



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
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No.HRD/46/2016/Review/55

Date:- 07 SEP 2018

OFFICE ORDER

The Central Provident Fund Commissioner has constituted the undermentioned committee to examine and suggest the functions and tasks that can be allocated to District Offices and the roles and responsibilities of officer/officials in District Offices:-

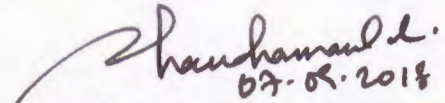
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|-------|---|---|----------|
| (i) | Shri K.V. Sarveswaran, ACC (HQ) Chennai | - | Chairman |
| (ii) | Shri Salil Shankar, RPFC-I, Chennai | - | Member |
| (iii) | Smt. O.V. Nisha, RPFC-I, Ambattur | - | Member |

Terms of Reference - District Offices

- (i) Suggest set of functions and tasks that are to be allocated to the District Offices along with such stratification in the allocation as may be considered reasonable for effective functioning of the District Offices.
- (ii) Defining the roles, functions and responsibilities of the APFC of the District Office, the Enforcement Officers and other staff in the District Offices.
- (iii) Suggest the allocation of staff of various levels to be made for District Offices so as to enable the office to function effectively.
- (iv) Suggest appropriate reporting and control structure for the staff and Officers of the District Office to ensure effective functioning of the office while maintaining level of supervision and control from the Regional Office concerned.
- (v) Suggest the basic support infrastructure to be provisioned for a District Offices to function effectively.
- (vi) The extent of delegation of financial and administrative powers to District Offices for their effective functioning.

2. In order to have diversity of view, 3 such committees have been formed. The above committee is one of them. The committee is requested to submit its report within 15 days.

(This issues with the approval of CPFC)


07.09.2018

(Chandramauli Chakraborty)
Addl. Central P.F. Commissioner (HRD)

Copy to:-

1. To the concerned officers.
2. RPFC (NDC) for web circulation.