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Date: 20-09-2022

To,
All Addl. CPFCs (Zones)
All RPFC/OICs (Regions)

20 SEP 2022

Subject: Constitution of Field level committees and Task Force for litigation management with reference to Legal Framework Document -reg

Madam/Sir,

The Legal Framework Document (LFD) of EPFO was approved by CBT in its 231st meeting held on 30.07.2022. A copy of the same is available at EPFO website under the tab downloads-study report. The same has also been mailed to all the Zonal and Regional Offices for reference.

2. The LFD seeks to orient EPFO to bring qualitative improvement in litigation response system of the organisation. In supersession of earlier instructions issued from time to time, it is hereby directed that further management of court cases shall be done as per guidelines provided in various chapters of the LFD.
3. For overall implementation of all aspects of LFD and efficient litigation management, formation of Field level committees is provided in chapter 1 of LFD. The roles and responsibilities of the committee are provided in Para 5 and various other endeavours to be made by the committee are provided in Para 6 to 12 of the chapter.
4. The composition of field level committee is as follows:
 - i) Zonal Committee -Headed by ACC Zone and consisting of 2-3 officers from the Zone.
 - ii) Regional Committee- Headed by Regional Commissioner in charge of the Region consisting of 2-3 officers of the Regional office.
5. The field level committees may be formed and names of the committee members may be informed to Head Quarter within a week.
6. Further a task force committee is formed at Head Office level as follows:

Task Force at Head Office	
ACC (HQ) Legal	Chairman
RPFC-I, Legal	Member
RPFC-I, HRM	Member
RPFC-I, Compliance	Member
RRPC-I, Pension	Member

7. The schedule of meeting shall be as follows:

Committee	Schedule of meeting	Schedule of report
Regional level	Monthly	By 10 th of every month to Zonal Office
Zonal level	Monthly	By 15 th of every month to Head Office

8. The Task force at Head Office shall analyse the reports of the Zonal committee and take further necessary action with approval of competent authority.

9. After the analyses of the reports of the Zonal offices, a standard MIS report shall be prepared by the Head Office in due course.

(This issues with the approval of CPFC)

Yours faithfully,



(Navendu Rai)

Regional PF Commissioner-I (Legal)

29/9/22