of Vigilance Assistant.

3. In this regard, it is submitted that the post of Vigilance Assistant was created in 1986 and Recruitment Rule was notified on 26.02.1986 in the scale of pay was 1400-2600. Further, the RR was amended and notified on 21.02.2004 (**Page no.850-854/C**). The upgraded scale of pay of Vigilance Assistant was shown as **Rs.5500-175-9000 [as per 5th CPC]** for which the **corresponding pay band was PB-2 and Grade Pay Rs.4200/- [as per 6th CPC]**.

4. In this connection, it is clarified that an agenda item for cadre restructuring of the EPFO was placed before the Executive Committee in its 72nd EC, CBT (EPF) meeting held on 14.07.2011. Further, keeping in view the observations of the Ministry of Finance note dated 09.10.2012 (**Page No. 682/C**), a revised cadre restructuring proposal was placed before 76th EC, CBT (EPF) held on 25.02.2013. The proposal as contained in the agenda was approved by the EC, CBT (EPF) and an office order was issued on 10.04.2013 (**Page No. 670-672/C**).

5. Before issue of office order dated 10.04.2013, the issue of grade pay of Vigilance Assistant, Enforcement Officer and Section Supervisor were examined. The same may be seen at note page no. 38 and 39/ante and accordingly office order was issued. It is clearly mentioned below the table in the noting page no. 39/N as well as in office order dated 10.04.2013, that **"...the remaining post are created against their existing grade pay as per the existing recruitment rules."** Hence, it is clear that the Grade Pay of Vigilance Assistant has not been upgraded and the Grade Pay for the post of Vigilance Assistant is Rs.4200/- [as per 6th CPC].

6. If agreed to, we may issue clarification to the HRM on the above lines. Accordingly, DFA please.

S.K. Verma
14/12/2016
(S.K. Verma)

SO (HRD)
On leave

RPFC-II (HRD)

20
14/12/16

SO (HRD)

It may also be informed that HRD has high grade restructuring the recruitment scales for the post of Vigilance Assistant (on next page 71.)

Ref. Notes on pre-page.

The matter relates to the clarification sought by HRM Division for the post of Vigilance Assistant. In this regard a reference has been received from HRM Division vide UO Note dated 16.11.2016. The post of Vigilance Assistant is an ex-cadre post which has been advertised alongwith other ex-cadre posts to invite applications as per the directions of the Competent Authority. The advertisement has been issued in the Employment News dated 5th November - 11th November, 2016. The existing Recruitment Rules for the posts of Vigilance Assistant were notified on 26th February, 1986 which was further amended vide Gazette Notification dated 21st February, 2004. As per the amendment made to RRs for the post of Vigilance Assistant, it has been assigned the pre-revised scale of Rs. 5500-175-9000/- which is in the corresponding PB-2 of Rs. 9300-34800 with G.P. of Rs. 4200/-. The existing eligibility conditions for appointment as per the amended RRs are as under:

- (i) Transfer on Deputation amongst Employees' Provident Fund Organization officials having experience in Vigilance work.
- (ii) Holding analogous post in the pay scale of Rs. 5500-175-9000.
- (iii) Three years' service in the pay Scale of Rs. 5000-150-8000.

2. When the new Pay Band and Grade Pay as per the recommendations of 6th CPC were adopted in EPFO, the pre-revised pay scale of Rs. 5500-175-9000 had been merged with Rs. 5000-150-8000 in the same Pay Band with Grade Pay of Rs. 4200/-. As a result, eligibility conditions prescribed in the RRs required changes which was not done so far and has been undertaken recently.

3. Subsequently, one more development took place and additional posts of Vigilance Assistant were created by the Executive Committee in its 76th Meeting of E.C. held on 25.02.2013. This proposal contained creation of other posts in Group -A, 'B' & 'C' also and the proposal was approved by the E.C. An office order was issued vide order dated 10.04.2013. The order has been issued with the approval of the then CPFC vide Notes at page -38-39/N, wherein it was decided that although certain posts were created, in respect of certain posts, namely Section Supervisor, EO and Vigilance Assistant for whom higher Grade Pay was proposed in the Agenda of these posts shall remain the same as per the existing RRs.

4. Keeping in view of the above, the said advertisement was issued by HRM Division with the posts of Vigilance Assistant in the Grade Pay of Rs. 4600/- with eligibility conditions as follows:

- i) Officers of the EPFO having experience in Vigilance work.
- ii) Holding analogous posts on regular basis (Substantive Post); or
- iii) With 03 years regular service in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200/- in PB-2 or equivalent.

5. Therefore, since the Grade Pay of Vigilance Assistant remains as Rs. 4200 and the RRs are in the process of amendment, we may send the obtaining position to HRM Division so that they may take necessary action at their end.

6. A draft reply is also put up for issue.

Submitted Pl.

(Sanjay Bisht)
RPFC-I (HRM)

ACC (HRD) Pl discuss.

19.12.16
Anita Sinha Dixit
अपर के.प.नि. आरक्षक

- Discussed with RCI, HRD.
- Pl put up as discussed. RC HRD

19.12.16
Anita Sinha Dixit
अपर के.प.नि. आरक्षक

RCI HRD

15/12/2016
Received On 19/12/16
Time 2:25 PM



(four page)

Discussed with HCD (HRO) today.
he may inform HRM Division that the
creation of the posts in the 28th EC was
with the revised grade pay but considering
the instructions of Mr. Pandey and a ^{separate} ~~draft~~
specification also placed before the HCD (HRO) ^(HRO)
which was not approved by the EC. However,
an order for creation of post was issued
on 10-4-2013 wherein certain posts were
treated as created in the existing grade
pay which was against the decision of the
EC. The draft U.O. note may also be
revised accordingly.

16
19/12/2016

संयम विभाग, राज्य BISHT
क्षेत्रीय प. व. (म.स.प्र.)
Regional P.F. Commissioner-I (HRM)

RE-II (HRO)

21
20/12/16
20.12.2016 अ. वि. म. म.

Reference above:-

As directed, revised draft U.O. note is put up for
approval/signature please.

20/12/2016

SO (HRO) 20.12.2016 Re-II (HRO)

put up fresh
note on file
20/12/16

RE (HRO) 20.12.2016
21
20/12/16
20.12.2016 अ. वि. म. म.

संयम विभाग, राज्य BISHT
क्षेत्रीय प. व. (म.स.प्र.)
Regional P.F. Commissioner-I (HRM)

Contd../-

Reference from pre-page:-

The matter relates to the clarification sought by HRM Division regarding grade pay Rs.4200/4600 for the post of Vigilance Assistant.

2. In this regard, it is submitted that the post of Vigilance Assistant was created in the scale of pay Rs.1400-2600 in 1986. Further, the scale of pay of Vigilance Assistant was assigned as **Rs.5500-175-9000 [in 5th CPC]** for which the **corresponding pay band in 6th CPC was PB-2 and Grade Pay Rs.4200/-**.

3. In this connection, it is clarified that an agenda item for cadre restructuring of the EPFO was placed before the Executive Committee in its 72nd EC, CBT (EPF) meeting held on 14.07.2011. Further, keeping in view the observations of the Ministry of Finance note dated 09.10.2012 (**Page No. 682/C**), a revised cadre restructuring proposal (**item No.5**) was placed before 76th EC, CBT (EPF) held on 25.02.2013. The proposal as contained in the agenda was approved by the EC, CBT (EPF) and an office order was issued on 10.04.2013 (**Page No. 670-672/C**).

4. Before issue of office order dated 10.04.2013, the issue of grade pay of Vigilance Assistant, Enforcement Officer and Section Supervisor were examined. The same may be seen at note page no. 38 and 39/ante and accordingly office order was issued. It is clearly mentioned below the table in the noting page no. 39/N. as well as in office order dated 10.04.2013, that **"...the remaining post are created against their existing grade pay as per the existing recruitment rules."**

5. Further, an item no. 6 i.e. Removal of pay anomaly consequent upon the implementation of the recommendations of the sixth CPC in EPFO was placed before 76th EC for the purpose to remove the pay anomaly among Sr. Social Security Assistant, Section Supervisor and Enforcement Officer and Account Officer. This item was not approved by the EC, CBT (EPF). Also, the said agenda item no.6 was not related regarding upgradation of grade pay of Vigilance Assistant.

6. Keeping in view of the above and as directed on pre-page, a draft reply is put up for consideration and approval please.

8/2/2017
(S.K. Verma)

SQ (HRD)

8.2.2017

RE-11 (HRD)

21/2

राहुल आर्य/RAHUL ARYA
केन्द्रीय नवविषय निधि आयुक्त-II
Regional P. F. Commissioner-II

RC - I (HRD)

may kindly peruse the notes
page 33/N. In addition the subsequent
agenda item no.6) was also perused which
however relates to only the post of SSA,
Section Supervisor and A/O for which logics
(can not page).



(from pre-page)

Grade pay was also approved by the
the while considering item no 5. Hence the
post of vigilance Assistant remains in the
grade pay of 64200 and its Rhs are under
process. We may send a reply to IRL
Luncheon as proposed in page 6 above p.

09/2/2017

Regional P.F. Commissioner (P.F.)

Pl discuss

9/2/17
10:55AM

Anita Sinha Dixit
अनित सिन्हा दिखित
Addl. C.P.F.C.

discussed.
To be put-up on letters
from leave.

Regional P.F. Commissioner (P.F.)

RCI HRD

Re-D (HRD)

SO (HRD)

13.2.2017
M. B. S.

Reference above

As directed, file is ^{being} re-submitted for consideration
and approval please

20/2/2017

SO (HRD)

20.2.2017

Re-D (HRD)

21/2/17

21/02/17

Regional P.F. Commissioner (P.F.)

Notes from pre page.

- Presently the Grade pay of Assistants is 4600/- which will continue after cadre restructuring also.
- The Grade pay of Vigilance Assistants, Legal Assistants, Statistical Assistants etc. still remains 4200/-
- This anomaly appears to arise when in 2007, the pay scale of Assistants / PA ~~was~~ was revised from 5500-175-9000 to 6500-200-10,500/- but the Vig. Assistants & other isolated posts were left in pay scale of 5500-9000.
- As Vig Assistants remain in GP 4200/-, only SSAs with less than four years experience are likely to apply for this post of (ex cadre, deputation) with sensitive nature of work.
- Therefore, if agreed, we may place this issue before Anomaly cum implementation Committee, if agreed.

Dr. V. P. Joy
23.02.17
(ANITA S. DIXIT)

ACC, HQ

DR. V. P. JOY, I.A.S.
केन्द्रीय सचिव नि. आ.पु.स.
Central P.F.C. Commissioner

ACC (HQ) HR

Dr. V. P. Joy put up in the committee.

DR. V. P. JOY, I.A.S.
केन्द्रीय सचिव नि. आ.पु.स.
Central P.F.C. Commissioner

ACC (HQ) HR

Dr. V. P. Joy
01.03.17

23.02.17
RCI

Received On 23/2/17
Time 5:00 PM

23/02/17

27/2/17

27/02/17

Received On 28/2/17
Time 5:07 PM

Received On 28/2/17
Time 6:19 PM



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
 श्रम एवं रोजगार मंत्रालय, भारत सरकार
 Ministry of Labour & Employment, Government of India
 भविष्य निधि भवन / Bhavishya Nidhi Bhawan
 14, भीकाजी कामा प्लेस, नई दिल्ली 110066
 Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in



No. HRD/1(1)2011/Cadre Restructuring/Vol.II

Date: 04 SEP 2017

To,

The Secretary,
 Ministry of Labour & Employment,
 Government of India,
 Shram Shakti Bhawan, Rafi Marg
 New Delhi-110001

(By name to: Shri R.K. Gupta, Jt. Secretary)

Sub: - **Introduction of Non-functional grades in respect of Lower Division Clerk (LDC), Stenographer and Upper Division Clerk (UDC) – reg.**

Sir,

Organisational and Cadre Restructuring of EPFO was approved and conveyed by the Central Government vide letter No. A-32022/10/2014-SS-I dated 27.12.2016.

2. While drafting the Recruitment Rules of Lower Division Clerk, Upper Division Clerk and Stenographer, certain anomalies were observed which is not in conformity with DoP&T OM No. AB.14017/48/2010-Estt. (RR) dated 31.12.2010.

3. Existing as well as revised Cadre Structure of EPFO is as under:-

Existing Cadre Structure	Revised Cadre Structure	Anomaly as per post Cadre Restructuring
Multi-Tasking Staff (GP 1800) -> Lower Division Clerk (Field Office) (GP 1900) -> Social Security Assistant (GP 2400) -> Social Security Assistant [after 4 years] (GP 2800)	Multi-Tasking Staff (GP 1800) -> Lower Division Clerk (Field Office) (GP 1900) -> Social Security Assistant (GP 2800)	As per DoP&T norms, there is no channel of promotion in the Grade Pay 1900 to Grade pay 2800.
In Head Office : Multi-Tasking Staff (GP 1800) -> Lower Division Clerk (GP 1900) -> Upper Division Clerk (Head Clerk) (GP 2400) -> Assistant (GP 4600)	In Head Office : Multi-Tasking Staff (GP 1800) -> Lower Division Clerk (GP 1900) -> Upper Division Clerk (GP 2400) -> Assistant (GP 4600)	As per DoP&T norms, there is no channel of promotion in the Grade Pay 2400 to Grade pay 4600.
In Stenographic Cadre: Stenographer (GP 2400) ->	In Stenographic Cadre: Stenographer (GP 2400) ->	As per DoP&T norms, there is no

जारी किया
 ISSUED

Personal Assistant (GP 4600)	Personal Assistant (GP 4600)	channel of promotion in the Grade Pay 2400 to Grade pay 4600.
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4. Central Board in its 212th meeting held on 29.03.2016 (*Item No. 2*) formed the Anomaly Redressal-cum-Implementation Committee. Further, Central Board in its 213th meeting held on 08.07.2016 (*Item No. 8*) and 215th meeting held on 19.12.2016 (*Item No. 25*) authorized the Anomaly Redressal-cum-Implementation Committee to continue in function and to consider and decide administrative issues that may arise during the implementation of the proposal respectively.

5. To resolve the anomaly as stated in para 3 above, a proposal for providing NFU to LDC, UDC and Stenographer was placed before the Anomaly Redressal-cum-Implementation Committee in its meeting held on 20.07.2017 (*Item No. 6*). The committee deliberated on the issue and recommended the proposal for introduction of non-functional upgradation in the post of LDC, UDC and Stenographer. It was also decided that the proposal would be sent to the Government with the recommendation of the Committee.

6. Accordingly, a copy of agenda item no. 6 along with its minutes is enclosed herewith for consideration and approval of the Government, so that, necessary action can be taken.

Yours faithfully,

Encl: As above.


(K.V. Sarveswaran)
Additional Central P.F. Commissioner (HQ) (HR)

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Item No. 25 : Organizational Restructuring of EPFO

The Organizational and Cadre restructuring proposal of EPFO as approved by the Central Board was sent to the Ministry of Labour & Employment for consideration vide letters dated 21-07-2016 and 08-08-2016.

2. Subsequently, clarifications as required by Ministry of Labour & Employment were furnished from time to time, the last being 06-12-2016.

3. It is learnt that the proposal is under final stage of approval. The Board in its 212th meeting held on 29-03-2016 had also created an Anomaly Redressal cum Implementation Committee consisting of the following members:

- (i) Central Provident Fund Commissioner
- (ii) Joint Secretary (SS), Ministry of Labour & Employment
- (iii) FA & CAO, EPFO

4. As the Organizational and Cadre restructuring implementation is anticipated after receiving the formal approval from the government, it is proposed that the Anomaly Redressal cum Implementation Committee may be authorized to consider and decide administrative issues that may arise during the implementation of the proposal.

Proposal: The Central Board may consider and approve the implementation of Organizational and Cadre restructuring as may be communicated by the Government and authorize the Anomaly Redressal cum Implementation Committee to consider and decide administrative issues that may arise during the implementation of the proposal.

980 217

**EMPLOYEES' PROVIDENT FUND ORGANISATION
MINUTES OF THE 215th CBT MEETING
(BENGALURU: 19th December 2016: 1000 AM)**

The 215th meeting of the Central Board (EPF) was held under the Chairmanship of Shri Bandaru Dattatreya, Chairman Central Board (EPF) and Union Minister of Labour & Employment. Following members attended the meeting:-

1. Smt M Sathiavathy, Secretary (L&E)

VICE CHAIRMAN

2. Shri Arun Goel, AS&FA (L&E)

**CENTRAL GOVERNMENT
REPRESENTATIVES**

3. Sh RK Gupta, JS (SS) (L&E)

4. Shri KV Shekhar Raju

5. Shri B Kamarasu

**EMPLOYERS'
REPRESENTATIVES**

6. Dr UD Choubey

7. Shri GP Srivastava

8. Shri Sushanta Sen

9. Dr. SS Patil

10. Shri DU Menon (vice Shri RS Maker)

11. Dr G Sanjeeva Reddy

12. Shri M Jagadishwara Rao

13. Shri Virijesh Upadhyay

14. Shri PJ Banasure

15. Shri Ashok Singh

**EMPLOYEES'
REPRESENTATIVES**

16. Shri KN Umesh (vice Sh AK Padmanabhan)

17. Shri Ram Kishore Tripathy (vice Sh AD Nagpal)

18. Shri DL Sachdev

19. Shri Sankar Saha

20. Shri Ramen Pandey

21. Shri Sanjiv Kumar, Karnataka

STATE GOVERNMENT

19-12-2016



Bengaluru

979 240
RHB

Chairman suggested to the Board to continue with the present rate of investments in ETF as the same are recommended by the Kaul Committee and approved by the Government. He also agreed to the suggestion of members to devise a protocol of sale of ETF investments periodically.

With these observations the Board took note of the proposal as contained in the agenda.

Item No. 19: Selection of Impact Assessment Study agency for publicity needs of EPFO

The Board agreed to the proposal as contained in the agenda.

Item No. 20: Social Media management plan/engagement of agency

The Board took note of the information placed before it.

Item No. 21: Temporary deployment of funds by EPFO Portfolio Managers on the fixed income side to invest in Liquid Mutual Funds for liquidity management

The Board agreed to the proposal as contained in the agenda.

Item No. 22: Request for waiver of damages under section 14B of the Act to M/s. Kusum Products Ltd., (WB/642).

The Board agreed to the proposal as contained in the agenda.

Item No. 23: List of ineligible cases for waiver of damages rejected by Central Provident Fund Commissioner

The Board took note of the information placed before it.

Item No. 24: Selection of External Concurrent Auditor (ECA) for the audit of investments done by Employees' Provident Fund Organization's Portfolio Managers

The Board agreed to the proposal as contained in the agenda.

Item No. 25: Organizational Restructuring of EPFO

Vice- Chairperson informed the Board that the restructuring has been agreed to by the Ministry of Finance and implementation of the same shall be done quickly. Members stated that the implementation be done quickly as the matter has been pending since long.

Chairman announced that promotion orders be issued as a New Year Gift to staff and officers. Vice-Chairperson assured Chairman and the Board that promotion will be issued as a New Year Gift.

CPFC to ensure implementation of this decision as provided under para 22(2) of EPF Scheme and report compliance.

Shri Kamarsu brought the attention of Board to allegations which have appeared in the press against the Central Board (EPF). He further stated that unfortunately this allegation has not been countered either by EPFO or by the Ministry of Labour & Employment. He urged that a time bound enquiry be conducted in the matter by the Ministry and action taken against the complainant if false and unsubstantiated allegations against the Board have been made.

19-12-2016



Bengaluru

978 257
978

S/Shri GP Srivastava, PJ Banasure and KV Shekhar Raju strongly demanded that enquiry be conducted in the matter and strong action be taken against anyone found culpable.

Vice Chairperson assured the Board that the Ministry will enquire into the matter and take requisite action.

She assured the Board that the approval of restructuring has been fair, transparent and objective. In fact delays in approval has been because the Ministry has conducted thorough examination of the matter. Vice Chairperson assured the Board that the restructuring would be implemented as soon as orders are issued by the Government.

With the observations, the proposal as contained in the agenda was approved.

Item No. 26: Renewal of Agreement with State Bank of India for collection of dues and payments to beneficiaries

The Board took note of the information placed before it.

Shri MJ Rao stated that even though EPFO has stopped the use of revenue stamps on claim forms, some PF exempt establishments continue to insist on same. CPFC assured that necessary action in the matter will be taken.

Chairman thanked the members for their cooperation.

The meeting ended with vote of thanks to the Chair.

19-12-2016



Bengaluru

Item No. 8: Organizational Restructuring in EPFO

1. A proposal on Organizational Restructuring in EPFO was placed before the Central Board of Trustees (CBT), EPF in its 212th Meeting held on 29.03.2016 (copy of item no. 2 attached as Annexure 'A'). The Board approved the proposal in principle and constituted an Anomaly Redressal-cum-Implementation Committee comprising the following to complete the gaps in report on Restructuring in EPFO (Relevant portion of Minutes of 212 CBT enclosed as Annexure 'B'):-
 - (i) Dr. V. P. Joy, CPFC - Chairman
 - (ii) Smt. Meenakshi Gupta, FA & CAO/JS, - Member
 - (iii) Sh. Manish Gupta, JS, - Member
2. The Anomaly Redressal cum-Implementation Committee conducted four meetings on 25th April 2016, 5th May 2016, 12th May 2016 and 17th May 2016 with various EPF Unions/Associations/Federation/Officers and officials and heard their views.
3. The Committee has submitted its report on 26.05.2016 to the Hon'ble Chairman, CBT, EPF. The report of said Committee on Organizational and cadre restructuring in EPFO is attached as Annexure 'C'. The Chairman CBT has directed to implement the said Report. Accordingly, in the first instance, the Report has been sent to Government of India for approval. Financial concurrence from Internal Finance Division has also been sought.

PROPOSAL: The report of the Sub-Committee placed before the Board on 16.02.2016 and 29.03.2016 may be read with the report of the Anomaly Redressal-cum-Implementation Committee placed along with this agenda and both reports may be approved for implementation with government approval.

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983

EMPLOYEES' PROVIDENT FUND ORGANISATION
MINUTES OF THE 213th CBT MEETING
(NEW DELHI: 8th Jul 2016: 11 AM)

The 213th meeting of the Central Board (EPF) was held under the Chairmanship of Shri Bandaru Dattatreya, Chairman Central Board (EPF) and Union Minister of Labour & Employment. Following members attended the meeting:-

1. Shri Shankar Agarwal, Secretary (L&E)
2. Smt Meenakshi Gupta, JS (F&A) (L&E)
3. Shri Manish Gupta, JS (SS) (L&E)
4. Shri Suchindra Misra, JS (Min of Finance)

- VICE CHAIRMAN

**CENTRAL GOVERNMENT
REPRESENTATIVES**

5. Shri J.P. Chowdhary
6. Shri Balasubrahmanyam Kamarsu
7. Shri KV Shekhar Raju
8. Dr SS Patil
9. Shri Ravi Wig
10. Shri GP Srivastava
11. D.U. Menon (vice Shri RS Maker)
12. Shri Sushanta Sen

**EMPLOYERS'
REPRESENTATIVES**

13. Shri M Jagadishwara Rao
14. Shri Virijesh Upadhyay
15. Shri PJ Banasure
16. Dr G Sanjeeva Reddy
17. Shri Ashok Singh
18. Shri AK Padmanabhan
19. Shri AD Nagpal
20. Shri DL Sachdev
21. Shri Sankar Saha
22. Shri Ramen Pandey

**EMPLOYEES'
REPRESENTATIVES**

08-07-2016



New Delhi

Page 1

975 986
Further, in the performance review of PF exempt establishments, follow up action against delinquent establishments is not indicated. Shri Rao requested that details may be brought before the Board in this regard.

With these observations, the Board noted the action taken statement as placed before it.

Item No. 3: Reconstitution of Executive Committee – election of the representatives of employers and employees to the Executive Committee of Central Board (EPF)

After discussions following representatives of the employers and employees were recommended by the Board for reconstitution of the Executive Committee:

- i. Employees' representatives – Dr. G Sanjeeva Reddy; Shri AD Nagpal and Shri M. Jagadishwara Rao.
- ii. Employers' representatives – Dr. UD Choubey, Shri Ravi Wig, Shri K.V. Shekhar Raju.

Item No. 4: Social Media management plan/engagement of agency.

1. The proposal at serial No. 1 of the Agenda Item is approved.
2. CPFC was authorized to enter into formal agreement with BECIL on behalf of EPFO, ESIC and MOLE.

Item No. 5: Budget and Empanelment of agencies for publicity needs of EPFO

The proposal as contained in the agenda was approved by the Board.

Item No. 6: CBLO borrowing transactions by the Portfolio Managers during the period 01.01.2016 to 31.03.2016

The Board took note of the information as placed before it.

Item No. 7: Proposal for increasing the number of days for borrowing of funds from CBLO for participation in primary auctions of Government Securities and Corporate bonds from existing 15 to 30 days

The proposal as contained in the agenda was approved by the Board.

Item No. 8: Organizational Restructuring in EPFO

CPFC made a brief presentation in the matter (Annexure B). S/Shri AD Nagpal, M. Jagadishwara Rao, DL Sachdev, Ramen Pandey, Ashok Singh, P.J. Banasure, B. Kamarsu and G.P. Srivastava suggested that more Zones contiguous to political states need to be formed; it was suggested that opening of more district offices headed by APFC/DPFC should be considered; special dispensation for left out



974 935
9/11

cadres in Group C such as Plumbers, Electricians, Pump Operator, Lift Operator, Canteen Employees, MTS etc. may be considered so that they may also benefit from the current exercise. Issue of ad-hoc LDCs and UDCs of EPF Headquarters was also raised by Shri Ramen Pandey. He requested that service rendered by them on ad-hoc basis may also be considered as an eligible service for promotion to the next grade. Sh. AD Nagpal suggested that in implementing the proposals special consideration and one-time relaxation should be considered for placing SSAs with 4 years' service to the Grade Pay of Rs. 4200, for placing DPAs in the scale of programmers and ad-hoc service may be considered for regularization of some RPFC-II level officers.

Shri DL Sachdev and Shri DU Menon stated that an outside expert agency needs to study the organisational restructuring.

Some members suggested that CBT is competent to finally approve all restructuring proposals. Secretary (L&E) / Vice Chairman, CBT read the provisions of Section 5D(7)(a). CPFC stated that the proposal is not simply for creation of posts, it involved re-designation, discontinuing existing designation, merger and new recruitment rules etc. Chairman stated that the report be implemented and further action will be taken by Secretary (L&E) and CPFC

After detailed discussions the Board approved the following:-

- i. The report of the sub-Committee placed before the Board on 16-02-2016 and 29-03-2016 and report of the Anomaly Redressal cum Implementation Committee was approved.
- ii. EOs/AOs of 1999 direct recruit batch will be promoted as a one-time measure.
- iii. CPFC was authorized to implement the report within 15 days.
- iv. Deviations from Government of India instructions, if any, in the proposal may only be sent to Government.
- v. The Anomaly Redressal cum Implementation Committee is authorised to continue to function.

Item No. 9: Information to be placed before the Central Board in accordance with para 23 of the EPF Scheme

The Board took note of the information as placed before it.

Item No. 10: Proposal for amendment to the EDLI Scheme, 1976 for extending voluntary retention of membership for members who cease to be in employment at reduced rate of contribution

The proposal as contained in the agenda was approved by the Board.

Item No. 11: Revision of Service Charges on Collection by State Bank of India

08-07-2016



New Delhi

Page 5

Item No. 2 Organisational Restructuring of EPFO

The Executive Committee CBT, EPF in its 72nd meeting (14-07-2011) approved a proposal for cadre restructuring of the EPFO along with financial sanction of Rs 19.48 crores. The proposal approved by the EC in its 72nd meeting essentially had two parts, viz:-

- (i) Proposal for posts upto the Grade Pay Rs. 8700 (upto which the CBT EPF is competent in terms of Section 5D(7) of the EPF & MP Act 1952 read with para 22A of the EPF Scheme 1952.). *The EPF Scheme has been amended and the Central Board (EPF) is now competent to create posts upto the level equivalent to Joint Secretary to Government of India. (Annexure A)*
- (ii) Proposal for creation of posts carrying Grade Pay of more than Rs 8700/-.

2. Part –II of the proposal has been implemented in EPFO after getting approval from Ministry of Finance. Posts have been created and appointments made to the newly created posts carrying Grade Pay of Rs 8900/- and Rs 10,000/-. The decision regarding posts upto Grade Pay Rs 8,700/- for which Central Board (EPF) was competent was not operationalized.

3. The issue was again considered by the EC in its 76th meeting (25-02-2013), wherein, the Central PF Commissioner informed EC that this is a part proposal and detailed proposal shall be placed before EC later. The matter was then placed before the 77th EC (10-01-2014) wherein it was decided that "a comprehensive proposal taking into account the e-governance model to be implemented by EPFO, be placed be placed in the next meeting of EC."

4. In its 81st meeting (18-02-2015) EC was informed that the Hon'ble Chairman, CBT, EPF has directed that a proposal for comprehensive restructuring of EPFO, within the powers of Central Board be prepared within three weeks and that the proposal will be ready by 30th June 2015. In the 82nd meeting (20-08-2015) EC was informed that report is likely to be ready by 31-10-2015.

5. The issue of cadre restructuring was also discussed in meetings of Central Board in its 208th meeting (16-09-2015), wherein the Chairman informed the Board that a meeting of the Board would be called very shortly to discuss cadre restructuring as he is concerned as he has received a lot of representations. In the 209th meeting (24-11-2015) of the Board the Board considered the proposal that a detailed examination of the same may be carried out in a special meeting to be held on 09-12-2015.

6. In the 210th meeting of the Central Board (09-12-2015) it was decided that that the applicability date of the restructuring proposal would be from 9th December 2015. Chairman stated that a Committee under the Chairmanship of Shri Samariya, Additional Secretary (L&E) and consisting of Dr G Sanjeeva Reddy and Shri M Jagadishwara Rao; employees' representatives and Dr UD Choubey and Shri Ravi Wig; employers' representatives as members be constituted for examining all the issues and reports at hand and give its final report in two-three weeks.

7. The Committee considered the proposal placed before the 210th meeting of Board, submissions of EPF Staff Federation and EPF Officers' Association available on record. The Committee notes that the task of restructuring of EPFO was initiated in 2006. XLRI Jamshedpur was entrusted with the responsibility of submitting recommendations for the restructuring of the organization. After consultation with various stake holders, XLRI had submitted a detailed report regarding the restructuring of the organization. The report of XLRI was placed before the Executive Committee and the EC appointed a sub-committee to suggest ways and means to implement the recommendations of XLRI. The sub-committee submitted an interim report wherein it was stated that the final report would be considered for implementation only after the implementation of the interim report. Though the interim report was implemented, the final report of XLRI was not taken up for implementation during the last 9 years.

8. The Sub-Committee constituted by the Board (210th meeting; 09-12-2015) looked at the stake holders needs with regard to EPFO and EPFO's vision for future. The Sub-Committee also considered the two earlier committee reports and the proposals therein. The Committee gave an opportunity to Officers Association as well as Staff Federation to present their case. It has been brought to the notice of the Sub-Committee that the present structure of the organisation requires drastic changes at every level. Though the organisation has grown multi-fold, the cadre structure has not improved correspondingly.

9. Keeping in view the above background as well as DoPT instructions regarding the structural attributes of a cadre the Committee has made its recommendations which are attached as **Annexure B**. Following are the salient aspects of recommendations:-

- i. The Committee has recommended that with the increasing use of technology in service related area, there is a declining trend of manpower requirement in this function.
- ii. The Committee also feels that Compliance function requires more focussed attention and has recommended accordingly.
- iii. The Zonal offices are being strengthened to focus exclusively on supervision, general administration and overall superintendence.
- iv. Field offices will focus exclusively on functional areas of compliance, service delivery and grievance management.
- v. Technical cadre is being strengthened to facilitate in-house handling of next phase of e-governance reforms in EPFO.
- vi. The acute gap in stenographic cadre is proposed to be filled.
- vii. District offices of EPFO are proposed to be strengthened.

10. Following are the existing and proposed sanctions of the staff complement in EPFO:-

GROUP	EXISTING SANCTION	PROPOSED SANCTION	CHANGE
A	1,132	1,216	84 (7%)
B	6,478	7,461	983 (15%)
C	16,960	15,057	-1903 (-11%)
TOTAL	24,570	23,734	--834 (-3.4%)

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Proposal:

1. The Board may approve the proposal as contained in the agenda.
2. The Board may also authorise constitution of a implementation committee to operationalise the recommendations.
3. The Board may also authorize the Chairman to approve the issues which presently do not form part of the report and to present the same before the next meeting of Board for ratification.

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**EMPLOYEES' PROVIDENT FUND ORGANISATION
MINUTES OF THE 212th CBT MEETING
(NEW DELHI: 29th MARCH 2016: 11 AM)**

The 212th meeting of the Central Board (EPF) was held under the Chairmanship of Shri Bandaru Dattatreya, Chairman Central Board (EPF) and Union Minister of Labour & Employment. Following members attended the meeting:-

- | | |
|---|---------------------------------------|
| 1. Shri Shankar Agarwal, Secretary (L&E) | Vice Chairman |
| 2. Shri HL Samariya, AS (L&E) | |
| 3. Smt Meenakshi Gupta, JS (F&A) (L&E) | |
| 4. Shri Manish Gupta, JS (SS) (L&E) | CENTRAL GOVERNMENT
REPRESENTATIVES |
| 5. Dr Bipin Bihari Mallick, JS & DGLW | |
| 6. Shri Sudhir Shyam, Director, (Ministry of Finance) | |
| 7. Dr UD Choubey | |
| 8. Shri Balasubrahmanyam Kamarsu | |
| 9. Shri KV Shekhar Raju | |
| 10. Dr SS Patil | |
| 11. Shri Ravi Wig | EMPLOYERS'
REPRESENTATIVES |
| 12. Shri GP Srivastava | |
| 13. Shri RS Maker | |
| 14. Shri BB Pant | |
| 15. Shri Sushanta Sen | |
| 16. Shri M Jagadishwara Rao | |
| 17. Shri Virijesh Upadhyay | |
| 18. Shri PJ Banasure | |
| 19. Dr G Sanjeeva Reddy | |
| 20. Shri Ashok Singh | |
| 21. Shri AK Padmanabhan | |
| 22. Shri AD Nagpal | |
| 23. Shri DL Sachdev | |
| 24. Shri Sankar Saha | |
| 25. Shri Ramen Pandey | |



29-03-2016



EPFO Headquarters, New Delhi

Page 1

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contributing any money to EPFO except for EPS, it should not be putting restrictions in how EPFO manages its affairs. He further suggested that Government may consider bringing an agenda item before the Board for discussing this issue along with legal opinion of the Ministry of Law in the matter of powers of the Central Board (EPF) as mentioned in the Act and Schemes framed thereunder.

Shri Ravi Wig raised the issue of status of Central Board (EPF), which he felt is a tri-partite body and it should not be reduced to a department of Government. Shri D L Sachdev also supported the contentions being made by members.

The Vice-Chairman expressed his reservation at this perception of members and assured that it will be ensured that not only the members are given due respect, the perception the members carry also need to be addressed with due sensitivity. On the specific issue of restrictions in entering the building premises of the Ministry, he informed that the security aspects are being handled by the Ministry of Home Affairs and all have to adhere to the requirements of same. He assured the members that a nodal officer will be appointed by the Ministry to handle protocol of members and to facilitate their entry into premises of the Ministry.

Vice-Chairman also informed the Board that the order regarding TA/DA entitlements of non-official members of the Board will be issued soon.

Chairman intervened to state that status of CBT is crystal clear. Regarding the status of members he stated that the contentions of Vice-Chairman are in order and we will be taking the proposal forward. Regarding views of Government on decisions of the Board, the Chairman stated that CBT is autonomous but the advice of Government and of any other higher body should always be welcomed so that decisions are in conformity to larger National Interest.

Chairman requested the members to be reasonable in deliberations within the Board and consider the seriousness of responsibility cast upon the Board. He further requested that the meetings should be result-oriented and professional keeping in view the time constraints.

Thereafter, the Board confirmed the minutes as placed before it.

Item No. 2: Organisational Restructuring of EPFO

CPFC made a brief presentation of the report of the Sub Committee on Restructuring. He, thereafter, requested the members to offer their comments in the matter.

Shri Virijesh Upadhyay, requested the Board to own and approve the report and a Committee may look into outstanding issues requiring resolution in a time bound fashion.

Dr G Sanjeeva Reddy agreed with Shri Upadhyay. He advised the following for amendments:



- 968 329 205
- a) Incorporating non-contributing establishments and members in the norms of restructuring.
 - b) Examining whether Zones should be contiguous with major states and instead of proposed 16 Zones there could be 28 Zones based on the number of major states.

Shri Ashok Singh supported Dr Reddy's observations. He stated that the following may also be considered for corrections:

- a) In the SSA cadre, 80% may be considered for elevation to Sr. SSA instead of the proposed 60%.
- b) The proposed requirement of four years' service in Grade Pay Rs 2800 before elevation to Grade Pay Rs 4200 be removed.
- c) Promotions to EO/AO direct recruits of the 1999 batch who did not have any promotion till date, must be ensured so that they are motivated.

Shri AD Nagpal fully supported the above submissions. He further stated that the issue of cadres such as DEO/DPA who have not got promotions may be examined and consider allowing migration to general side if they do not qualify the requirements for promotion in technical cadres.

Shri M Jagadishwara Rao supported the proposal and suggested that the following also be considered:

- a) SMART computerised District offices headed by APFCs should be opened. Decentralisation is required by upgrading existing District Offices in each Revenue District and then on functional basis.
- b) Stagnation in many cadres approved earlier by EC/CBT and not implemented so far be implemented.
- c) Staff grievances arise primarily from bunched recruitment/promotion. We should relax the extant RRs to promote as one time measure.
- d) Claims settlement norm should be 20 per clerk per day.
- e) Post computerisation skilled manpower is required. Training and enabling staff should be done.
- f) More technical manpower required. IS Division needs special attention.

Shri BP Pant stated that skill development is very essential. He stated that lack of promotional opportunities for EOs/AOs is a very serious issue and it must be incorporated. Further, it may be ensured that new Zones are geographically contiguous.

Shri Shankar Saha stated that there are divergent views amongst the staff in EPFO on the restructuring proposal. He stated that it must be ensured that all concerned get a fair hearing and redressal of grievances by the Committee before implementation of the report.

Shri GP Srivastava supported the report. He emphasized training as an essential requirement for all, especially before each promotion. Further, any issues requiring further deliberation can be considered by the appropriate committee.



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Shri Sushanta Sen supported approval of the proposal. He supported the agenda issues listed by members for consideration of the Committee.

Shri AK Padmanabhan stated that report be implemented and issues of all stakeholders should be considered before implementation.

Dr UD Choubey recommended the proposal and supported the concept of a Committee to address outstanding issues. He also recommended that for future restructuring, institutes/ professional bodies having requisite management expertise be engaged for getting an outsider's perspective.

Shri Ramen Pandey and Shri KV Shekhar Raju supported approval of the proposal at hand and recommended that appropriate Committee may look into anomalies and gaps.

Shri DL Sachdev opposed acceptance of the report as he felt that it does not take care of all groups especially B, C & D. He felt that grievances have arisen as the report has been prepared by interested persons and therefore an impartial view needs to be taken. He said that anomalies and grievances must be listened to and addressed before finalising the report.

Shri Ravi Wig supported the approval of the agenda placed before the Board and stated that a Committee is the correct way to address grievances. He supported the demand of Shri M Jagadishwara Rao for District Offices. Further, the Committee may consider ensuring one promotion/pay upgradation every five years as it happens in armed forces, so as to motivate the personnel.

Shri B Kamarsu congratulated the Sub-Committee and CPFC in bringing closure to the issue. Following specific issues were raised by him:-

- a) Contributing establishments and members should be used as norm.
- b) Zones should be enhanced.
- c) Promotional aspirations especially of 1999 EO batch be given special attention.
- d) The Committee should have maximum of three months' time to complete the work.

Shri PJ Banasure stated that the Committee may go into outstanding issues. Further, North-Eastern states must have separate offices as they are geographically remote.

Responding to the points made by members, CPFC stated that issues raised in the cadre of SSAs, promotion of stagnating EOs and restructuring of field offices will be addressed by the Committee.

Concluding the discussions, Chairman summarised the deliberations by stating that the report of the Sub-Committee before the Board is approved in principle. He further stated that certain gaps have been identified which will form the terms of reference for the Implementation Committee:

- a) Social Security Assistant cadre should be divided into SSA and Sr. SSA in the ratio of 20%:80%, instead of 40% to 60% in the report.



- b) The ratio of SSA to Section Supervisor should be 1:4, instead of 1:1.46 in the report.
- c) The EOs/AOs may be allowed NFSG of Grade Pay Rs. 5400/- after 4 years of service.
- d) CPFC be authorised to operate DPFC APFC to promote officials. Supernumerary posts be created in APFC cadre to ensure promotion of left out EOs/AOs. These supernumerary posts be adjusted against future vacancies for promoting EOs/AOs of 1999 batch
- e) Any other anomaly/gap.

Chairman also announced formation of Anomaly redressal cum Implementation Committee consisting of CPFC, JS(SS) (L&E) and FA & CAO (EPFO) to complete the gaps in one month.

The Proposal as contained in the agenda was approved.

Item No. 3: Relaxation of provisions of Recruitment Rules for DPAs for conversion of 14 DEOs to DPA

The proposal as contained in the agenda was approved.

Item No. 4: Information to be placed before the Central Board in accordance with para 23 of the EPF Scheme

The Board took note of the information as placed before it.

Item No. 5: Continuation of M/s Chandabhoy & Jassoobhoy as External Concurrent Auditor (ECA)

The proposal as contained in the agenda was approved.

Item No. 6: Proposal for increasing the number of days for borrowing of funds from CBLO for participation in primary auctions of Government Securities and Corporate bonds from existing 15 to 30 days

The Board decided to refer the matter to FIAC again.

Item No. 7: Update on investment in Exchange Traded Fund (ETF)

The Board took note of the information as placed before it. Some members raised the issue of inadequate in negative returns in ETF and demanded that the decision to deposit EPFO funds in ETF may be rescinded.

Item No. 8: CBLO borrowing transactions by the Portfolio Managers from 19.09.2015 to 31.12.2015

The Board took note of the information as placed before it.



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Item:6 Introduction of non-functional grades in respect of Lower Divisional Clerk (LDC) Stenographer and Upper Divisional Clerk (UDC) for promotion to subsequent cadres.

Recruitment Rules are in process of amendments as per the recommendations of Organisational and Cadre Restructuring Proposal approved by Central Board and Government of India.

2. A proposal for amendment of RRs for the post of Social Security Assistant (SSA) and Stenographic Cadres were sent to the MoL&E. MoL&E forwarded the said proposal to the Ministry of Law & Justice (MoL&J) for vetting the RRs. MoL&J while considering the said RRs has observed that *"the officers of the administrative Ministry have also referred to the Report of Anomaly Redressal-cum-Implementation Committee, in which it recommended for the one-time relaxation for the Stenographers Cadre. On the basis of the same, necessary corrections have been made in the proposed regulations. However, the same is in deviation from the guidelines and instructions of the Department of Personnel and Training, the administrative Ministry may obtain the approval of the said Department"*.

3. The observation of the MoL&J has been examined with the DoP&T's norms. As per DoP&T OM No. AB-14017/61/2008-Estt. (RR) dated 24.03.2009 and dated 12.03.2010, the qualifying service for promotion are as under:-

Field of promotion:

From Grade Pay (in Rs.)	To Grade Pay (in Rs.)	Qualifying Service (in years)
1900	2400	8 years
2400	4200	10 years
4200	4600	5 years
4600	4800	2 years

4. From the aforesaid, post cadre restructuring, anomalies are observed in the promotion from LDC (Grade Pay Rs.1900) to SSA (Grade Pay Rs.2800), UDC (Grade Pay Rs.2400) to Assistant (Grade Pay Rs.4600) and Stenographer (Grade Pay Rs.2400) to Personal Assistant (Grade Pay Rs.4600).

5. To address the gaps in the promotion to the above said posts, the following has been proposed / suggested in the proposed Recruitment Rules as under:-

TABLE-I

Existing Recruitment Rules of LDC is common for both field offices and Head office, but channel of promotion is separate i.e. LDC (Head Office) > UDC (HO) > Assistant and LDC (Field Office) > SSA. Therefore, it is proposed that separate RRs may be prepared for LDC (Field Office) and LDC (Head office)

Name of the Cadre	Scale of Pay	Method of recruitment whether by direct recruitment or by promotion or by	In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made
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Amongst LDC in Grade Pay Rs 1900 the eligible service for appointment to SSA cadre in Grade Pay Rs 2800 is recommended to be nine years eligible service and subject to passing prescribed skill test."

TABLE-II

Name of the Cadre	Scale of Pay	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made
Lower Division Clerk (Head Office) No. of post – 25	PB-1 Rs.5200-20200 with Grade Pay Rs. 1900.	(i) 70% by promotion. (ii) 30% by promotion through Limited Departmental Competitive Examination (LDCE).	(i) By Promotion: The vacancies shall be filled on the basis of seniority subject to the rejection of the unfit amongst the Group 'C' staff of Head Office in Level-1 in the Pay Matrix [Pre-revised Pay Band-1 Rs.5200-20200 Grade Pay of Rs.1800] and who possess 12 th Class pass and have rendered three years regular service in the grade. (ii) By promotion through Limited Departmental Competitive Examination: The vacancies shall be filled amongst the Group 'C' staff of Head Office in Level-1 in the Pay Matrix [Pre-revised Pay Band-1 Rs.5200-20200 Grade Pay of Rs.1800] and who possess 12 th Class pass and have rendered three years regular service in the grade. Note: For both the above (i) and (ii) skill test norms on computer: A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word. Time allowed – 10 mts.
Upper Division	PB-1 Rs.5200-20200 with Grade Pay Rs.	(i) 75% by promotion (ii) 25% through Limited	(i) By Promotion through Seniority cum fitness from LDCs of HQ having rendered eight years

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Clerk (Head Office) No. of post - 16	2400. On completion of regular service of 10 years in the grade, UDC will be placed in the PB-2 Rs.9300-34800 with Grade Pay Rs. 4200 and they will be designated as Upper Division Clerk (Selection Grade).	Departmental Competitive Examination (LDCE).	regular service in the grade, who possess the minimum educational qualification of 12 th class pass. (ii) By Promotion through Limited Departmental Competitive Examination of LDCs serving in Headquarters of EPFO, who possess the minimum educational qualification of 12 th class and have completed eight years of regular service in the post.
Assistant	PB-2 Rs.9300-34800 with Grade Pay Rs. 4600	(i) 75% by Direct Recruitment through Staff Selection Commission or any other agency approved by the Central Board. (ii) 15% by Promotion, failing which by direct Recruitment. (iii) 10% by Limited Departmental Competitive Examination, failing which by direct Recruitment.	(i) 15% by Promotion from amongst the Upper Division Clerk (Selection Grade) PB-2 Rs.9300-34800 with Grade Pay Rs. 4200 of the EPF HQ having five years regular service. (ii) 10% by Limited Departmental Competitive Examination from amongst the Upper Division Clerk (Selection Grade) PB-2 Rs.9300-34800 with Grade Pay Rs. 4200 of the EPF HQ having five years regular service.

TABLE-III

Name of the Cadre	Scale of Pay	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made
Stenographer	PB-1 Rs.5200-20200 with Grade Pay Rs. 2400. *On completion of regular service of five years in the grade, 30% of Stenographers will		

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	be placed in the PB-2 Rs.9300-34800 with Grade Pay Rs. 4200 subject to fitness and availability of vacancy and they will be designated as Senior Stenographer.		
Personal Assistant	PB-2 Rs.9300-34800 with Grade Pay Rs. 4600	(i) 50% by direct recruitment through Staff Selection Commission or any other agency as approved by the Central Board, Employees' Provident Fund. (ii) 50% by promotion.	By Promotion from amongst the Senior Stenographer in PB-2 Rs.9300-34800 with Grade Pay Rs. 4200 having five years regular service.

* The said provision is proposed at par with the DoP&T's OM dated 22.06.2011 wherein 30% Stenographers are eligible for Stenographer Grade 'D' (NFSG in the grade pay of Rs.4200/-) in Central Secretariat Stenographers' Service (CSSS).

It is highlighted that Anomaly Redressal cum Implementation Committee in its report approved by Central Board as well as Government at Para 18 (sub-Para iii & iv) proposed that *"The incumbent Stenos shall be eligible for promotion as PA after 10 years of service. All existing Stenographers with ten years' service may be placed in PA grade, subject to vacancy and fitness and PAs may be eligible for promotion to PS grade after six years' of service. All existing PAs with five years' service and all existing stenographers with fifteen years' service may be placed in the PS grade subject to vacancy and fitness"*.

Proposal is placed before the Committee for deliberation and approval

**MINUTES OF THE MEETING OF ANOMALY REDRESSAL
CUM IMPLEMENTATION COMMITTEE**
[Main Committee Room, Ministry of Labour & Employment, New Delhi]
[20.07.2017; 04:00 P.M.]

The meeting was chaired by Dr. V. P. Joy, Central Provident Fund Commissioner. Following members were present in the meeting:-

1. Shri Manish Gupta, FA & CAO, EPFO
2. Shri R.K. Gupta, J.S. (SS) MoL&E

The Agenda items were then taken up for discussion

Item No.1: Notification of Posts of Vigilance Wing as per the Organisational and Cadre Restructuring Report approved by Central Board as well as Government of India

1.1 The Committee noted the position that the posts of Vigilance Wing as provided in the organisational cadre restructuring report approved by the Board as well as the Government, included posts which were in addition to the number of posts in the mainline cadres. However, clarification is required as to the exact number of posts in Vigilance Wing created by Government.

1.2 After deliberation, the committee decided that the status-quo in respect of Vigilance Wing posts should be maintained and the number of posts in vigilance should be adjusted against the existing sanctioned strength in various cadres as far as possible.

1.3 A proposal may be sent separately to the Government regarding the notification of posts of Vigilance Wing.

Item No.2: Notification of Posts of Audit Wing as per the Organisational and Cadre Restructuring Report approved by Central Board as well as Government of India.

2.1 The Committee noted the position that the posts of Audit Wing as provided in the organisational cadre restructuring report approved by the Board as well as the Government, included posts which were in addition to the number of posts in the mainline cadres. However, clarification is required as to the exact number of posts in Audit Wing created by Government.



2.2 After deliberation, the committee decided that the status-quo in respect of Audit Wing posts which are to be maintained and the number of posts in audit should be adjusted against the existing sanctioned strength in various cadres as far as possible.

2.3 A proposal may be sent separately to the Government regarding the notification of posts of Vigilance Wing. *including on composition of insider and outsider. maybe*

2.4 It was also decided that RPFC-I (Vigilance / Audit) in the Zonal Offices shall function as RPFC-I (Audit) with the focus on auditing online claim settlements and for carrying out audit through electronic mode.

Item No.3: Implementation of recommendations of Cadre Restructuring – Relaxation in date of determining eligibility for effecting promotion to fill up the posts as a onetime measure.

3.1 The committee recommended the proposal and suggested that relaxation of six months in respect of date of determining eligibility for effecting promotions in all cadres may be considered.

3.2 Specific proposal may be sent to the Government for approval in this regard.

Item No.4: Applying model Recruitment Rules in respect of Joint Director (IS) & PPS for effecting promotion.

4.1 The Committee suggested that the Government may be requested to notify the Recruitment Rules at the earliest.

4.2 However, the proposal for applying the model Recruitment Rules in respect of Joint Director (IS) and PPS was recommended by the Committee.

4.3 It was decided that the proposal for applying model Recruitment Rules in these cadres may be sent to the Government for approval.

Item No.5: Using combined strength of Senior Hindi Translator and Junior Hindi Translator for purposes of transfer posting

5.1 After deliberation, the committee approved the proposal as contained in the Agenda Note.

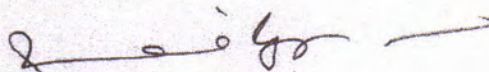
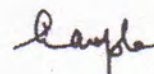
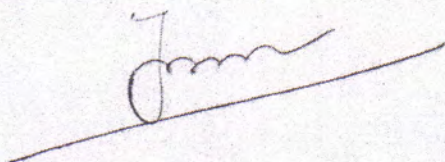
5.2 It was also decided that the CPFC may locate / relocate the posts of senior Hindi Translator and Junior Hindi Translator on functional requirement basis, wherever necessary.

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Item No.6: Introduction of non-functional grades in respect of Lower Division Clerk (LDC), Stenographer and Upper Division Clerk (UDC) for promotion to subsequent cadres

6.1 The Committee recommended the proposal for introduction of non-functional upgradation in the posts of LDC, UDC and Stenographer.

6.2 It was decided that the proposal may be sent to the Government with the recommendation of the Committee in this regard.



F.No.A-32022/10/2014-SS-1(Pt.III)
Government of India
Ministry of Labour & Employment

New Delhi dated the 3 October, 2017

To

✓
The Central Provident Fund Commissioner,
Employees' Provident Fund Organisation,
Bhavishya Nidhi Bhawan,
14, Bhikaji Bhawan,
New Delhi-110 066.

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Sub:- Introduction of Non-functional grades in respect of LDC, Stenographer and UDC-regarding.

Sir

I am directed to refer to EPFO's letter No.HRD/1(1)2011/Cadre Restructuring/Vol.II/921 dated 4.9.2017 on the above subject.

2. It has also been observed that EPFO has also not submitted the financial implications involved in the proposal, availability of funds and approval of CBT.
3. EPFO is therefore requested to furnish the requisite information to this Ministry so that the same could be re-examined.

Yours faithfully,

Samir Kumar Das
(Samir Kumar Das)

Under Secretary to the Government of India
Tele: 23473325

अ.के.म.नि.प्रमुख (आ.सं.प्र.)
Addl C.P.F.C. (HQ) Secretariat
आयसी सं./Dy. No. 11453
दिनांक/Date 09/10/2017

अ.के.म.नि.प्रमुख (आ.सं.प्र.)
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दिनांक 10/10/17

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