



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, BHIKAJI CAMA PLACE, NEW DELHI 110066
www.epfindia.gov.in



No.HRD/04/2023//Standardisation Of Verticals/731

Date: 11 9 JAN 2023

To,

All Addl. CPFC (HQ) / Addl. CPFC (Zones & Head Office)/Director (PDNASS)
All RPFCS-in-charge of Regional Offices/ZTIs,

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

In order to implement the various provisions of the transfer policy of Group A, B and SSA in EPFO, standardization of the various functions of the field offices is required so that the data entry in HR Soft of the posting and tenures can be done effectively. This is also relevant for the career progression as well as the training policy of the officers and staff of the organization as well as for implementation of E-office Pan India. Hence, the following suggestive frame work of Divisions and its Sections in a Regional Office has been attempted. These are also numbered in such a way that their correlation to the files along with the Divisions and Sections of Head Office can be seamlessly made.

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
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
III	Accounts & Claims	III.A	Establishment-Ito n.. ▪ Settlement of claims, ▪ Member's details correction ▪ ECR revision ▪ VDR ▪ Issuance of IDS ▪ RTI/Court /grievances/audit - specific to the establishment and to be sent to the Nodal Division
		III.B	Establishmentn+1
		III.C	Establishment2n+1
			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

Division Code	Division Name	Vertical Code	Vertical Name
V	Coordination	IV.C	VDR entries processing
		IV.D	Account -2 (Admn) payments & expenditure
		V.A	Return compilation
		V.B	MIS & Data Management
		V.C	Meetings & Conferences
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
VII	Audit	VII.A	Pre-Audit
		VII.B	Concurrent Audit
		VII.C	Replies to audit paras
		VII.D	Over Payment
VIII	Facilitation & Publicity Division	VIII.A	Grievance Handling – EPFIGMS
		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

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 workload.

3. All ACC (Zones) are requested to consult the Regional Offices and give their feedback on the above by 20.01.2023 positively so that the same can be examined as the same is being incorporated in HR Soft. Comments may be forwarded to rc2.hrd@epfindia.gov.in.


(Uma Mandal)

Addl. Central P.F.Commissioner (HR)

Copy to:-

1. PPS to CPFC
2. PPS to FA & CAO, CVO
3. All DD (Vigilance)/ZAPs

4. All Officers in Head Office
5. RPFC, NDC for web circulation and incorporating the same in HR Soft
6. Secretary General, EPF Officer Association
7. Secretary General, AIEPF Staff Federation
8. Secretary General, AIEPF Employees Sangh
9. Secretary General, AIEPF SC/ST Federation
10. Hindi Section for Hindi Version
11. Guard file

Swagata
19/11/23

(Swagata Rai)
Regional P.F. Commissioner-I (HRD)