



ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोज़गार मंत्रालय, भारत सरकार  
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**EPFO, HEAD OFFICE**  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
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No. A-45011/123/2022-HRM-VIII/

Dated: 24 FEB 2023

To,

All ACC(HQ)/ACC Zones/Director (PDNASS)  
All Regional PF Commissioners-in-charge of  
Regional Offices/Zonal Training Institutes  
Regional PF Commissioner (ASD), Head Office

**Subject:** - Updation of Sanctioned Strength in HR-Soft-Reg.

**Madam/Sir,**

Please refer to the subject-cited above.

2. In this regard, it is informed that there is a role named- 'SANSTREN' in HR-Soft there is provision for updating Sanction Strength of various cadres pertaining to the concern offices. However, the Office-wise data is not updated. Therefore, all Regional Offices are requested to update the Sanction Strength in r/o cadres which are available with the concerned offices based on the following:

- Commissioner's cadre as per circular No. HO No. HRD/29/2022/Cadre- Restructuring/Sanctioned Strength/674 dated 22/09/2022 (Web circular No.-177(2022-23)).
- For the cadres of SSA/SS/EO/AO/MTS/Steno/PA/PS/SO/ASO as per circular No.HRM-I/D-1(1)2017/CR/49 dated 27/01/2017 (Web circular No. 607 (2016-17)).
- STO & JTO as per Circular No. HO No. HRD/22/2016/RR/OL/Vol.III/Pt./804 dated 28-06-2021 (Web circular no.40 (2021-22)).
- LDC Cadre after HR Circular no...HRM-III/1(1)2004/SSA/Pt./98439-946, 98449-455, 98456-463, 98933-938, 98431-98432, 98456-463 dated 27-02.2006.

- Regarding cadre's for which sanction strength office wise the Zonal office may be requested to prepare the zone wise sanction strength. Example: -Isolated Cadres.
3. All are requested to complete this exercise by 6<sup>th</sup> March 2023.

Yours faithfully



**(Uma Mandal)**  
**Addl. Central P.F. Commissioner (HRM)**

**Copy to:**

1. PPS to CPFC
2. PPS to FA & CAO/CVO/All (HQs)/Director (PDNASS)
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4. All DD(Vigilance)/ZAPs
5. All ZTIs/Sub-ZTIs
6. RPFC, NDC for web circulation
7. All RPFC-I (HRD and HRM)
8. RPFC-I (NDC- HR Soft Team)
9. Hindi Section for Hindi Version
10. Secretary General, EPF Officers' Association
11. Secretary General, AIEPF Staff Federation
12. Secretary General, AIEPF Employees' Sangh
13. Secretary General, AIEPF SC/ST Federation
14. Guard file



**(Rakhi Chakravarty)**  
**Regional PF Commissioner-I (HRM)**