



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



No. HR/AVS/NZ/193/56-J/2015 / 5499  
To

Date: 06.2018

12 JUN 2018

All ACC(Zones), Director(PDNASS), ACC(ASD).

**Subject:** Strengthening of Administration - periodical review under FR 56(j) and Rule 48 of CCS (Pension) Rules, 1972 - regarding.

**Reference:** (i) Circular No.HR/AVS/NZ/193/56-J/2015/589 dated 14.06.2017.  
(ii) Circular No.HR/AVS/NZ/193/56-J/2015/7499 dated 10.07.2017.  
(iii) Circular No.HR/AVS/NZ/193/56-J/2015/11455 dated 01.09.2017.

Madam/Sir,

I am directed to invite reference to the above mentioned Circulars vide which all ACC (Zones/ASD), Director (PDNASS) and OICs of RO and ZTI were requested to initiate timely action to undertake review of the officials under FR 56(j) and Rule 48 of CCS(Pension) Rules, 1972 and forward action taken reports to the Head Office.

2. The matter was time bound and only a few offices have sent report of the Screening Committee. There are certain offices where committee member(s) are not available as per the prescribed composition of Screening/Review Committees and, therefore, they are not able to have the screening/review undertaken by the respective Committees. Hence, such offices have referred the matter to Head Office for guidelines/advice.

3. The matter has been considered and it has been decided that wherever a post is lying vacant another officer who is performing the responsibility of the vacant post shall be included in the Screening/Review Committees from such office(s).

4. Time schedule for review is reiterated as under:-

Sl.No.	Quarter in which review is to be made	Cases of employee who will be attaining the age of 50/55 years or will be completing 30 years of service or 30 years of service qualifying for pension, as the case may be, in the quarter indicated below to be reviewed
1.	January to March	July to September of the same year
2.	April to June	October to December of the same year
3.	July to September	January to March of the next year
4.	October to December	April to June of the next year

5. Keeping in view the above instructions and those contained in the Circulars referred to above, all the ACCs in-charge of Zonal Offices, ASD(H.O.) and PDNASS are requested to ensure that:-

- (i) The review exercise is completed as per the aforesaid timeline.
- (ii) Each office submit a quarterly report in the first fortnight of the following quarter to their respective Zonal Office, which in turn will send a consolidated report to the Head Office immediately thereafter in the enclosed format (Annexure) in respect of all offices under their charge.
- (iii) A separate review may also be made immediately or latest by 30.06.2018 in respect of all those officials whose cases were not reviewed at the relevant time notwithstanding the fact that they have already crossed 50 or 55 years of age or 30 years of qualifying service. An action taken report in the format (Annexure) may be sent immediately after completion of the proceedings and recording of the minutes.

(This issues with the approval of Competent Authority)

Yours faithfully



(Uma Mandal)

Addl. Central P.F. Commissioner (HRM)

Encl: Proforma for sending ATR.

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ISSUED

**Annexure**

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Name of the Office	Number of officials posted	Number of officials whose records have been verified by Screening Committee and comprehensive brief prepared	Number of officials in respect of whom comprehensive brief of the Screening Committee has been considered by Review Committee	Number of officials in respect of whom orders have been issued by appropriate authority	Reason for difference between columns (2) & (3)	Reason for difference between columns (3) & (4)