



ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोजगार 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, BHIKAJI CAMA PLACE, NEW DELHI 110066  
www.epfindia.gov.in

No.A-45012/7/2022-HRM-VIII/ -112745

Dated:

10 OCT 2022

To,

All ACC (HQ)/ACC Zones/Director (PDNASS),  
ACC (ASD), Head Office

**Subject: Special Campaign 2.0 for disposal of pending Matters from 2<sup>nd</sup> October to 31<sup>st</sup> October, 2022 - Regarding.**

Madam/Sir,

Please refer to the subject cited above and the circular no- A-45012/7/2022-HRM-VIII /10833 dated 23.09.2022.

2. In continuation of the above mentioned circular, CPFC has directed that all Dealing Assistants should review around 10 files on daily basis in addition to the regular work and categorize the files into following categories:-

i) To be Retained                      ii) To be Archived                      iii) To be Weeded Out

3. A consolidated report to be prepared by all the Divisional Heads and Zonal Heads every week, in the following format to email id [rc.hrm8@epfindia.gov.in](mailto:rc.hrm8@epfindia.gov.in) with subject "Weekly Report-Record Management-Special Campaign 2.0-ZO <Name> "

Sr. No	Name of Zones/Divisions/PDNA SS	Total Files Reviewed	Total Files Retained	Total Files Archived	Total Files Weeded Out

Yours faithfully,

Encl: As above

(Veena Tamta Bhatia)

Addl. Central P.F. Commissioner (HQ) (HR)

Copy to:

1. Staff Officer to CPFC- for information.
2. PS to FA & CAO/CVO/All ACC (HQ)s - for information.
3. DD (OL) for Hindi Version

(Uma Mandal)

Addl. Central P.F. Commissioner (HRM)