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Date: 11.01.2023
11 JAN 2023

CIRCULAR

Subject: **Preparatory activity for Annual General Transfer, 2023 Commissioners' cadre - updating of information in HR-Soft database - reg.**

Please refer to the Head Office Circular No. A-45013/19/2021-HRM-VIII/15090 dated 27.12.2022 on the subject cited wherein instructions were issued to update the details of all the officers/officials in HR-Soft and to furnish a certificate to that effect.

In continuation of the above circular, it is once again reminded that database in HR soft needs to be verified/updated/corrected immediately for smooth conduct of Annual General Transfer, 2023 for Commissioners Cadre.

2.   In this respect, it is requested that (being a sensitive and time bound issue) the database in respect of all the officers in Commissioners Cadre shall be verified/updated/corrected meticulously and immediately to avoid any inadvertent decision due to wrong database.

3.   With reference to the facility in the software to mark the attached offices, it is informed that the HR software allows the generation of salary from the Regional Offices only apart from the Head Office and PDNASS with its ZTIs. As the Zonal Office Vijayawada was opened in a different city from Guntur, this Zonal Office is having facility to draw salary themselves. For all other Zones the salary of the ACC (HQ)/ACC/ RPFC-I/ RPFC-II posted in a ZO and of the APFC /RPFC-II posted in a District Office, is drawn by the Regional Office and so their posting is also recorded in the Regional Office.

Hence, the Vigilance Directorate, the Zonal Vigilance Offices, Zonal Offices and the District Offices are shown as attached offices of concerned Regional Office/ASD (HO) in HR Soft. The concerned Regional Offices may add the Officer for salary in these aforementioned offices along-with utilizing facility in the software to mark the attached offices. Accordingly, it should be ensured that the Officers posted in Zonal Offices/District Offices/Vigilance Directorate/Zonal Vigilance Offices are appropriately marked so that the vacancy and incumbency in a Zone or District Office is correctly shown. A copy of the User Manual is attached.

4.   Further, it was observed during the AGT 2022 exercise that in some of the bifurcated offices, few officers were shown as posted in the pre-bifurcated office. It should be ensured

that correct office is entered in the HR-Soft and such discrepancies, if any, should be rectified.

5. The RPFC/OICs of ROs/ASD (HO)/PDNASS/ZTIs/ZO Vijaywada shall ensure that incumbency is duly checked in the HR Soft and rectify the same if any discrepancy is noticed.

6. It is also pertinent to mention that the temporary posting/additional charge posting details are required to be updated in HR-Soft with Temporary Posting marked as Yes.

7. In view of the above, all the officers in the cadre of ACC (HQ)/ACC/RPFC-I/RPFC-II and APFC are requested to go through their posting profile in HR-Soft and if any discrepancy is noticed then get the entries in HR Soft pertaining to their posting profile updated/corrected through HR Admin in respective offices.

8. The RPFC/OICs of the Regional Offices/ASD(HO)/PDNASS/ZTIs/ZO Vijaywada shall ensure that the database (posting profile including the details of posting as OIC) of all the Officers under their jurisdiction are updated in HR-Software as per their service book/records in accordance with the instructions/user manuals issued. A print out of updated details shall be signed by the officer concerned and the HR Admin and kept in the local personal file of the Officer concerned. The exercise of marking amendments/ modifications, if any, should be completed by Regional Offices on or before 14.01.2023. Further, the details regarding the OIC-ship for respective officers as applicable should be correctly updated.

9. After completion of this up-dation exercise as mentioned in Para 8 above, the Officer-in-Charge shall send a certificate to Zonal Office to the effect that all the entries in HR -Soft have been correctly entered. Zonal Office shall compile all such certificates and send a report to Head Office at E-mail: rcl.hrm@epfindia.gov.in by 5.00 PM on 14.01.2023, certifying there-in that the up-dation exercise for all the offices under their jurisdiction have been correctly done. Further, for PDNASS/ZTIs/ASD(HO), the similar report should be sent directly to HRM, Head Office at aforementioned email.

It is mentioned here that the RPFC/OIC shall be responsible for any data aberration/data gaps in HR-Soft.

10. Further, there are functionalities available to HR Admin in the HR Software for updating and correcting the data. These are as under:

    i.   Under Service Book Role >> Update Employee Personal Information System >> Service Book.

        This allows edit, addition and deletion of record for the period of posting before the generation of EID.

    ii.   Under Service Book Role >> Update joining details.

        This allows to update the joining date and the post on which joined post generation of EID.

    iii.   Under Service Book Role >> Update attached office.

This function will enable the user to update posting of the employee from main office to the attached office and vice versa.
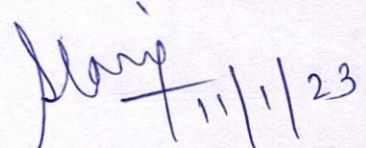
(UMA MANDAL)
Addl. Central P.F. Commissioner (HRM)

To,

1. CVO/All Addl. CPFCs (Hqrs.)/Director (PDNASS)/Addl. CPFCs, Head Office.
2. All Additional CPFCs, Zones.
3. All RPFC in-charges (All Regional Offices)/ RPFC (ASD), Head Office /RPFC (NDC)/ RPFCs Zonal Training Institutes.
4. All Dy Dir. (Vig.)/Zonal Audit Parties.
5. All Officers in Commissioners' Cadre.
6. PS to CPFC.
7. Secretary General, EPF Officers' Association, Ludhiana.
8. Hindi Section for Hindi version.

(MOHAMMAD SHARIQ)
Regional P.F. Commissioner-I (HRM)

USER MANUAL ON
UPDATE ATTACHED OFFICE

MENU >> OFFICE WISE UPDATION

Purpose:- When the HR Software was first launched, the ROs, SROs, ZTIs and NATRSS were listed as these only were releasing the salary and maintaining the service books.

However there was no way to handle the posting of an officer in the Office of the ACC, Zonal Office, Zonal Vigilance Directorate, District Offices, NDC and Vigilance Directorate.

The new function that will be required for one time entry only has been provided to update the current posting of the officers in any attached office. This function is available only to those offices where there is an attached office.

For the previous and subsequent postings updation of the service book, the required facility to record the transfer from and to an attached office is already provided as explained in the respective User manuals.

About this function: This functions comes under Service Book Role. This function will enable the user to update posting of the employee from main office to the attached office and vice versa.

Before using the function: Before the user uses this function, the list of all the officers that are posted in an attached office may be collected from that office and then the data entry will be easy and fast. In case the EID is not generated, the same needs to be generated.

Process: To update the attached office details, the User has to click **"Update attached office"** button from the main menu under Service Book Role. The following screen (Screenshot 1) will be displayed:-

Screenshot 1

- Enter the EID or name (part or full). The software will display the matching result(s) as per the screen (Screenshot 2) given below:-

Screenshot 2

- Now click the EDIT button in the last column. The EDIT button will turn into UPDATE button and the SELECT button Attached Office column will be enabled. Now click the SELECT button. The list of available attached and main office(s) will be displayed as per the following screen (Screenshot 3) given below:-

Screenshot 3

- Now from the drop down list, select the attached/main office in which the employee is posted. Now click the UPDATE button.

Action on Update:- Upon clicking UPDATE, the posting of the official will be updated from main to attached office or vice versa. The following screen (Screenshot 4) will be displayed:-
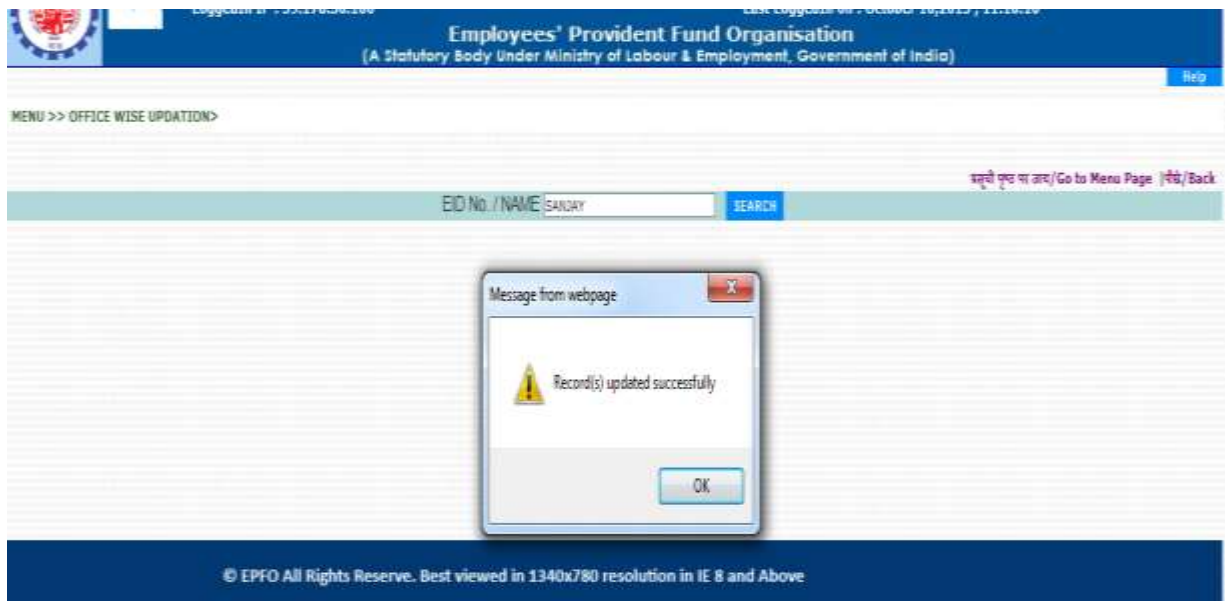
Screenshot 4

- The updated details can be checked again by searching the details of the employee.

THE PROCESS OF THIS FUNCTION IS COMPLETE.