



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार



Ministry of Labour and Employment, Government of India

मुख्य कार्यालय/ Head Office

भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली- 110066

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi – 110066

File No.IWU/7(31)2017/Application for COC & COC software

Dated: 20.11.2018

To,

The Addl. CPFC's – in charge of Zones,
The Regional P.F. Commissioners – in charge of RO's

Sub: - (a) Competent Authorities to decide on issues related to cancellation/modification/extension of Certificate of Coverage issued by EPFO field Offices.

(b) Nodal officer for coordination with the Competent Authorities/Institutions of the foreign countries with which India has Social Security Agreement.

It has come to the notice of this office that Certificates of Coverage (Detachment Certificates) are being issued by the field offices for period beyond the period stipulated in the respective Social Security Agreement (SSA).

A Certificate of Coverage (COC) should be issued through the routine procedure in cases where the period of detachment of the employee is within the period of detachment given in the SSA. However beyond this period a COC can be issued only with the consent of the Competent Authority/Institution of the country with which India has entered into an Agreement on Social Security.

The standard procedure for issue of COC beyond the period stipulated in the SSA will be as shown below:

- A joint application (from the employee and the employer) for extension of COC beyond the period stipulated in the SSA has to be submitted in the concerned Regional Office of EPFO under the jurisdiction of which the establishment falls.
- The application has to be forwarded to Head Office by the concerned Regional Office with their recommendation based on the provisions of the SSA that India is having with the country, where the applicant is going to work.
- RPFC-I (IWU), Head Office, shall forward the request to the Competent Institutions/Authority of the SSA country.
- After receipt of the consent of the Competent Institution/Authority of the SSA country the same will be communicated to the concerned Regional Office following which COC can be issued beyond the period stipulated in the SSA.

For all issues related to cancellation/amendment/extension of COC, the original authority of the concerned RO that issued the COC shall be the competent authority.

The RPFC-I (In Charge) /OIC of the concerned RO shall be the final authority for resolution of any disputes arising in this regard.

As regards issues related to COC's issued beyond the period stipulated in the Social Security Agreement, by the Competent Institution/Authority of the country with which India has Social Security Agreement, in respect of a foreign national coming to work in India, the concerned RPFC-I/OIC of the RO shall be the competent authority to decide whether such request for extension in detachment can be consented.

For this purpose the following procedure shall be adopted:

- The application from the Competent Institutions/Authorities of the SSA country shall be received in IWU cell of EPFO Head Office and forwarded to the respective Regional Office under the jurisdiction of which the establishment where the foreign national is working is covered.
- The Regional Office shall then examine the case thoroughly and provide their comments/recommendation on case to case basis to the EPFO, Head Office.
- Based on the recommendations of the concerned Regional Office, IWU Cell of the EPFO Head Office shall convey the decision of the competent authority either approving or rejecting the request to the Competent Institution/Authority of the country with which India has Social Security Agreement.

The RPFC-I (IWU), EPFO, Head Office, shall be the nodal officer for coordination with the Competent Authorities/Institutions of the foreign countries.

(This issues with the approval of ACC (HQ) IWU)

Yours faithfully,

(R.M. Verma)

**Addl. Central P.F. Commissioner
(International Workers Unit)**

Copy to:

1. PPS to the Central P. F. Commissioner
2. All ACC's in Head Office for Information.
3. Director, PDUNASS for Information.
4. All RPFC's in Head Office for Information.
5. RPFC-I (NDC) with request to upload on website.
6. DD (OL) for providing Hindi Version.