



सत्यमेव जयते

ईपीएफओ, मुख्य कार्यालय
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
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No. E-54844/NDC/Admn./409/VEE/e-office/2022

WEB CIRCULATION
Date: 14.11.2022

To,
All Addl. CPFCs (HQ) in charge of Zones/Director (PDUNASS),
All Addl. CPFCs (Zones),
All RPFCs/APFCs (In charge of ROs/DOs/ZTIs/Sub ZTI),

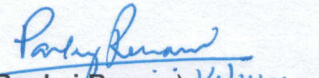
Sub: Instructions/Guidelines for digitization of records / files for Implementation of the E-office-Reg.

Reference: 1. EPFO, HO Circular No. HRM-VII/II9I/2016/PartFile-Part(1)/658 dated 09.09.2022
2. EPFO, HO Circular No. HRM-VII/II9I/2016/PartFile-Part(1)/657 dated 09.09.2022

Madam / Sir,

1. Please refer to the instructions on the subject "General norm / Basic Guidelines" for purchase of hardware for implementation of e-office" dated 09.09.2022 cited 2 above (No.151 under Office Orders & Circulars for current year on EPFO website).
2. All the sections and all the subjects are to be covered under e-File implementation -
2.1. All inward receipts will be scanned. There will be no physical movement of papers.
2.2. All files in all the sections to move as e-Files end-to- end.
3. Scanning of the updated office files is required for use in e-office ecosystem and therefore, a decision is to be taken by RPFC in charge of ROs, on the basis of volume of files, whether the scanning is to be done through any outside agency or In-house. The experience at EPFO, HO & ZOs in the year 2020 can be a reference point for taking decision.
4. All dak and receipts must mandatorily be digitized and brought on e-office through the CRU facility on e-office for which scanning of documents is required.
5. The norms / recommendation for Scanner / multi-function Printers is provided in circular dated 09.09.2022 cited 2 above may be referred to. Hiring of outside agency or hiring of suitable scanners may be done duly following the GFR provisions, CVC guidelines & GOI instructions.
6. All the offices are required to follow the Retention Schedule for various records prescribed in the Manual of Accounting Procedure, 1998 edition & various directions of HO in this regard.
7. It may be noted that the all future communication may be made at info.eoffice@epfindia.gov.in

Yours faithfully,


(Pankaj Ramán) *K/11/11/22*

Addl. CPFC (IS Division)