



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation

(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14 भीकाजी कामा प्लेस, नई दिल्ली - 110066.

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No. Budget/105(26)2004/Budget Control/

Date: 06.02.2018

To

The Additional CPFC of the Zones/Head office  
RPFC- In-Charge of the Regional Office/  
Director (PDUNASS)/ ZTIs

07 FEB 2018

**Sub: Allotment of additional budget under various budget heads for different type of events, press conference, Stone lying/inauguration of offices etc.**

**Reference: Budget/46/2016-17/2017-18/C.Pool/6547 dated 16/06/2017.**

Sir,

Reference is invited to the subject cited above.

- In the above circular, it was mentioned that the budget may be sought from Head office after obtaining the administrative approval of competent authority in Head Office/Zone. However, it is observed that the ZO's/ROs are frequently requesting for additional budget for events/program (Tiranga Yatra, Study Visit, Parliamentary visit, Press Conference etc) without seeking the administrative approval of competent authority for incurring the expenses.
- It is requested to henceforth attach the administrative approval from concerned Division of Head Office/ACC of concerned ZO, as per delegation of financial power, alongwith request for release of additional budget to Finance Division, Head Office.
- The contingent activity falling under Divisions in Head Office for which administrative approval is necessary are as under:-

Sl. No.	Nature of events/expenditure	Division in Head Office for administrative approval
1	Press Conference, Publicity campaign, Facilitation of subscribers, Inauguration of offices, Misc. activities	Publicity
2	Study Visit, Training Programme,	HRM/Conference
3	Parliamentary Committee Visit	PQ Cell
4	Official Language Committee Visit	Official Language (Hindi)
5	Stone laying ceremony	Physical Facility Division

This issues with the approval of competent authority.

Yours faithfully,

(UDITA CHOWDHARY)  
Additional C.P.F.C. (F&A)

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