



**कर्मचारी भविष्य निधि संगठन**

**Employees' Provident Fund Organisation**

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

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

मुख्य कार्यालय / Head Office

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No: WSU/25(1)/2016-17/PLB

**TIME BOUND**

Date: **21 AUG 2017**

To

**All Regional P.F. Commissioners  
Incharge of the Regional Offices.**

**Sub: Forwarding of details required for assessment and timely declaration of Productivity Linked Bonus for the year 2016-17.**

Sir/Madam,

Please refer to the above said subject.

The work relating to the assessment of Productivity Linked Bonus for the year 2016-17 has been taken up. The Productive Linked Bonus (PLB) for the employees of EPFO is assessed on the basis of the productivity achieved and manpower used in respect of each Regional Office separately. For Head Office (including PDUNASS), it is worked out based on average of All India Productivity and Manpower. Information relating to parameters and performance as per the Scheme is to be furnished in the **Annexure A to C** (copies enclosed).

**ACCOUNTS & CASH**

2. During the year 2016-17, time-limit of 20 days (calendar days) has been notified for settlement of PF, EPS and EDLI claims, transfer and advances cases. In case, the job is not completed within 20 days, weightage would be reduced for the work done beyond 20 days. Date of receipt of claim form (complete in all respect) and the date of dispatch of cheque/transfer through NEFT would be taken into account for reckoning 20 calendar days.

3. As regards issue of "Annual Statement of Accounts", it has been classified into two groups, Viz. (1) current year's Accounts slips issued and (2) Previous year's Accounts slips issued during the current year. Accounts slips relating to the "current Year" and those pertaining to previous years but issued during the current year should be shown separately.

**ENFORCEMENT & DAMAGES**

4. The activities of "Enforcement & Damages" include:

- (1) No. of 7A notices issued.
- (2) No. of Speaking Orders of 7A passed and compliance effected.
- (3) No. of Speaking Orders passed for Levy of Damages.
- (4) No. of Recovery Certificates Executed:-
  - (a) For default in all the five Accounts (A/c No. 1,2,10,21 & 22)
  - (b) For default in 3 or 4 of the five Accounts.
  - (c) For default in 1 or 2 of the five Accounts.

## **7-A NOTICES**

5. Only one notice has to be taken into account for all the three Schemes. In case three separate notices are issued for the three Schemes, it has to be taken as one only. Further, only the initial notice issued has to be taken into account and not the notices issued every time after adjournment of proceedings due to any reason. With the amendment of Section 7A, the RPFs are required to decide not only the quantum of dues but also to decide the Applicability. In such cases also if more than one notices are issued, it should be taken as one only for the purpose of PLB return.

## **SPEAKING ORDERS OF 7A PASSED AND COMPLIANCE EFFECTED**

6. Against this item all the speaking orders passed under Section 7A should not be shown. Only those orders passed, which have been complied with, should be shown. However, instructions contained in the preceding para as "7A Notices" should also be kept in view.

## **SPEAKING ORDERS FOR LEVY OF DAMAGES**

7. All the speaking orders passed for levy of Damages may be shown against this item. However, if separate orders are passed for all the three schemes, only one order should be taken into account for the purpose of Bonus return.

## **RECOVERY CERTIFICATES EXECUTED**

8. Only those Recovery Certificates, which have been duly executed and not merely issued, should only be shown against this item. This item has been classified into three categories namely: -

- (i) For default in all the five Accounts (Bank A/c Nos. 1, 2, 10, 21 & 22)
- (ii) For default in 3 or 4 of the five Accounts.
- (iii) For default in 1 or 2 of the five Accounts.

Hence, information may be furnished separately against the three categories.

## **PROSECUTIONS**

9. The number of Prosecutions launched against the defaulting establishments / employers under Section 14 of the Act and Section 406/409 IPC has to be indicated against the relevant item under this head.

## **MANPOWER**

10. Manpower in position as on **31<sup>st</sup> August 2016** all over the region has to be furnished. The manpower reckoned for the purpose of assessment of PLB shall be as follows: -

- |     |                         |   |  |
|-----|-------------------------|---|--|
| (1) | Accounts & Cash         | - | LDCs, DPAs/DEOs, SSAs & Sr. SSAs posted in different Sections/Groups connected with the work of Accounts and Cash. |
| (2) | Enforcement & Damages - |   | LDCs, SSAs & Sr. SSAs deployed in any of the Sections/Group connected with the work of Enforcement and Damages.    |
| (3) | Inspection              | - | All Enforcement Officers in position in whole of the Region.   |
| (4) | Administration          | - | LDCs, SSAs & Sr. SSAs in position in all Sections other than those mentioned in (1), (2) and (3) above.            |



- (4) Administration - LDCs, SSAs & Sr. SSAs in position in all Sections other than those mentioned in (1), (2) and (3) above.

Detailed information of various sections/staff coming under all the above four heads is given in **Annexure-C**. All the Regional offices may forward the consolidated information in respect of the Region.

11. The information relating to Staff in position in respect of the Region as on **31.08.2016** has to be furnished in **Annexure-B**. If the Staff in position as on **31.08.2016** is less than the previous period i.e., as on **31.08.2016**, the reasons thereof should invariably be recorded.

12. It is requested that the aforesaid information in Annexure-A to C may be furnished immediately. In any case the information should reach the Head Office on or before **31<sup>st</sup> August, 2017** positively. Information in respect of all Regional Offices **may reach Head Office through E-mail by 31.08.2017** on mail of [rc.wsu@epfindia.gov.in](mailto:rc.wsu@epfindia.gov.in) .

13. The restructuring/re-organization of zones has been done vide order No. HRM-I/D-1(1)2017/CR/17462 dated 13<sup>th</sup> January, 2017 into 21 zones and 135 Regional Offices whereas the calculation of productivity for bonus is to be assessed for the financial year 2016-17 for the erstwhile Regional/Sub Regional Offices. Accordingly, all the erstwhile SROs may furnish their data to their respective erstwhile ROs and subsequently erstwhile 40 ROs after compilation of the same, may forward the same to Head Office.

14. This has approval of ACC-I (F&A).

Encl:- As above.

  
Yours faithfully,  
(Ravindera Babra)  
RPFC-I (WSU)

**PRODUCTIVITY LINKED BONUS SCHEME 1999**

Sl. No.	Particulars	Period 2016-2017 (from 01.04.2016 to 31.03.2017)			Total
		*Within 20 days	*Beyond 20 days		
<b>I</b>	<b>ACCOUNTS &amp; CASH</b>				
1	No. of PF claims settled (Except death cases)				
2	No. of PF claims (Death cases settled)				
3	No. of PPOs issued (Monthly Family Pension Claim and the Monthly Pension claim under the EPS 1995)				
4	No. of Family Pension claims (Retirement, Withdrawals and Refunds including cases settled under the EPS 1995)				
5	No. of EDLI claims settled				
6	No. of advances sanctioned				
7	No. of Accounts transferred out (involving actual transfer of PF accumulations)				
8	No. of Accounts transferred out (not involving actual transfer of PF accumulations)				
*Days imply Calendar days					
		<b>Current Year's</b>	<b>Previous Year's</b>	<b>Total</b>	
9(a)	Total No. of Annual Statement of Accounts issued				
9(b)	Out of (a) above, No. of Accounts slips issued with the help of outside agencies				
9(c)	Out of (a) above, No. of Accounts slips issued on the Computer in the EPFO				
		<b>within 7 working days it falls due for payment</b>	<b>Beyond 7 working days but within 30 days it falls due for payment</b>	<b>Beyond 20 days</b>	<b>Total</b>
10	No. of cheques issued/payments relating to Monthly Family Pension (including issued under the EPS 1995)				

<b>II</b>	<b>ENFORCEMENT &amp; DAMAGES</b>				
1	No. of 7A notices issued				
2	No. of speaking orders of 7A passed and compliance effected				
3	No. of speaking orders passed for levy of Damages				
4	No. of Revenue Recovery Certificate executed				
(a)	For default in all the five Accounts (1,2,10,21 & 22)				
(b)	for default in 3 or 4 of the five Accounts				
(c)	for default in 1 or 2 of the five Accounts				
	<b>Total of (a), (b) &amp; (c)</b>				
<b>III</b>	<b>Inspection and Coverage.</b>				
1	No. of Inspections of unexempted estts.				
2	No. of Inspections of exempted estts.				
3	No. of Surveys of Uncovered estts. For the purpose of Coverage.				
4	No. of court cases launched under Section 14.				
5	Prosecution cases launched under Section 406/409				
<b>IV</b>	<b>OVERTIME PAYMENT</b>				
	Overtime Payment including payment under Incentive Scheme in Rs. To dealing hands (LDCs, SSAs and Sr SSAs)				
1	Acocunts/Cash/DCB				
2	Enforcement/Damages				



## Annexure 'B'

**PRODUCTIVITY LINKED BONUS SCHEME 1999**

Sl. No	Section	LDCs	SSAs	DEOs	Sr. SSAs	EOs	AAOs	Total
1	Accounts/DCB/Cash							
2	Enforcement & Damages							
3	Inspection							
4	Administration							
	<b>Total</b>							

N.B.: For detailed information of Sections/Staff coming under the Four Wings, please refer to Annexure 'C'.

Dated:

(  
Signature of RPFC-I/OIC

## PRODUCTIVITY LINKED BONUS SCHEME 1999

Detailed information of sanctions/staff under the four Wings (i.e. Accounts and Cash, Enforcement & Damages, Inspection, Coverage and Administration)

### I Accounts & Cash

The staff in position in Accounts and Cash will include the staff posted in the following sections:

- (a) All Accounts Groups
- (b) D.C.B.
- (c) G.A.B.
- (d) Family Pension
- (e) EDLI
- (f) P.P.O.
- (g) All Cash Section
- (h) EDP Cell
- (i) Public Grievances/PRO Cell
- (j) Claim Inward Section
- (k) Despatch Section
- (l) Interest Calculation Cell
- (m) Service Centres
- (n) Any other Section/Staff performing the work connected with Accounts and Cash.

### II Enforcement & Damages

The staff in position in Enforcement and Damages include the staff posted in the following sections:

- (a) All Enforcement Sections
- (b) Coverage/Applicability
- (c) Exemption
- (d) Damages
- (e) Legal Cell
- (f) Recovery
- (g) 7A/14B Cell
- (h) Clerks (LDCs/SSAs) posted in Inspectorates
- (i) Any other staff/section deployed for the work connected with (a) to (h) above.

### III Inspection/Coverage

All Enforcement Officers/PFI (Gr-I) in position in which of the Region (whether posted in RO, SRO, Inspectorate or any other office).

### IV Administration

- (a) All Establishment/Administration Sections
- (b) House Keeping/Caretaker
- (c) Pay Bill/Staff Payments Section/Cashier
- (d) Co-ordination Cell
- (e) Statistics Cell
- (f) Hindi Section
- (g) Record Section
- (h) Personal Staff of RC
- (i) Pre Audit Cell
- (j) Any other section/staff (LDC/SSAs) and Sr. SSA anywhere in the four wings.

**N.B.** The list is an illustrative one and not exhaustive. If any staff is posted in any other section which is not included in any of the aforesaid lists, those staff may be included in the staff strength of relevant wings.