



कर्मचारी भविष्य निधि संगठन  
**Employees' Provident Fund Organisation**  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry of Labour & Employment, Govt. Of India)

**By FAX**  
**By Speed Post**

**मुख्य कार्यालय / Head Office**  
भविष्य निधि भवन, 14 भीकाजी कामा प्लेस, नई दिल्ली - 110066.  
Bhavishya Nidhi Bhawan, 14-Bhikaiji Cama Place, New Delhi-110066  
FAX: 011-26173022, Tel No. 011-26172685, Mail ID:- rc.fa@epfindia.gov.in

No: Budget/2017-18/2018-19/Main/ **21253**  
To

Date: 14.03.2018

14 MAR 2018

**By Name to:**  
Sh./Mrs.

The Additional Central P. F. Commissioner  
In-Charge of Zonal Office, \_\_\_\_\_  
Additional CPFC(ASD), Director (PDUNASS),

**Sub: Communication of Revised Estimates for the year 2017-2018 and Budget Estimates for the year 2018-19.**

**Ref:** This office memorandum of even number dated 08.09.2017.

**Authority :** Ministry of Labour and Employment, Govt. of India letter No. G-20025/2/2018/SS-II dated 14.03.2018

Sir/Madam,

The Central Board of Trustees, EPF in its 220<sup>th</sup> meeting held on 21.02.2018 has approved the Revised Estimates for the year 2017-18 and Budget Estimates for the year 2018-19. Government of India vide letter referred above has sanctioned the Revised Estimates for the year 2017-18 and Budget Estimates for the year 2018-19.

**(2) The Revised Estimates for the year 2017-18 and Budget Estimates for the year 2018-19** in respect of your Zonal Office/Office are enclosed herewith. It is directed to allocate the budget including income estimates on proportionate basis i.e. in proportion to RE 2017-18 and BE 2018-19 submitted by ROs/ZTIs to concerned ZO/PDUNASS. Further, Zonal Offices/PDUNASS should ensure that the funds disbursed are better managed, improving the effectiveness and efficiency of the offices concerned.

**(3)** Budget allotment under the head 'Information Technology(Normal & Project)', 'Staff Welfare Fund', 'Purchase of Motor Vehicles', 'Advertising & Publicity' & 'Capital Expenditure' will be made separately by their respective Divisional Heads in Head Office as total budget under these heads are kept at their disposal. Any requisition for allotment of budget/additional budget under these heads may be forwarded to the respective divisions. Any requisition for allocation of fund for "Modular Furniture" may also be sent to the Chief Engineer.

**(4)** The allocation of funds for expenditure and projection of income/contribution under the RE for 2017-18 has been made considering the BE for 2017-18, the actual expenditure/income/contribution during the first 06 months and the anticipated

expenditure/income/contribution committed by the field offices. At the same time the actual requirement as well as the austerity measures of the Ministry of Finance have also been taken into account. **Kindly take note that no re-appropriation of funds to augment different heads of expenditure shall be allowed during the current financial year.** All the field offices are requested to take adequate measures to enhance their revenue in the last quarter of the current financial year.

(5) The detailed instructions relating to the financial discipline to be observed have already been communicated from time to time on exercising strict budgetary control and financial discipline and to incur the expenditure within the sanctioned estimates only. Further, the proposal for additional funds should be routed through in-Charge of the Zonal Office to Head Office.

(6) ACC-in-Charge of the Zonal Office may personally ensure that there is no violation of General Financial Rules and that all principles of financial propriety are observed strictly.

(This issues with the approval of CPFC).

Encl.: As above

Yours faithfully,



(UDITA CHOWDHARY)  
ACC (F&A)

**Copy to (without enclosures):**

1. All Additional CPFCs, Zones
2. Chief Engineer, PFD/ ACC (HR); Head Office
3. Chief Vigilance Officer
4. Additional CPFC (IS)
5. Director (PDUNASS) and All Zonal Training Institutes (ZTIs).
6. Director (Audit) / RPFC (Project)/RPFC (WSU)/Welfare Officer, Head Office
7. RPFC (NDC) for uploading on the official website.
8. Deputy Director (OL) for Hindi Version.



(UDITA CHOWDHARY)  
ACC (F&A)