



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. Compliance/FilesTransfer/Distt.Offices/2022 / 15089

Date:- 27.12.2022

27 DEC 2022

To,

All Addl. CPFC (HQ)/Addl. CPFCs,  
All Regional P.F Commissioners,  
Zonal Offices/ Regional Offices.

**Subject: - Transfer of Files to District Offices- Regarding.**

Reference: - Head Office Circular no. HRD/46/2016/Review/332 dated 15.02.2019.

Madam/Sir,

Attention is invited to the above referred circular vide which all Zonal and Regional Offices have been directed to ensure that the transition process, including transfer of relevant files and other documents required by the District Offices are carried out in a smooth, orderly and timely manner in order to enable them to fulfill the roles and functions assigned.

2. However, it has come to notice that above directions are yet to be complied with in letter and spirit by many field offices.

3. Taking note of it, CPFC has directed that all Regional Offices shall complete the task of transfer of all files of Compliance, Recovery & Damages pertaining to the jurisdiction of the District Office concerned within one month of issuance of this circular. All files to be transferred in digital form (PDF files) preferably keeping in view the issue of space constraints at District Offices generally.

4. The exercise shall be closely monitored on weekly basis. The reporting format and procedure to be followed along with roles, responsibilities and timelines are enclosed as Annexure-I and II.

**(This issues with the approval of CPFC)**

Yours sincerely,

(Jag Mohan)

Addl. Central P. F. Commissioner (HQ)  
(Compliance, Legal & Recovery)

Copy to:- All District Offices

**Annexure-I**

Sl. No.	Zone	Regional Office	District Office	Total No. of Estt Registered under the Region at column 3	Total No. of Estt Registered under the District Office at column 4	Compliance Files		
						No. of files pertaining to the District Office	No. of Physical files transferred till date	No. of Digitized(scanned) files transferred till date
1	2	3	4	5	6	7	8	9

Damages Files			Recovery Files		
No. of files pertaining to the District Office	No. of Physical files transferred till date	No. of Digitized (scanned) files transferred till date	No. of files pertaining to the District Office	No. of Physical files transferred till date	No. of Digitized(scanned) files transferred till date
10	11	12	13	14	15

**Procedure to be followed along with Roles and Responsibilities of ZO/RO/Dos**

**Regional Offices**

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(I) Identify the total number of Compliance, Recovery and Damages files pertaining to the jurisdiction of District Office; Number of such files already sent to concerned District Office; and Number of such files yet to be transferred to the concerned District Office.

Report the same to Zonal Office in the enclosed reporting format at Annex-I.

(Timeline- T+5 Days)

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(II) The Compliance, Recovery and Damages files yet to be transferred shall be transferred to District Offices preferably in digital mode (PDF). The files shall be scanned and converted into PDF format by the Regional Offices. The said PDF files are to be transferred to District Office immediately. The Regional Offices shall maintain the proper record of handing over and taking over of all the files transferred.

Progress report of the same to be sent to concerned Zonal Office each Thursday.

(Timeline- Weekly)

**District Offices**

To immediately cause creation of e-office files in respect of concerned digitized PDF file received from Regional Office as and when e-office is implemented. Proper indexing and handing/taking of the files transferred to be ensured.

(Timeline- T+3 days)

**Zonal Offices**

To supervise and to ensure that the whole process is completed in timely manner and weekly compiled reports to this effect are received by Head Office every Friday for monitoring of progress. The Zonal Office should also ensure that no file is left unattended in the process.

**Compliance Division, Head Office**

To closely monitor the progress and to ensure the whole process is completed in timely manner.