



र्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(कर्म एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14 भीकाएजी कामा प्लेस, नई दिल्ली - 110066.

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No. Budget/2017-18/2018-19/C.Pool

Date: 03.04.2018

To

The Additional CPFC of the Zones/
Director (PDUNASS)/
Addl CPFC (ASD), Head Office

04 APR 2018

Sub: Annual Expenditure Return No. II for the of financial year 2017-18.

Madam / Sir,

As per Manual of Accounting Procedure Part I, Para 9.4.2 all field offices are required to furnish a Monthly Expenditure Return No. II to Head Office by the end of second week of the month. The said Return-II is required to monitor the expenditure for allotment of additional funds.

2. The existing process was revisited and it was requested to send the Monthly Expenditure Return No. II to Head Office on quarterly basis vide this office letter No. Budget/46/2016-17/2017-18/C.Pool/13840 dated 26.09.2017 by 15th of the following month. Zonal Offices shall compile the expenditure of ROs on monthly basis also so that the same may be sought from ZOs at time of allotment of additional funds.

3. In continuation of earlier instruction with regard to Expenditure Return No. II, Zonal offices are requested to send compiled actual Expenditure Return No. II in prescribed format for 2017-18 (1st April, 2017 to 31st March, 2018) not later than 15th April 2018 through e-mail only to rc.fa@epfindia.gov.in in both excel and pdf format.

This issues with the approval of FA&CAO.

Yours faithfully, .

(UDITA CHOWDHARY)
Additional C.P.F.C. (F&A)

Expenditure Statement return No. II for the FY 2017-18

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S.No.	Budget Head	BE/RE Allotted	Total Expenditure	Balance	Remarks
I	REVENUE SECTION		0	0	
1	Salaries		0	0	
2	Leave Encashment		0	0	
3	Bonus		0	0	
4	Dearness Allowance		0	0	
5	Overtime Allowance		0	0	
6	Other Allowances(Othr All.+ CEA+HRA+CCA+Trans. All.)		0	0	
7	Travelling Allowance		0	0	
8	Leave Travel Concession		0	0	
9	Medical Assistance		0	0	
10	Honorarium		0	0	
	TOTAL				

(5/6)

II	CONTIGENCIES & MISC. SECTION		0	0	
1	Advertising & Publicity		0	0	
2	Audit Fee		0	0	
3	Bank Commission		0	0	
4	Conveyance Hire		0	0	
5	Electricity & Water Charges		0	0	
6	Furniture & Fixture		0	0	
7	Legal Charges		0	0	
8	Purchase of Motor Vehicle		0	0	
9	Maintenance & Repair of Motor Vehicles		0	0	
10	Minor Works		0	0	
11	Post & Telegraph		0	0	
12	Printing & Binding		0	0	

13	Publication		0	0	
14	Rent, Rates & Taxes		0	0	
15	Staff paid from Contingencies		0	0	
16	Stationery & Stores		0	0	
17	Supply of Liveries & Washing Allowance		0	0	
18	Telephones		0	0	
19	Office Equipment		0	0	
20	Misc. Office Expenses		0	0	
21	Book & Journal for Library		0	0	
22	Training and Conference		0	0	
23	Professional services		0	0	
	TOTAL				
III	STAFF WELFARE FUND (including sports activities)		0	0	



IV	RETIREMENT BENEFITS		0	0	
1	Pension & Gratuity		0	0	
2	Pension & Gratuity Fund Account		0	0	
3	Leave Salary & Pension Contribution		0	0	
4	Payment of Assurance Benefits		0	0	
5	Board's share of contribution towards Contributory P.F.(NPS)		0	0	
	TOTAL				
V	Information Technology (Normal)		0	0	
	Information Technology(Project)				
	GRAND TOTAL(I+II+III+IV+V)				
VI	CAPITAL EXPENDITURE				
VII	REPAYABLE LOAN & ADVANCES		0	0	
1	House Building Advance		0	0	
2	Personal Computer Advance		0	0	
3	Other Advances (Advances for Conveyance,Table fans,Natural Calamities, Festival & Warm cloths)		0	0	
	TOTAL				