



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  
14, Bhikaiji Cama Place, New Delhi 110066  
[www.epfindia.gov.in](http://www.epfindia.gov.in)

No. HRD/14/2017/DoP/Computerization/3961

Date:- 19 MAY 2017

To,

All Additional CPFCs (Zones)/ Director (PDUNASS).  
Addl.CPFC (ASD)/ RPFC (ASD), Headquarters,  
All RPFCs (In-charge of Regional Offices/ZTIs).

Subject:- Delegation of powers under budget head "Computerization" and the items on which the fund allocated is to be utilized-regarding.

Reference:- i) Hqrs. Letter No.WSU/28(1)2003/ delegation dated 13.04.2004.  
ii) Hqrs. Letter No.IS-3(2)2003/Budget delegation dated 01.04.2004.  
iii) Hqrs. Letter No.IS-3(2)2003/Budget Delegation dated 06.08.2008.  
iv) Hqrs. Letter No.IS-3(2)2003/Budget Delegation dated 06.03.2009.  
v) Hqrs. Letter No.IS-3(2)2003/Budget Delegation dated 07.10.2009

Sir,

Reference is invited to Headquarters letters referred above on the above cited subject.

2. In partial modification of the circular dated 07.10.2009 (copy enclosed), the following have been incorporated for smooth functioning of Head Office works:

**Annexure 'A'**

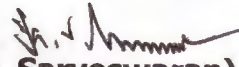
**Delegation of Powers under Para 24 (3) of the EPF Scheme, 1952:**

ITEM UNDER COMPUTERIZATION	ADMINISTRATIVE AND FINANCIAL POWERS DELEGATED by CPFC under Para 24 (3) of EPF Scheme, 1952	DELEGATED POWERS
<i>Below Sl. No.2, the following has been incorporated:-</i>		
(A) Purchase installation and deployment of computer system, peripherals, software and related services.	3. "Additional Central Provident Fund Commissioner (ASD), Headquarters" At Sl. 7. RPFC-I (ASD) Headquarters	"Rs. Thirty lakhs in each case subject to observance of GFR Provisions." "Rs. Ten lakhs in each case on items specified and duly approved by Headquarters subject to observance of
(B) Maintenance and repairs of computer		

systems and peripherals (including Annual Maintenance Contracts) and annual support charges and renewals for software.		GFR Provisions.”
The above powers are to be exercised by officers to whom powers have been delegated in consultation with the Offices as mentioned below:-		
<b>Powers delegated to:</b>	<b>To be exercised in consultation with:</b>	
<i>Below Sl. No.(c), the following has been incorporated:-</i>		
Between Sl. (a) and (b), the following has been incorporated:	Financial Advisor & Chief Accounts Officer, Headquarters	
“Additional Central Provident Fund Commissioner (ASD), Headquarters”	(For EDP site preparation proposals, the Physical Facilities Division of Headquarters also to be consulted)	

4. This issues with the approval of Central Provident Fund Commissioner.

Yours faithfully,

  
(K. V. Sarveswaran)  
Addl. CPFC (HQ) (HR)

COPY TO:-

1. PS to CPFC
2. Chief Vigilance Officer
3. FA & CAO
4. All ACCs (Headquarters)
5. Chief Engineer
6. RPFC (HRM)
7. Director (Audit)
8. All Deputy Directors (Vigilance), Zonal Offices
9. All Deputy Directors (Audit), Zonal Offices
10. Web Administrator with a request to upload it on EPFO Website.





**कर्मचारी भविष्य निधि संगठन**  
(भूमि मंत्रालय, भारत सरकार)  
**Employees' Provident Fund Organisation**  
(Ministry of Labour, Govt. of India)

मुख्य कार्यालय/Head Office  
भविष्य निधि, भवन, 14, शिकारजी कामा प्लेस, नई दिल्ली-110066  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110066

संख्या  
No.

IS-3(2)2003/Budget Delegation/

18929

दिनांक  
Dated

To

7 अक्टूबर  
OCT 2003

All Additional CPFCs(Political States), Director(NATRSS).  
All Regional Provident Fund Commissioners(In-charge of Regions/ZTIs).  
RPFC(ASD), Headquarters,  
All OICs, SROs.

**Subject:-**Delegation of powers under budget head "Computerisation" and the items on which the fund allocated is to be utilized-regarding.

**Reference:-** i) Hqrs. Letter No.WSU/28(1)2003/ delegation dated 13.04.2004.  
ii) Hqrs. Letter No.IS-3(2)2003/Budget delegation dated 01.04.2004.  
iii) Hqrs. Letter No.IS-3(2)2003/Budget Delegation dated 06.08.2008.  
iv) Hqrs. Letter No.IS-3(2)2003/Budget Delegation dated 06.03.2009.

Sir,

Reference is invited to Headquarters letters referred above on the above cited subject.

2. It has been decided to delegate powers to purchase the new Laptops along with other IT hardware items as per approved norms/yardsticks in addition to other IT equipments for which delegations have already been made. It is further stated that the delegation will cover both new items that should be purchased as per norms and the replacement of items which are to be procured after duly observing obsolescence policy. The delegated powers are to be exercised by Officers to whom powers have been delegated in consultation with the officers as mentioned in Annexure 'A'. The revised list of items along with limitation for each item has been mentioned in Annexure 'B'.

3. Following general guidelines are to be followed while using the delegated powers:-

- (a) Officers who have been delegated powers under "computerization" must satisfy themselves in consultation with the appropriate officials (as per consultation table mentioned in the delegation of powers) on the actual needs and justification before making any purchases of the equipments and peripherals. Further, needs may be assessed in the context of the cost implications including the recurring maintenance cost and operating cost particularly in case of inkjet/laser printer.
- (b) The relevant provision for GFR and extant rules and instructions related to purchase must be observed.

- (c) It is expected that systems and peripherals would be under warranty and later covered under comprehensive AMC, as such any chargeable repairs and maintenance if necessary must have sufficient justification.

4. This issues with the approval of Central Provident Fund Commissioner.

Yours faithfully,



(B.K. PANDA)

ADDITIONAL CENTRAL PROVIDENT FUND COMMISSIONER (IS)

**COPY TO:-**

1. P.S. to CPFC.
2. Chief Vigilance Officer.
3. FA&CAO.
4. All ACCs(Headquarters).
5. Chief Engineer.
6. RPFC(HRM).
7. Director(Audit).
8. All Deputy Directors(Vigilance), Zonal Offices.
9. All Deputy Directors(Audit), Zonal Offices.
10. Web Administrator with a request to upload it on EPFO Website.
11. File no.3(1)2009/Budget for record.

**ANNEXURE 'A'****Delegation of Powers under Para 24(3) of the EPF Scheme, 1952**

ITEMS UNDER COMPUTERIZATION	ADMINISTRATIVE AND FINANCIAL POWERS DELEGATED by CPFC under Para 24(3) of EPF Scheme, 1952	DELEGATED POWERS
(A) Purchase installation and deployment of computer systems, peripherals, software and related services.  (B) Maintenance and repairs of computer systems and peripherals (including Annual Maintenance Contracts) and annual support charges and renewals for software.	1. Central Provident Fund Commissioner	<i>Rs. Fifty Lakhs in each case</i>
	2. Additional Central Commissioner (IS), Headquarters	<i>Rs. Thirty lakhs in each case subject to observance of GFR Provisions</i>
	3. Additional Central Commissioner (Zones)	<i>Rs. Thirty Lakhs in each case on items specified and duly approved by Head quarters subject to observance of GFR Provisions</i>
	4. Director (NATRSS)	
	5. RPFC, In-charge of the Regions	<i>Rs. Thirty Lakhs in each case on items specified and duly approved by Head quarters subject to observance of GFR Provisions</i>
	6. RPFC, In-charge of Zonal Training Institute (ZTI)	
	7. RPFC(ASD) Headquarters	<i>Rs Two lakhs in each case on items specified and duly approved by Head quarters subject to observance of GFR provisions</i>
	8. RPFC (ADM) of Regional Offices	<i>Rs. Fifty thousand in each case on items specified and duly approved by Head quarters subject to observance of GFR Provisions</i>
	9. RPFC, In-charge of Sub- Regional Offices	
	10. Senior Administrative Officer/Deputy Director (ADM), (NATRSS)	
	11. APFC (ADM) of Regional / Sub-Regional Offices	<i>Rs. Twenty five thousand in each case on items specified and duly approved by Head quarters subject to observance of GFR Provisions</i>
	12. APFC, In-charge of Sub- Regional Offices	
	13. APFC (ADM) of ZTI	



(C) Out sourcing activities and engaging data entry vendors	1. Central Provident Fund Commissioner	Rs. Fifty Lakhs in each case
	2. Additional Central Commissioner (IS), Headquarters	Rs. Ten lakhs in each case subject to observance of GFR Provisions
	3. Additional Central Commissioner (Zones)	
	4. Director (NATRSS)	
(D) E.D.P. site preparation in various offices		

The above powers are to be exercised by officers to whom powers have been delegated in consultation with the officers as mentioned below:

Powers delegated to:	To be exercised in consultation with:
(a) Central Provident Fund Commissioner	Financial Advisor & Chief Accounts Officer, Headquarters  (For EDP site preparation proposals, the Physical Facilities Division of Headquarters also to be consulted)
(b) Additional Central Commissioner (IS), Headquarters	Financial Advisor & Chief Accounts Officer, Headquarters  (For EDP site preparation proposals, the Physical Facilities Division of Headquarters also to be consulted)
(c) Additional Central Commissioner (Zones)	RPFC, In-charge of Region and RPFC (F&A) of the regions to which the proposal pertains  (For EDP site preparation proposals, the Physical Facilities Division of Headquarters also to be consulted)
(d) Director (NATRSS)	Senior Administrative Officer (NATRSS) and Officer in-charge of Pre-Audit Cell (PAC)  (For EDP site preparation proposals, the Physical Facilities Division of Headquarters also to be consulted)
(e) RPFC, In-charge of the Regions	RC (F&A) of respective Region
(f) RPFC, In-charge of Zonal Training Institute (ZTI)	RPFC/APFC/AAO (Pre-Audit Cell) of ZTI

(g) RPFC (ASD) Headquarters	RPFC/APFC (Pre-Audit Cell) of HQ
(h) RPFC (ADM) of Regional Offices	RC (F&A) of respective Region
(i) RPFC, In-charge of Sub-Regional Offices	APFC/AAO (Pre-Audit Cell) of respective office
(j) Senior Administrative Officer/Deputy Director (ADM), (NATRSS)	Deputy Director/APFC/AAO (Pre-Audit Cell) of NATRSS
(k) APFC (ADM) of Regional / Sub-Regional Offices	APFC/AAO (Pre-Audit Cell) of respective office
(l) APFC, In-charge of Sub-Regional Offices	APFC/AAO (Pre-Audit Cell) of respective office
(m) APFC (ADM) of ZTI	APFC/AAO (Pre-Audit Cell) of respective office

**ANNEXURE 'B'****List of Items that can be procured under the delegated powers**

<b>Sl. No.</b>	<b>List of Equipments, Software &amp; Peripherals that can be purchased under powers delegated under 'Computerization'</b>	<b>Limitations / Remarks</b>
1.	<b>UNIX Based Servers with related software and peripherals</b>	<ul style="list-style-type: none"><li>(a) Powers can be exercised only by Additional Central Commissioner and Regional Commissioner, Grade I level officers to the extent of delegated powers</li><li>(b) Quantities to be limited to number of Servers that are determined on the basis of approved norms.</li><li>(c) Specifications of Servers, software and related peripherals proposed to be purchased should be as per specifications recommended by headquarters from time to time</li><li>(d) Norms for servers includes server operating system and application tools.</li></ul>
2.	<b>Line Matrix Printers</b>	<ul style="list-style-type: none"><li>(a) Powers can be exercised only by Additional Central Commissioner and Regional Commissioner, Grade I level officers to the extent of delegated powers</li><li>(b) Quantities to be limited to number of Printers that are determined on the basis of approved norms.</li><li>(c) Specifications of Printers proposed to be purchased should be as per specifications recommended by headquarters from time to time</li></ul>
3.	<b>Desktop (Personal) Computers (New )with related software</b>	<ul style="list-style-type: none"><li>a. Powers can be exercised only by Additional Central Commissioner and Regional Commissioner, Grade I level officers to the extent of delegated powers</li><li>b. Quantities to be limited to number of desktop computer and peripherals that are determined on the basis of approved norms.</li><li>c. Specifications of desktops, software and related peripherals proposed to be purchased should be as per specifications recommended by headquarters from time to time</li><li>d. The norms for desktops proposed above</li></ul>



Sl. No.	List of Equipments, Software & Peripherals that can be purchased under powers delegated under 'Computerization'	Limitations / Remarks
		include Microsoft Office Software (office productivity tool) and a Line Interactive UPS with each desktop.
4.	<b>Desktop (Personal) Computers</b> with related software and peripherals <del>against</del> obsolescence of existing systems	<ul style="list-style-type: none"> <li>a. Powers can be exercised only by Additional Central Commissioner and Regional Commissioner, Grade I level officers to the extent of delegated power</li> <li>b. Quantities to be limited to number of desktop and peripherals that have been declared obsolete as per approved policy of obsolescence.</li> <li>c. Specifications of desktops, software and related peripherals proposed to be purchased should be as per specifications recommended by headquarters from time to time</li> <li>d. The norms for desktops proposed above include Microsoft Office Software (office productivity tool) and a Line Interactive UPS with each desktop.</li> </ul>
5.	<b>Software:</b>  Additional User Licenses for Server Operating Systems	<ul style="list-style-type: none"> <li>(a) Powers can be exercised only by Additional Central Commissioner and Regional Commissioner, Grade I level officers to the extent of delegated powers</li> <li>(b) Quantities to be limited to number of clients accessing the server resources</li> <li>(c) Additional User licenses only for the version and flavor of Operating System running on the Server</li> </ul>
6.	<b>Laptop Computers (New)</b> with related software	<ul style="list-style-type: none"> <li>a. Powers can be exercised only by Additional Central Commissioner and Regional Commissioner, Grade I level officers to the extent of delegated powers</li> <li>b. Quantities to be limited to number of laptop computer and peripherals that are determined on the basis of approved norms.</li> <li>c. Specifications of laptops, software and related peripherals proposed to be purchased should be as per specifications recommended by headquarters from time to time</li> <li>d. The norms for laptops proposed above include Microsoft Office Software (office productivity tool) and a Line Interactive UPS with each desktop.</li> </ul>

Sl. No.	List of Equipments, Software & Peripherals that can be purchased under powers delegated under 'Computerization'	Limitations / Remarks
7.	Laptop Computers with related software and peripherals <u>against</u> obsolescence of existing systems	<ul style="list-style-type: none"> <li>a. Powers can be exercised only by Additional Central Commissioner and Regional Commissioner, Grade I level officers to the extent of delegated power</li> <li>b. Quantities to be limited to number of laptop and peripherals that have been declared obsolete as per approved policy of obsolescence.</li> <li>c. Specifications of laptops, software and related peripherals proposed to be purchased should be as per specifications recommended by headquarters from time to time</li> <li>d. The norms for laptops proposed above include Microsoft Office Software (office productivity tool) and a Line Interactive UPS with each desktop.</li> </ul>
8.	Scanners	<ul style="list-style-type: none"> <li>(a) Powers can be exercised only by Additional Central Commissioner and Regional Commissioner, Grade I level officers to the extent of delegated powers</li> <li>(b) <i>Not to be procured as a matter of course.</i> Requirement justification should be well established</li> <li>(c) Specifications of scanners should be as per specifications recommended by headquarters from time to time</li> </ul>
9.	<b>Printers:</b> <ul style="list-style-type: none"> <li>(a) Dot Matrix Printers</li> <li>(b) Laser Printers</li> <li>(c) Inkjet Printers</li> </ul>	<ul style="list-style-type: none"> <li>(a) Powers can be exercised by all officers to whom powers have been delegated to the extent of delegated powers</li> <li>(b) Requirement justification should be well established for fresh requirements</li> <li>(c) In respect of replacements for obsolete items the obsolescence policy should be observed</li> <li>(d) Needs, operational and running costs should form the basis for determining the type of printer required</li> <li>(e) <u>Unit cost of printers should not exceed Rs. 15,000/- per printer</u></li> </ul>
10.	<b>Server Access &amp; Display Equipments:</b> <ul style="list-style-type: none"> <li>(d) Thin Clients</li> </ul>	<ul style="list-style-type: none"> <li>a. Powers can be exercised by all officers to whom powers have been delegated to the extent of delegated powers.</li> </ul>



Sl. No.	List of Equipments, Software & Peripherals that can be purchased under powers delegated under 'Computerization'	Limitations / Remarks
	(e) Dumb Terminals (f) Server Consoles (g) Monitors	b. Server access equipment viz. Thin Clients and Dumb terminals not to exceed number of user licenses of server Operating System c. Monitor and Console screen <u>sizes not to exceed 17" (38.1cm) inches for CRT based units and 15" inches (43.18cm) for TFT based units.</u>
11.	<b>Networking and Connectivity Equipment:</b>  (a) LAN Terminal Server (LTS) (b) Server I/O cards and related adapter boxes (c) Hubs & Switches (d) Network cabling and incidental works	(a) Powers can be exercised by all officers to whom powers have been delegated to the extent of delegated powers (b) Requirement to be carefully assessed (c) Networking to be established where resource sharing is essential or is required for cost effectiveness. For example, situations as under- (i). Connecting Thin Clients and dumb terminals to server (ii). Sharing printers, Internet among desktops (d) <u>Full building / premises structured LAN arrangement not to be implemented under these powers</u>
12.	<b>Power Conditioning Equipment:</b>  (a) UPS (Online or Line-Interactive) up to 2 KVA capacity (b) CVT up to 2KVA capacity	(a) Powers can be exercised by all officers to whom powers have been delegated to the extent of delegated powers (b) Capacity of UPS and CVT to be assessed as per load requirements (c) Line-Interactive UPS for desktops and Online UPS only for Servers. For LMP only CVT. (d) Power backup range on full load for UPS should be 15 to 30 minutes for desktops and 30 min to 1 hour for servers.
13.	<b>Peripherals &amp; Other Components:</b>  (a) Key Boards (b) Mouse (c) Backup Devices (CTD, DAT, LTO, etc. as provided in Server and as per prevailing policy of EPFO) (d) CD/DVD drives and writers	(a) Powers can be exercised by all officers to whom powers have been delegated to the extent of delegated powers (b) Upgradation of servers, desktops, printers with additional capacities should be carefully analyzed and the justification should be well established



Sl. No.	List of Equipments, Software & Peripherals that can be purchased under powers delegated under 'Computerization'	Limitations / Remarks
	<p>compatible to servers and desktops</p> <p>(e) Removable storage media like pen drives, external hard disks, etc.</p> <p>(f) RAM compatible to servers and desktops</p> <p>(g) Hard disks compatible to servers and desktops</p> <p>(h) Other replaceable components of servers and desktops</p> <p>(i) Logic cards and replaceable components of printers</p>	<p>(c) For all components required for repairs and restoration of systems and peripherals it must be ensured that the parts replacement is not covered under the terms of the AMC for the product</p> <p>(d) Reasonableness and justification should govern the requirements of external hard disks, external CD/DVD drives and writers and removable storage media</p>
14.	<p><b>Anti-Virus Software:</b></p>	<p>(a) Powers can be exercised by all officers to whom powers have been delegated to the extent of delegated powers</p> <p>(b) Limited to Windows Operating System based desktops, laptops and servers in the office</p>
15.	<p><b>Consumables:</b></p> <p>(a) Printers Ribbons &amp; Printer cartridges</p> <p>(b) Printer Heads for Dot Matrix and Line (Matrix) Printers</p> <p>(c) Storage media for devices in servers and desktops (viz. Floppies, CTD, CD, DVD, DAT, LTO, etc.)</p> <p>(d) Batteries (Lead Acid/SMF) for UPS</p>	<p>(a) Powers can be exercised by all officers to whom powers have been delegated to the extent of delegated powers</p>