



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.

No. HQ/HRM-VI/2/Promotion/PS/4/2017/ 3424

Dated: 11.05.2017

To

11 MAY 2017

All Additional CPFCs (Zones)/Additional CPFC (ASD)/Director (PDUNASS)

All RPFCs- In-charge of Regions

Subject: Regular promotion to the post of Private Secretary– furnishing of Information in respect of Personal Assistant– reg.

Madam/Sir,

In pursuance of Head Office letter No. HRM-I/D-1(1)2017/CR/49 & 50 dated 27.01.2017, a proposal for regular promotion of Personal Assistant to the post of Private Secretary is under consideration. The list of officials in the cadre of Personal Assistant who are under consideration zone, as per the last final seniority list of Personal Assistant as on 31.03.2001 issued vide HO letter No. HRM-II/39(11)2001/PA/Seniority/14168 dated 17.12.2002 available in record is attached in Annexure I. It is requested to provide the following information to Head Office after going through the details of the officials in Annexure-I:

- (i) The name of the official(s) out of the list in Annexure I, who are not in service/cadre on or after 27.12.2016 on account of VRS/Resignation/death/dismissal from service etc. or on promotion to other cadre may be indicated in a separate Annexure.
- (ii) The names of the official (s) /Personal Assistant, if any, who have not been reflected in the list in Annexure-I. In such cases, please forward supporting certified documents of the same by indicating the name of the concerned and the relevant Sl. No.(s) to be inserted may be indicated in separate Annexure.
- (iii) The names of the officials who are already holding the post of PA on regular basis may also be indicated in a separate Annexure with the sl. no. in the list enclosed at Annexure-I.
- (iv) The attested copies of the ACR/APARs in respect of the officers whose names are included in Annexure I and also those who have been inserted at your end, from 2009-10 to 2014-15 as well as gradings duly certified by the RPFC-I In-charge of the Region may be forwarded in Annexure II. Please forward Annexure II in excel sheet (i.e. ACR/APAR Grading) to email ID: rc.hrm@epfindia.gov.in.
- (v) The Vigilance Clearance Certificate/Integrity Certificate in respect of the above officials under consideration should also be forwarded duly certified by RPFC-in-Charge concerned.


2. The duly filled up Annexure II i.e. ACR gradings & Annexure III i.e. information in respect of Personal Assistant and signed by the Regional Provident Fund Commissioner, In-charge of the Region alongwith enclosures as mentioned above, may be forwarded to Head Office on or before 17.05.2017 positively to facilitate early convening of the Departmental Promotion Committee.

3. RPFC, RO, Kolkata and RPFC, RO, Bihar are requested to forward original ACR folder in respect of officials shown at S.No. 01, 62 and 65 namely Shri Chandan Kumar Bhattacharjee, Shri Surya Sadhan Sahoo and Shri J.K. Dass through insured parcel immediately.

4. Further, it is also requested to provide the DPC Proceedings (PA/PS), approval thereof and Order of promotion issued in compliance of instruction issued by Head Office vide letter No. HRM-II/10(3)2000/PA/Vol.II dated 22.08.2006 alongwith supporting documents like seniority list of Steno Grade-I, Grade-II and Grade-III as on 14.07.1997 onwards with sanctioned strength from time to time i.e. from 14.07.1997 to 01.01.1999 and complete service details (since joining) of officers holding the said post as on 14.07.1997 onwards at the earliest latest by 22.05.2017 positively.

Encl.: as above.

Yours faithfully,


(Sanjay Bisht)

REGIONAL P.F. COMMISSIONER-I (HRM)

ANNEXURE –III

S. No.	Name of the Personal Assistant with date of Birth	Educational Qualification	Date of appointment as Stenographer	Date of Promotion as Personal Assistant	Category	Present Place of posting (RO/SRO/ZTI/Inspectorate office)	Region	Whether RC-I has issued charge sheet against the officer. If yes, enclose copy. (During last 10 years)	Whether the officer is undergoing Major Penalty/ Minor Penalty, if yes, please mention period (During last 10 years)	Whether the officer is facing any disciplinary proceedings	Integrity of the officer is certified- Yes/No	REMARKS

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REGIONAL PROVIDENT FUND COMMISSIONER
OFFICER-IN-CHARGE

ANNEXURE -II

S. No.	Seniority Number	Name of the Officer -Personal Assistant	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	REMARKS

Note: Please enclose a copy of the proceeding, the APAR if any of the above APARs is not available and the reasons may also be stated.

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REGIONAL PROVIDENT FUND COMMISSIONER
OFFICER-IN-CHARGE

ANNEXURE-I

LIST OF PAs OF EPFO								
S.No.	Name S/SMT/MS	Category	Region in which working	Date of Birth	Qualification	Date of Appointment Steno III	Date of Promotion as PA	Remarks
1.	Chandan Kr. Bhattacharjee	Gen	WB	10.01.61		31.12.92		
2.	Suryan Sadhan Sahoo	Gen	WB	27.10.66		16.12.93		
3.	Digamber Humaney	SC	MP	16.06.69		24.01.95		
4.	Subodh Ram	GEN	BR	02.07.62		31.01.97		
5.	Jitender Kr.Dass	SC	BR	25.05.70		31.01.97		
6.	S.Sitharthan	GEN	TN	18.04.60	B.COM	23.11.98		
7.	Smt. P.S. Jayashree	GEN	KN	26.04.58	BA	21.03.80		
8.	P.Bhattacharjee	GEN	NER	17.11.61		13.09.83		
9.	Subash Chand parida	GEN	OR	01.10.60		02.06.84		