



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(भवन एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय / Head Office

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

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No. Budget/2017-18/2018-19/Main

Date:

OFFICE MEMORANDUM

08 SEP 2017

Sub: Submission of Revised Estimates for the year 2017-18 and Budget Estimates for the year 2018-19 in respect of Employees' Provident Funds Scheme, 1952 (including Employees' Pension Scheme, 1995) and Employees' Deposit-Linked Insurance Scheme, 1976 from Zonal Offices/H.O./PDUNASS.

In accordance with the provisions regarding budget contained in Para 58 of the EPF Scheme 1952, on probable Receipts and Expenditure relating to the Administration of the Funds, the Revised Estimates for the year 2017-18 and the Budget Estimates for the year 2018-19 of the EPF Organisation, based on the actual Income & Expenditure upto 30th September 2017 (i.e. from 1.04.2017 to 30.9.2017), are to be prepared and placed before the Central Board of Trustees, EPF for consideration and approval in this financial year.

2. The budgetary exercise may not be treated as mere routine exercise and it should receive the personal attention of the Additional CPFC of the Zone and RPFC in-charge of Regional Office for its correctness and timely submission. On the part of the RPFC(F&A), it should be treated as a vital function for the respective Zone including for the ROs and he/she should devote his/her personal attention in assisting the Addl. CPFC in-charge of the Zone. Zonal Offices may frame the BE/RE with due care as per provisions in GFRs after assessing the actual needs of the regions. It has been observed that in the last five years, RE was more than BE but the actual expenditure was even less than the BE for some Regions. Therefore, due care may be taken while submitting the estimates to H.O. Further, RE may be projected in such a manner to obviate the need for re- appropriation in the last quarter of the financial year.

3. PDUNASS shall be treated as an independent unit and separate funds are allotted to meet its own expenditure and the Zonal Training Institutes (ZTIs) and Sub-ZTI (Shillong) working under it. As such, Director, PDUNASS,

may submit budget proposal separately for PDUNASS including ZTIs and the Sub-ZTI.

4. ACC (ASD), Head Office is also required to submit the proposal of Revised Estimates 2017-18 & Budget Estimates 2018-19 in respect of Head Office including the proposal of National Data Centre, Bhavishya Nidhi Enclave and Bhavishya Nidhi Bhawan regarding requirement of funds under the budget head "Minor Works" which will be at the disposal of Chief Engineer, Head Office.

5. The following guidelines may please be kept in mind while formulating the Revised Estimates for 2017-18 and Budget Estimates for 2018-19: -

- (i) One single proposal is required to be prepared in respect of a Zone as a whole by consolidating the proposals of Regional Offices. ACCs of the Zone may, therefore, direct the OICs of ROs under their control immediately to ensure that there is no delay in transmission of the requisite information in the given format to their office. The Revised Estimates for 2017-18 and Budget Estimates for 2018-19 for the offices of Addl. CPFCs (Zones) and Permanent Inquiry Officers, Zonal Audit Parties and Deputy Directorates (Vigilance) may include new requirements, if any, other than the routine items like Pay & Allowances, TA, Stationery etc. to the Zonal Offices or PDUNASS as the case may be, where these offices are situated, which in turn, will include the same in the consolidated budget proposal of the Zone.
- (ii) Officer-in-charge in Regional Offices in turn may direct District Offices under their jurisdiction to furnish head wise demand for RE & BE and the demand of RO submitted to Zonal Office should immediately include the RE & BE of District Offices.
- (iii) To enable Head Office to assess the amount of contributions estimated as receivable during the year 2017-18 (Revised Estimates) and in 2018-19 (Budget Estimates), the details of contributions may be given in statements as prescribed in Annexure – BT/A. The figures of Income, Contribution, and Expenditure may be in Rupees format only. If, there is a variation of 10% and above, justifications may be given.
- (iv) It has often been noticed that most of the Regional Offices send requisition for additional funds immediately after allotment of the

Revised Estimates or in the beginning of the year after allotment of Budget Estimates under certain budget heads. Such a practice may be done away with. It is, therefore, requested to ensure that due care is taken and Budget Proposals are made on a realistic basis. Further, the budget proposals for the budget head "Pay and Allowance" may be based on the actuals of expenditure upto 30.9.2017 and the element of additional expenditure to be incurred on the vacancies likely to be filled up may be taken in the estimates.

- (v) As in the previous year, the recovery on account of Repayable Loans and Advances and Misc. Income on account of Rent etc. will continue to be treated as part of the Income. The estimates may be worked out on the basis of actuals for the year 2016-17, 2017-18 (Revised Estimates), 2018-19(Budget Estimates).
- (vi) Consequent to the amendment of Paragraph 27 of the Pension Scheme, the ratio for the apportionment of expenditure between the two Schemes i.e. Employees' Provident Fund Scheme and Employees' Deposit Linked Insurance Scheme is 99:1. In order to keep the expenditure within the prescribed ratio, the estimates should be prepared in a consolidated form i.e. E.P.F. + E.D.L.I. The final apportionment in the prescribed ratio will be done by Head Office after considering and finalizing the budget proposals by the field offices. In view of this, separate budget proposal for expenditure in respect of E.D.L.I. Scheme is not required. However, the budget proposals of Revised Estimates for 2017-18 and Budget Estimates for 2018-19 in respect of contribution and Income under E.D.L.I. may be furnished separately in Annexures enclosed alongwith the budget proposals of the Region.
- (vii) The estimates should be furnished in respect of Standard Heads of Account only as annexed to this Office Memorandum and mixing of different heads and creation of new ones is not allowed. Care may be taken to book the expenditure under the appropriate Heads only. For instance, if any expenditure has been incurred on account of Sports Activities, Holiday Home, Information Technology, Dearness Allowance, Staff paid from Contingencies, Office Equipment, and Training &

Conference, the same may be shown invariably under proper head against actuals with specific remarks. In the past, it has been observed that the expenditure incurred under the above mentioned heads was not booked under proper heads. The total expenditure in respect of the Board' Share towards NPS, interest towards NPS and Service Charges for NSDL, may be booked under the budget head "Board's Share of Contribution towards NPS".

- (viii) It may be ensured that there shall be no variation between the figures pertaining to Income & Expenditure of the previous year already reported in the Audited Balance Sheet and Actuals for 2016-17 shown in the budget proposals for 2017-18. Similarly, Actual expenditure up to 30.09.2017 as reported in RE 2017-18 should tally with the figures so far reported by the Regions in the Monthly Classified Summary and Monthly Expenditure Return II up to the month of September, 2017.
- (ix) While preparing the estimates, the instructions of the Government of India, Department of Expenditure, Ministry of Finance OM No. 7(1)E.Coord/2014 dated 29.10.2014 on Expenditure Management – Economy Measures and Rationalization of Expenditure, may be followed in letter and spirit.
- (x) The budget proposals have to be co-related with regard to Income while proposing Expenditure in the Revised Estimates for 2017-18 and Budget Estimates for 2018-19. It may be ensured that Income resources are sufficient to withstand the proposed increase in the expenditure. In this context, it becomes imperative to see that all sources of Income are fully utilised and special attention is bestowed on collection of entire Administrative Charges and Inspection Charges due during the year itself.
- (xi) Any variation beyond 10%, in respect of income, contribution & expenditure between Budget Estimates for 2017-18 and Revised Estimates for 2017-18 should be explained by way of a separate note by RO to Zonal Office, which in turn shall consolidate and submit the same to Budget Division, Head Office.
- (xii) The reasons for variation i.e. the anticipated increase or decrease under Contribution, Income and Expenditure in Revised Estimates 2017-18


may be worked out with reference to the actuals for the year 2016-17 as well as Budget Estimates for 2017-18. The Budget Estimates for 2018-19, may be with reference to figures shown in Revised Estimates for 2017-18.

(xiii) The Zonal Offices may, in turn allocate adequate funds to the subordinate offices under their control based on the RE & BE submitted by respective RO. The requirements of the ROs may also be factored in the proposal of the Zonal Office and are to be annexed with the consolidated RE & BE.

7. To institutionalize the system of budgeting under Zonal Offices, the final proposals of respective ROs under them are required to be annexed with the consolidated proposal submitted to Budget Division at Head Office.

8. The proposals of Revised Estimates for the year 2017-18 and Budget Estimates for the year 2018-19, duly incorporating the requirement of Regional Offices and other subordinate offices as stated in Para 6(i) above and complete in all respects may reach this office by 10th October 2017. The proposal may be prepared in MS-Excel Programme. Separate worksheets should be utilized for entering the figures related to Expenditure, Income and Contributions (EPF, EPS and EDLI schemes) respectively. The proposal may be forwarded in Hard Copy and through E-mail [rc.fa@epfindia.gov.in] by 10th October 2017.

Encls: As above


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

To,

1. Additional CPFC (Zonal Office)
2. Director (PDUNASS).
3. All RPFC-I in-charge of the Regions.
4. ACC (ASD) in Head Office.

Copies alongwith Annexure forwarded for similar action to:-

1. Addl. C.P.F.C.s of all Zones. For necessary action to ensure the submission of Budget Proposal to the Regional P.F. Commissioner as mentioned below:

The existing system of discussions by R.P.F.C.s of the Regions with their respective Additional C.P.F.C.s of Zones on the estimates may be carried out in advance by convening a meeting of R.P.F.C.s so that all issues are sorted out in advance while sending the budget proposal to Head Office and there is no problem in distributing the amounts on receipt of the approved Budget based on proportion to RE & BE submitted by them. For this purpose, Additional C.P.F.C.s of Zones are requested to:-

- (i) Act as resource person for regional formations in Budget Proposal for the RO in a fair manner as well as in distribution of funds between offices in the Region as per the requirements of each Office.
 - (ii) Be involved in every stage of the budget formulations in an appropriate manner and evaluation of each proposal of all the offices under their jurisdiction with reference to their past performance, proper utilization of funds, expenditure incurred, and controls maintained etc.
 - (iii) Act as economy scrutinizer and inform as and when estimates and the expenditure causes a mismatch.
2. Addl. CPFC (IS), H.O. with the request to review the budgetary requirements for the Revised Estimates 2017-18 and Budget Estimates 2018-19 under the budget head 'Information Technology (Normal/Project)' and to forward their proposals Region-wise with proper justification by 10th October 2017. The requirements under Normal Course and requirements *under 'Project' may be projected separately. The expenditure incurred under BE 2017-18 may also be included in the proposal. The actual expenditure incurred during the financial year 2016-17 may also be intimated.*

3. R.P.F.Cs-in-Charge, Zonal Training Institutes, Faridabad, Ujjain, Kolkata, and Chennai for necessary action and to submit their proposal to Director, PDUNASS before target date i.e. 10th October, 2017.
4. Officer-in-Charge, Regional Offices with a request to submit the budget proposals to their respective Zonal Offices before the target date which may be decided by Zonal Offices. It may please be ensured that no budget proposals from the Regional Offices is submitted to the Head Office directly.
5. ACC (PFD), H.O. with a request to furnish the figures in respect of Original works under 'Capital Expenditure', Office wise with detailed justification by 10th October 2017.
6. Addl. C.P.F.C.(HR)
 - (a):- It is requested to intimate the total number of posts sanctioned and filled up category-wise as on 30.09.2017 including Head Office with Pay Band, Grade Pay and also details of Additional Staff proposed to be sanctioned during 2017-18. Financial implication in respect of additional staff proposed to be sanctioned may also be intimated by 10th October 2017.
 - (b):- Similarly, proposal for requirement of Budget under the Head 'Purchase of Motor Vehicles' for ZOs, Head Office, PDUNASS including ZTIs & EPF Appellate Tribunal may also be forwarded accordingly within the due date.
7. Addl. C.P.F.C.(Publicity) with the request to review the budgetary requirement for Revised Estimates 2017-18 and Budget Estimates 2018-19 and to forward the proposal by 10th October 2017.

8. Addl.C.P.F.C.(HR)/ Welfare Officer, H.O. for similar action for sending the Budget requirements for the Welfare Activities and Sports Activities in respect of all the field offices including Head Office by 10th Oct. 2017. The actual expenditure incurred during the financial year 2016-17 may also be intimated.
9. RPFC(NDC) with a request to forward proposals alongwith ACC(ASD), Head Office
10. R.P.F.C., NDC with a request to upload this Memorandum with its enclosures on EPFO's website.



(SAURABH KUMAR)
Assistant P.F. Commissioner (Budget)