



कर्मचारी भविष्य निधि संगठन  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(Ministry of Labour & Employment, Govt. of India)  
मुख्य कार्यालय / Head Office  
भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110 066.  
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110 066.

Web Circulation only

No. Audit/13(17)2017/Core Areas

Dated: 20/04/2017

**OFFICE ORDER**

20 APR 2017

**Subject: - Core areas for internal audit during the year 2017-2018- regarding.**

The Central PF Commissioner has approved the following core areas for internal audit for the year 2017-18:

Sl. No.	<u>Core Areas for Internal Audit</u>
1	100% verification of multiple payments in single bank account from 2004 onwards.
2	100% verification of record relating to PPO wise pension reconciliation from 2004 onwards with cross verification with bank credit statement.
3	100% verification of procedures/documents used to correct negative balances / residual balances including Appendix -E entries for last five years.
4	100% Checking of all the Pension cases where the date of birth of the members has been preponed for more than 2 years.
5	100% Checking of compliance in respect of previous years IAP and C&AG Paras.
6	100% checking of amounts credited in Dummy Account.
7	Collection of Interest on belated credit from SBI and payment of commission/service charges to the bank.
8	Cancellation of time barred and stale cheques.
9	100% verification in respect of transfer out cases involving an amount of Rs. 100000/- and above.
10	Reconciliation of Cash Book (Bank) of all accounts.
11	Status of levy & collection of damages.
12	Status of HR issues.

Apart from the above core areas, the audit team shall continue to audit other routine areas as per earlier practice and standard instructions.

The detailed audit plan for the year 2017-18 has already been circulated vide office order No. Audit/13(16)2016/TP/Main/34959 dated 31/3/2016 (placed on website at SI No. 709 of 2016-17).

*Jitender Kumar*  
(Jitender Kumar)  
Deputy Director (Audit)

To

All the Deputy Directors (Audit), Internal Audit Parties.

Copy to :

1. All the ACC (Zones) and ACC(ASD) Head Office for kind information.
2. Director, PDUNASS
3. All the RPFC, In charge of the Regional Offices
4. EPFAT, Delhi and Bangaluru