



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: Compliance/Workshop/2022/14826

Date: 13.12.2022

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To,

All Committee members,

Sub: Conduct of Workshop on compliance matters - reg

Madam / Sir,

In the evolving landscape of businesses, various aspects in the domain of Compliance warrant rationalisation, standardisation & innovation to strike a balance between legal requirements & practical exigencies.

2. With the above view, ten (10) separate teams have been constituted on the directions of CPFC and a brief overview of each area along with an indicative scope of reference is enclosed for all for ready reference.
3. Accordingly, each of the working groups will undertake brainstorming in the area of study assigned to it as indicated in the enclosures. At the outset, the time frame for the completion of the work by the respective working groups shall be sixty (60) days from the date of introductory meeting. By the end of which, compilation of detailed draft SOP/s for the respective segment as well as any draft circular/s that would be required for the implementation of the respective efforts, may also be demonstrated / presented for the necessary approval of the competent authority.
4. An introductory meeting in this regard shall be held in virtual mode on 15th, December 2022 at 3 P.M. and further details shall be conveyed in the meeting.

(This issues with the approval of CPFC)

Yours faithfully,

Encl. As Above.


(Jagmohan)

Additional Central P.F. Commissioner (HQ)(Compliance)

Group	Topics	ToR in brief	Working Group
A	Coverage of uncovered establishments	<ul style="list-style-type: none"> To draft SOP for data collation from different statutory agencies for the purpose of identification of potentially coverable establishments and potential members in already covered establishments. To draft SOP for coverage of establishments based on information collected from other agencies / surveys and determination of date of applicability. To draft SOP for forced coverage and settlement of applicability disputes. To identify the needs, requirements and planning for capacity building of workforce. Above ToRs are indicative in nature and the working group may expand the scope of study. 	<p>Sh. Abhay Ranjan, ACC, HO</p> <p>Sh. Brijesh Mishra, RPFC - I (RO Delhi - North)</p> <p>Sh. Ayush Gautam, RPFC- II (RO Vashi)</p> <p>Sh. Hansraj Roy, RPFC-II, (RO-Bommasandra)</p> <p>Sh. Gaurav Mahalwal, RPFC - II (RO - Kadapa)</p> <p>Sh. Saurabh Kumar, RPFC-II PDNASS (rapporteur)</p> <p>Sh. K K Rajhans, APFC, (RO Nagpur)</p> <p>Sh. Santosh J. Nikhare, EO, (RO – Nagpur)</p>
	Study of models of retail outlets of single/multi-brand including franchisee model in various industrial sectors	<ul style="list-style-type: none"> Study of different contract models between the manufacturer and the retailers of viz., Oil Marketing Companies, Automotive retail, Quick Serving Restaurants, Apparel, Consumer Durables etc. Identification of the extent of nexus of industry control of the manufacturers over retailers. Explore the potential of statutory coverage of workers engaged at such retail outlets. To identify the needs, requirements and planning for capacity building of workforce. Above ToRs are indicative in nature and the working group may expand the scope of study. 	<p>Sh. D. Remmei, ACC,</p> <p>Sh D K Singh, RPFC I (RO Electronic City)</p> <p>Sh. J.P.Chauhan, RPFC-I (RO-Vashi)</p> <p>Sh. Sameer Kumar, RPFC-II (RO-Delhi (W))</p> <p>Sh Amiya Bhaskar, RPFC –II (RO-Ambattur)</p> <p>Sh. Sunil Kumar, RPFC-II PDNASS (rapporteur)</p> <p>Smt. Namrata Patil, APFC (RO-Chandigarh)</p> <p>Sh. S Sankar, EO (DO-Thanjavur)</p>
	Identification of Closed & Working establishments for Establishment Master	<p>Verification of compliance & Assessments in r/o establishments that may involve:</p> <ul style="list-style-type: none"> Complaint handling in respect 	<p>Sh. Anil O.K., ACC (Coimbatore)</p> <p>Sh. Sudarshan Kumar, RPFC-I (RO - Surat)</p>

C	Cleaning	<p>of Closed / temporarily closed / the establishments whose whereabouts are not known including SOP for assessments.</p> <ul style="list-style-type: none"> To identify such defaulters that are escaping defaulter list by remitting only administrative charges. To devise an SOP for ensuring compliance in r/o employees – direct & indirect – for establishments reporting closure including devising a report format. To identify the needs, requirements and planning for capacity building of workforce. Above ToRs are indicative in nature and the working group may expand the scope of study. 	<p>Sh. Navin Kanaujia, RPFC - I (RO-Lucknow)</p> <p>Sh. Abhishek Bharadwaj, RPFC-II(RO-Jamshedpur)</p> <p>Sh. Atul Prakash, RPFC-II (RO - Patna)</p> <p>Sh. Gaurav Srivastava, RPFC-II (PDNASS) (<i>rapporteur</i>)</p> <p>Sh. Avinash Sinha, APFC</p> <p>Sh. Kunal Dixit, EO, (RO - Pune Akurdi)</p>
D	Plugging evasion in vulnerable sectors like- Building/Construction, Government bodies, Municipal Bodies, Multi-location establishments etc.	<ul style="list-style-type: none"> Identification of Evasion in r/o establishments across such sectors that may also involve: Principal employer / contractor involving multiple ROs, Establishments relocating to other regions, type of establishments that have employees at multiple locations – branches / contracts / marketing etc. Exploring the possibility of any third party statutory agency data sharing to systemically identify such establishments and employees to reduce evasion. Devising a return to plug such evasion. Devising sector wise SOPs for verification of compliance and follow-up assessment inquiries in identified vulnerable sectors and cross-jurisdictional cases. To identify the needs, requirements and planning for capacity building of workforce. Above ToRs are indicative in nature and the working group may expand the scope of study. 	<p>Sh. Sanjay Kumar, ACC (Patna)</p> <p>Sh. Shashank Dinkar, RPFC-I (RO - Noida)</p> <p>Sh. VVB Singh, RPFC-I (RO - Koramangala)</p> <p>Sh. Sanjay Rai, RPFC-II (Amritsar)</p> <p>Sh. Suraj Gupta, RPFC-II (RO - Jamshedpur)</p> <p>Sh. Sandeep Singh Negi, RPFC-II (<i>rapporteur</i>)</p> <p>Sh. Pranay Jha, APFC (RO-Vadodara)</p> <p>Sh. Tanvir Singh, EO, Nariman Point</p>
E	Emerging	<ul style="list-style-type: none"> To devise a workable SOPs for ZO, ROs & DOs for ensuring 	<p>Sh. M.S.K.V.V.</p>

	<p>Compliance issues in r/o establishments</p>	<p>compliance in r/o establishments (including multi-location establishments) against which Insolvency proceedings have been initiated before NCLT or are undergoing liquidation under any law.</p> <ul style="list-style-type: none"> • Compilation of case laws in this regard. • Proposal for any changes in the Act or Code may also be recommended by the Group. • To identify the needs, requirements and planning for capacity building of workforce. • Above ToRs are indicative in nature and the working group may expand the scope of study. 	<p>Satyanarayana, ACC (Pune)</p> <p>Sh. Amit Vashisht, RPFC-I (RO – Pune Cantt.)</p> <p>Sh. P. Senthil Kumar, RPFC-I (RO – Bengaluru(C))</p> <p>Sh. Pranit Joshi, RPFC-II (RO – Chennai - North)</p> <p>Sh. Gaurav Dogra, RPFC-II (DO-Bilaspur)</p> <p>Sh. Kunar Thakur, RPFC-II (rapporteur)</p> <p>Sh. Deepak Kant, APFC, RO Delhi (East)</p> <p>Sh. Priyesh Jain, EO (RO-Indore)</p>
F	<p>Documents/records of the establishments and cross-verification of relevant records.</p>	<ul style="list-style-type: none"> • To devise an SOP to be followed for enforcing the submission of relevant records by the establishments during inspection and during quasi-judicial proceedings. • SOP for search, seizure and taking copies of records and statements of workers during an inspection to make it more impactful. • Cross-verification of employer records wherever felt necessary through data sharing with - the third party statutory agencies like- labour department, apprentice board etc. • To identify the needs, 	<p>Sh. Kumar Rohit, ACC (Punjab)</p> <p>Sh. Debiprasad Bhattacharya, RPFC-I, (ZO-Bhopal)</p> <p>Sh. Upendra Pratap Singh, RPFC-I, Head Office</p> <p>Sh. Kumar Rahul, RPFC – II (RO Bengaluru (C))</p> <p>Sh. Manoj Tanaji Mane, RPFC-II, (RO-Pune (Akurdi))</p> <p>Sh. Suyash Pandey, RPFC-II (PDNASS) (rapporteur)</p> <p>Sh. Anantharaman MS, APFC, (DO Palakkad)</p> <p>Sh. Amit Mishra, AO/EO, (RO - Vashi)</p>

		<p>requirements and planning for capacity building of workforce.</p> <ul style="list-style-type: none"> Above ToRs are indicative in nature and the working group may expand the scope of study. 	
G	Monitoring Mechanism and Guidelines for Post Inspection Function	<ul style="list-style-type: none"> Scrutiny of Inspection Report Timely action to arrest the default reported in I/R Legal basis for Administrative Scrutiny Repository of Cases where omissions and commissions have led to Administrative action/strictures against Officers. To suggest the way forward for creating a repository of good orders under 7A, 7B, 7C and 14B. To identify the needs, requirements and planning for capacity building of workforce. Above ToRs are indicative in nature and the working group may expand the scope of study. 	<p>Smt. Vaishali Dayal, ACC (Hyderabad)</p> <p>Sh. K. Prasant , RPFC-I (ZO Bengaluru)</p> <p>Sh. Saurabh Swami, RPFC-I (RO-Ludhiana)</p> <p>Sh. Kumar Abhishek, RPFC-II (RO- Agra)</p> <p>Sh. Anshul Kumar, RPFC II (DO Jamnagar)</p> <p>Sh. Lokesh Gupta, RPFC-II (rapporteur)</p> <p>Sh. Madan Bhatti, EO, (RO – Shimla)</p>
H	Reconciliation of 7A dues recovered through Demand Drafts and follow-up of levy of damages.	<ul style="list-style-type: none"> Estimation of no. of cases of 7A and dues recovered through DDs after introduction of ECRs and the corresponding amount of interest & damages not calculated by the system and not levied till date. Systemic challenges in quick reconciliation of such 7A dues and levy of interest & damages. Comparison with Annual Receipts of Contributions, collection of damages & interest. Devise an SOP for Compliance, Damages and Recovery Sections of FOs for ensuring timely levy of damages in such cases and providing a roadmap for FOs to recover the pending dues. Suggest functionalities in FOI / Application Software To identify the needs, requirements and planning for capacity building of workforce. 	<p>Sh. S.B. Sinha, ACC (UP)</p> <p>Sh Ranjan Sahoo, RPFC-I (RO- Nariman Point)</p> <p>Sh. Avinash Gandhi, RPFC – I, (RO South)</p> <p>Sh Shailendra Singh, RPFC II (RO Chennai)</p> <p>Sh Shailendra Jain, RPFC II, (RO Jaipur)</p> <p>Sh. Saurabh Kumar, RPFC-II (ZTI-Chennai) (rapporteur)</p> <p>Sh Ashok Kumar Muduli, APFC, (RO- Kolkata)</p> <p>Sh Ravi Kumar, EO, (RO – Kandivali)</p>

		<ul style="list-style-type: none"> • Above ToRs are indicative in nature and the working group may expand the scope of study. 	
I	Devising an SOP for Deciding Disputes regarding Membership of an Employee	<ul style="list-style-type: none"> • To illustrate disputes under para 26B vis-a-vis evasion cases, with industry examples. • To devise an SOP for settlement of such disputes duly setting tests for settling such disputes. • To suggest the way forward for creating a repository of good orders under para 26B. • Clarity on provisions of s. 7A & para 26B. • To identify the needs, requirements and planning for capacity building of workforce. • Above ToRs are indicative in nature and the working group may expand the scope of study. 	<p>Sh. Anita Sinha Dixit, ACC (Faridabad)</p> <p>Sh. G. Suchindranath, RPFC-I (Chennai)</p> <p>Smt. T. Indira, RPFC – I (Malleswaram)</p> <p>Sh. Aditya Sah, RPFC I (Haldwani)</p> <p>Sh. Siddhartha, RPFC-II (RO - Delhi)</p> <p>Sh. Aswini Kumar Barik, RPFC-II (RO – Rourkela)</p> <p>Sh. Nadeem Ahmad, RPFC-II (ZTI Faridabad) (rapporteur)</p>
J	Roles and Responsibilities of Regional Offices and District Offices on various Compliance issues Formulation of compliance circles for equitable and optimal distribution of workload in RO and DO.	<ul style="list-style-type: none"> • TO study and analyze compliance functions performed by ROs and DOs with purpose to bring clarity on various roles and responsibilities like Administrative control of EOs, Prosecution Sanctions etc. • To study the circle concept and other concepts across central enforcement agencies of the country and suggest the way forward in EPFO Compliance. • Manpower requirement considering ILO Convention 102. • Assess the workload of EOs and Circle compliance officers and prescribe targets. • To identify the needs, requirements and planning for capacity building of workforce. • Above ToRs are indicative in nature and the working group may expand the scope of study. 	<p>Sh. C S Sanjay Mishra, ACC (Rajasthan)</p> <p>Sh. Nilendu Mishra, RPFC-I, (PDNASS)</p> <p>Sh. Jai Shankar Rai, RPFC-II (RO – Raipur)</p> <p>Sh. Naveen Emmanuel, RPFC-II, (RO – Bengaluru)</p> <p>Sh. Pranav P., RPFC-II (RO-Kollam)</p> <p>Sh. Anand Manish, RPFC – II (ZTI-East Zone) (rapporteur)</p> <p>Sh. Abhishek Kunwar, APFC</p> <p>Sh. Lalit Lahamge, AO/EO (RO – Nasik)</p>