



ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोज़गार मंत्रालय, भारत सरकार  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066  
EPFO, HEAD OFFICE  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
14, BHIKAIJI CAMA PLACE, NEW DELHI 110066  
www.epfindia.gov.in



No.HRD/04/2023//Standardisation Of Verticals/787

Date: 13 FEB 2023

ADDENDUM

**Sub: Standardisation of Verticals in the Regional Offices– regarding.**

The office order no. HRD/04/2023/StandardisationOfVerticals/731(web circular no. 328) dated 19.01.2023 on the above cited subject is amended by this addendum by addition of the Vertical "Miscellaneous" for each Division. The revised Verticals for field offices is enclosed as Annexure.

Encl: as above

(Uma Mandal)

Addl. Central P.F.Commissioner (HR)

Copy to:-

1. All Addl. CPFC (HQ) / Addl. CPFC (Zones & Head Office)/Director (PDNASS)
2. All RPFCs-in-charge of Regional Offices/ZTIs,
3. PPS to CPFC
4. PPS to FA & CAO, CVO
5. All DD (Vigilance)/ZAPs
6. All Officers in Head Office
7. RPFC, NDC for web circulation and incorporating the same in HR Soft
8. Secretary General, EPF Officer Association
9. Secretary General, AIEPF Staff Federation
10. Secretary General, AIEPF Employees Sangh
11. Secretary General, AIEPF SC/ST Federation
12. Hindi Section for Hindi Version
13. Guard file

(Swagata Rai)

Regional P.F. Commissioner-1 (HRD)



Division Code	Division Name	Vertical Code	Vertical Name
I	Compliance & Legal	I.A	Coverage & Intelligence
		I.B	Default Management
		I.C	Interest & Damages
		I.D	Recovery
		I.E	Exemption
		I.F	Legal & Court Cases
		I.G	Miscellaneous
II	Pension	II.A	Issuance of PPOs & forwarding of IDS for transfer out cases.
		II.B	Issuance of Scheme Certificate
		II.C	Pension Disbursement & reconciliation
		II.D	Jeevan Praman & Prayas & Accident Claims
		II.E	Miscellaneous
III	Accounts & Claims	III.A	Establishment-I .....to n.. <ul style="list-style-type: none"> <li>▪ Settlement of claims,</li> <li>▪ Member's details correction</li> <li>▪ ECR revision</li> <li>▪ VDR</li> <li>▪ Issuance of IDS</li> <li>▪ RTI/Court /grievances/audit - specific to the establishment and to be sent to the Nodal Division</li> </ul>
		III.B	Establishment .....n+1
		III.C	Establishment .....2n+1
		III.D	Miscellaneous
			The number of Verticals in the division to be decided by OIC depending on Workload.
IV	Cash	IV.A	Balance Sheet & reconciliation of accounts
		IV.B	Claim payments & reconciliation
		IV.C	VDR entries processing
		IV.D	Account -2 (Admn) payments & expenditure
		IV.E	Miscellaneous
V	Coordination	V.A	Return compilation
		V.B	MIS & Data Management
		V.C	Meetings & Conferences
		V.D	Miscellaneous
VI	Administration	VI.A	Establishment & Service Matters
		VI.B	Salary & pension payments
		VI.C	Estate Management & Care Taking
		VI.D	Procurement & Stores
		VI.E	Administrative Vigilance
		VI.F	RFRMC
		VI.G	Raj Bhasha
		VI.H	Central Receipt & Dispatch
		VI.I	RTI
		VI.J	Training and Capacity Building
		VI.K	Miscellaneous
VII	Audit	VII.A	Pre-Audit
		VII.B	Concurrent Audit
		VII.C	Replies to audit paras
		VII.D	Over Payment
		VII.E	Miscellaneous
VIII	Facilitation &	VIII.A	Grievance Handling – EPFiGMS



Division Code	Division Name	Vertical Code	Vertical Name
	Publicity Division	VIII.B	Grievances – CPGRAMS, Email, Call Centre and other modes
		VIII.C	Nidhi Aapke Nikat
		VIII.D	Publicity and Social Media Handling
		VIII.E	Facilitation & PRO
		VIII.F	Miscellaneous

2. It may be noted that for the purpose of SSA Transfer policy the following divisions shall be under the 3 Functional Categories:

S. No.	Functional Category	Division Code
1.	Accounts Category	II, III, IV.
2.	Establishment Category	V, VI, VII, VIII
3.	Compliance Category	I

The concerned OICs may assign the number of SSAs in each Vertical based on the guidelines issued by Head Office.