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

BHAVISHYA NIDHI BHAWAN, 14, BHIKAIJI CAMA PLACE, NEW DELHI 110066

www.epfindia.gov.in

HRM-VII/II(I)/2016/PartFile-Part(1)/658   Date:- 09.09.2022

To,

    All Additional Central PF Commissioners (HQ)/Director (PDNASS),

    All Additional Central PF Commissioners (Zones),

Sub: Implementation of e-office in Field Offices of EPFO-Reg.

Madam/Sir,

    In view of the e-office implementation in all the field offices, following information is sought from all the Zonal Offices/PDNASS:-

1. Training of EMD Managers and Master Trainers

1.1   EMD Managers (Local Admin) are to be assigned with the task of creation/deactivation/transferring of the e-office Ids of the employees. It is decided to have 1 EMD Managers in each Regional Office. This EMD Manager will also look after the work of the District Offices under that RO. There are total 138 ROs as of now.

1.2   Master trainers will be delegated with the task of providing training to end users of E-office. It is decided that there would be 2-5 Master trainers for each Zone depending on the size of the Zone with respect to the number of Users. It is decided to have following number of master trainers

Below 300 users–	2 officials,
301-450 users–	3 officials,
451-600 users-	4 officials,
Above 600 users-	5 officials

1.3   These EMD Managers and Master Trainers will be trained by the NIC team. It is proposed to impart the training in online mode. However, confirmation and modalities of training are awaited from NIC.

1.4   All the zonal offices are requested to nominate one official each from the Regional Office under their jurisdiction for training of EMD manager.

1.5   ZOs to nominate 2-5 officials for training of master trainers from each Zone.

1.6   The in-position strength of the intended users at the Zone as provided by the ZOs is as follows

S.No	Zonal Office	Total No of Regional Office	Total No of District Office/SSO/Service Centre	Total No of Offices including Zonal Office	In-position strength	Proposed No. of Master trainers
1	BHOPAL	7	7	15	617	5
2	KERALA	6	5	12	531	4
3	JAIPUR	4	8	13	442	3
4	COIMBATORE	6	13	20	777	5
5	CHENNAI & PUDUCHERRY	6	0	7	769	5
6	CHANDIGARH	6	11	18	729	5
7	KOLKATA	10	5	16	821	5
8	AHMEDABAD	8	7	16	963	5
9	FARIDABAD	5	5	11	620	5
10	HUBLI	10	9	20	379	3
11	TELANGANA	8	3	12	776	5
12	VIJAYAWADA	4	11	16	566	4
13	THANE	5	0	6	664	5
14	PUNE	8	4	13	956	5
15	KANPUR	9	4	14	875	5
16	BANDRA	4	0	5	542	4
17	NER	4	9	14	173	2
18	PATNA	5	12	18	322	3
19	BHUBANESWAR	4	5	10	290	2
20	BENGALURU	9	1	11	812	5
21	DELHI	8	0	9	922	5
22	PDNASS	0	0	6	55	1
	Grand Total	**136**	**119**	**282**	**13601**	**91**

1.7   The details of EMD Managers and Master Trainers are to be provided in the format enclosed as Annexure I.

2. Basic details of all the employees

All the Zonal Offices to ensure that the basic details of all the intended Users to be kept ready as per the enclosed format (Annexure-I). This data shall be kept ready at RO level and not to be sent to HO. This data shall be used for creating employee database for E-office at RO level.

3. **NIC Email Id for all the employees**

   For the users to have an e-office Id, the basic requirement is to have a registered NIC email Id. Hence, ZOs to arrange to provide the duly filled form (Annexure-II) of the all the employees posted in the office except MTS so that email id of the Users may be generated.

4. **DSC for all the users**

   All the offices to procure the DSC for all the intended e-office users.

   All the Zonal offices/PDNASS are requested to provide the details as mentioned at point no 1.4 and 1.5(Separately for EMD Managers and Master Trainers in Annexure-I) and details as mentioned at point no 3 (In Annexure-II) latest by 16.09.2022.

   Further all the offices are requested to keep data ready as required at Point 2 and procure DSC as mentioned at Point 4 at the earliest.
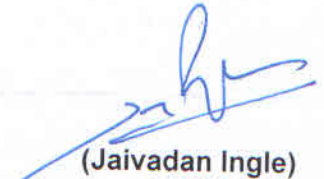
Yours faithfully,

(Pankaj Raman)
Addl. CPFC (IS Division)

Copy to (Through EPFO Website)

1. PPS/PS to CPFC
2. PPS/PS to FA & CAO/CVO
3. PPS/PS to All Divisional Heads in Head Office
4. All ACCs
5. Chief Information Security Officer
6. Chief Technology Officer
7. RPFC, NDC for web circulation
8. Hindi Section for Hindi Version
9. Guard File

(Jaivadan Ingle)
RPFC-I (IS Division)

S. No.	Global Organisation/Department*	Employee_Code*	Title/ Appellation*	Employee_Full_Name/ Official Name*	Designation_of_ employee*	Gender*	Date_of_Birth*	Date of Joining Organization*	NIC_Email*	Mobile No.*

* It is completely user department's discretion to capture Mobile No. of the employee(s)

Employees' Provident Fund Organisation
(Ministry of Labour & Employment)
(Government of India)

Application for E-Mail account for a single user

(For creating new e-mail ID under**@epfindia.gov.in**)

(Please read the instructions given in the reverse of this page. The completed application form, duly signed by the Officer-In-Charge of the concerned office, should be submitted to National Data Centre.) Please use CAPITAL LETTERS.

1) Name of the applicant*: _____

               (First name   Middle name   Surname)

2) EID Issued By HR Software*: _____

3) (a) Date of Birth*:_____ (b) Designation*: _____

4) (a) Organisation: EPFO   (b) Name of Office*: _____

5) Address for correspondence*: _____

_____

6) Telephone Number: (O)*_____ (R)_____ Mobile*:_____

7) Preferred email id**#: a)_____ , b) _____

8) Alternate e-mail address for correspondence*: _____

9) Date of Retirement (DD/MM/YYYY)*: _____

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of the Applicant
with date and seal

Signature of the OIC
with date and seal

* Entries are mandatory and need to be filled.

** The login ids will be generated based on the existing email address policy.

** Please check the policy https://mail.nic.in/docs/MailService_e-mail_address_Policy_WithCodes.pdf

The login will be created subject to availability of preferred id.

Kindly send the duly filled form to email address webadmin-epfo@nic.in

Note: Even if the e-mail ID is to be created in the name of designation, details of the person holding the designation should be sent.

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given userid and password a secret.
2. Please change your password at least once in every three months.
3. **By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.**
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
5. Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. NIC e-Mail Service is provided over secure channels only. WEB interface can be accessed over HTTPs(port 443), POP service is over POP3s(port 995),IMAP service is over IMAPs(port 993) and SMTP service is over SMTPs(port 465). Users are required to suitably modify the client software settings to use the services. Please check the FAQ at: https://mail.nic.in/docs/POP.pdf
10. By default accounts will be given access over WEB only (https://mail.gov.in). If user wants access over POP/IMAP, he/she has to send the request for the same to support@gov.in. For security reasons either POP or IMAP will be allowed. NIC recommends use of IMAP.
11. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
12. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
13. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
    Trash   -   7   days
    ProbablySpam – 7 days
14. NIC account will be deactivated, if not used for 90 days.
15. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
16. Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to support@gov.in
17. Please note that advance payment is a must for paid users.
18. **NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.**

**Signature of the Applicant
with date and seal**