



ईपीएफओ, मुख्यकार्यालय
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
भविष्यनिधिभवन, 14, भीकाजीकामाप्लेस, नईदिल्ली 110066
EPFO, HEAD OFFICE
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT
OF INDIA
14, BHIKAIJI CAMA PLACE, NEW DELHI 110066
www.epfindia.gov.in



HRD/55/2021/e-office/788

Date- 14.02.2023

To,

All Additional Central PF Commissioners (HQ)/Director (PDNASS),
All Additional Central PF Commissioners (Zones),
All Regional PF Commissioners / Assistant PF Commissioners -In –
Charge (ROs/DOs/ZTIs/Sub ZTI) including RPFC (ASD), Head Office

**Sub: Implementation of the e-office in the Field Offices and instructions for e-files and e-receipts -
Reg.**

Madam/Sir,

As e-office is now being implemented PAN India in all the ROs & Dos, the following guidelines are being issued for compliance by all concerned to ensure there is uniform protocol in dealing with files, receipts in e-office.

2. After 01/02/2023, all references should be sent through e-receipt with required enclosures attached on e-office only communication through email etc may be done in addition to e-receipts.
3. In case the reference that is to be sent to Head Office includes excel files, word documents, other such data which cannot be sent through e-receipt, the same may be sent through Part File by Zonal Office wherein the reference may be attached at "Local Reference" or attachments in file etc.
4. On receipt of such files from Zonal Office, concerned Division in Head Office may either
 - (i) keep a record of the details in their own file and send the Part File back with required comments; OR
 - (ii) Retain the Part File, process the issue in concerned Division's file and final conclusion/guidelines/advice/instruction/permission etc. may be communicated to the concerned Zonal Office through the Part File.
5. Concerned ACC/RPFC in the Division may decide the line of action on the individual issues. Divisional Heads may issue instructions on specific type of issues & their method of processing as desired through circulars for information of all.

6. Divisional Heads in Head Office may also send files for comments/information of ACC (Zones) where considered necessary though the preferable communication with Zonal Office may be limited to e-receipts.

7. The e-files of division which are referred by CPFC to another Divisional Head for comments to be submitted back to CPFC with comments of Divisional Heads instead of sending back directly to concerned Division so as to ensure that CPFC is informed about the comments.

8. In case e-mails are to be referred, the PDF of the same to be placed in e-file as e-receipts for tracking.

9. The Basic channel of communication has already been circulated vide circular no.HRD/55/2021/e-office/721 dated 26.12.2022(Web Circular No.290/2022-23), which is reiterated as under:

“Files may be sent by RO & DO(between them) & to ZO, ZTIs to PDNASS and ZO & PDNASS to HO & vice versa”

“Head Office<-->Zonal Office<-->{Regional Office<-->District Office}”

“Head Office<-->PDNASS<-->ZTIs “

(This issues with the approval of CPFC)

Encl: As Above

Yours faithfully,


(Uma Mandal)
Addl. CPFC (HR)

Copy to (Through EPFO Website)

1. PPS/PS to CPFC
2. PPS/PS to FA & CAO/CVO
3. PPS/PS to All Divisional Heads in Head Office
4. All ACCs
5. Chief Information Security Officer
6. Chief Technology Officer
7. RPFC, NDC for web circulation
8. Hindi Section for Hindi Version
9. Guard File


14/2/23
(Swagata Rai)
RPFC-I (HRD)



ईपीएफओ, मुख्यकार्यालय
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
भविष्यनिधिभवन, 14, भीकाजीकामाप्लेस, नईदिल्ली 110066
EPFO, HEAD OFFICE
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
14, BHIKAIJI CAMA PLACE, NEW DELHI 110066
www.epfindia.gov.in



HRD/55/2021/e-office/721

Date-26.12.2022

To,

All Additional Central PF Commissioners (HQ)/Director (PDNASS),
All Additional Central PF Commissioners (Zones),
All Regional PF Commissioners (In charge of ROs/DOs/ZTIs/Sub ZTI),
RPFC (ASD), Head Office

Sub: Implementation of the e-office in the Field Offices and instructions for e-files and e-receipts -Reg.

Madam/Sir,

Please refer to the subject cited above. It is to inform that IS Division has successfully launched e-office in all the field offices on "Good Governance Day" i.e 25.12.2022 and e-office solution is now available for all Regional Offices in addition to HO & ZOs. IS Division & Railtel will handhold the EMD Managers of ROs through Whatsapp group for integrating users of respective ROs to e-office. In this regard, following instructions are issued for strict compliance by the Field Offices:-

1. All new files to be created in the e-office portal and all the existing physical files to be converted as e-file. Action to be initiated initially for current files and remaining files to be converted subsequently.
2. All the DAK received in the office w.e.f 01.01.2023 is to be created as e-receipt and to be moved in e-office only.
3. However, Secret/Top Secret/Classified issues/documents not to be handled in e-office and all the communication related to such issues should be kept in the physical mode only. Concerned OIC to ensure the same. {Please refer to circular no-HRM-VIII/e-office/2018 dated 24.08.2021(copy enclosed)}
4. All the communication between Head Office and Zonal Office/PDNASS, between Regional Office and Zonal Office and between ZTIs and PDNASS should be through e-office only so as to ensure that every issue can be tracked and monitored properly. Similarly files may be sent by RO & DO to ZO, ZTIs to PDNASS and ZO & PDNASS to HO & vice versa.
5. It may be noted that there should not be any physical movement of files & DAK after 31.01.2023 in any office.


Encl:As Above

Yours faithfully,


(Uma Mandal)
Addl CPFC (HR)

Copy to (Through EPFO Website)

1. PPS/PS to CPFC
2. PPS/PS to FA & CAO/CVO
3. PPS/PS to All Divisional Heads in Head Office
4. All ACCs
5. Chief Information Security Officer
6. Chief Technology Officer
7. RPFC, NDC for web circulation
8. Hindi Section for Hindi Version
9. Guard File


(Swagata Rai)
RPFC-I (HRD)



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



No-HRM-VIII/e-Office/2018

Date: 24 AUG 2021

CIRCULAR

Subject: Security Advisory WRT E-Office-reg.

This is to bring to the notice of all concerned that a security advisory w.r.t e-office has been issued by NCIIPC, a unit of NTRO for all Government departments.

The same is enclosed herewith for kind information.

Swagata Rai
24/8/21

Swagata Rai

Regional PF Commissioner-I(HRD)

To

All the e-office users in EPFO: Through e-office Notice board

From: "Advisory NCIIPC" <advisory@nciipc.gov.in>
Sent: Thursday, November 26, 2020 12:25:58 PM
Subject: Cyber Security Advisory: Cyber Hygiene of e-Office



Government of India

National Critical Information Infrastructure Protection Centre

(A Unit of NTRO)

Date: 26 Nov 2020

Advisory No: Adv/2020/Nov/016

Cyber Security Advisory: Cyber Hygiene of e-Office

This data is to be considered as **TLP: AMBER**

e-Office was initiated in 2009 and developed by National Informatics Centre with an aim to improve the functioning of Government through more efficient, effective and transparent inter-Government transactions and processes.

Recently, a major breach in one of the State Data Centre has come to light. The State Data Centre was compromised and a web shell was uploaded through which every document in Data Centre was accessible. Further, e-Office of several other State's also has been found hosted on public IP, which is not recommended. Following precautions may be taken to ensure functioning of e-Office:

- a. Cyber-attacks (including ethical hacking) on government websites, and many more threats such as key logger, phishing, denial of service etc. have been on the rise. Hence, Scanned documents containing sensitive information are not recommended to be hosted on e-Office.
- b. Latest antivirus and anti-malware software on client machines through which e-Office is accessed, to be regularly updated.
- c. e-Office application is regularly audited against all known vulnerabilities at the time of release. There may be new vulnerabilities that crop up and were not known at the time of release. In case e-Office is allowed to be accessed from public network, possibilities of external attacks increase. Therefore, e-Office should be accessed in restricted environment (NICNET/NKN/SWAN/LAN etc.).
- d. Secret/ Top Secret/ Classified documents should not be handled in e-Office.
- e. If any user wants to access the e-Office outside the restricted environment, VPN (Virtual Private Network) certificate should be used in such cases.

This document is distributed as TLP: AMBER. Recipients may only share TLP: AMBER information with members of their own organisation, and with clients or customers who need to know the information to protect themselves or prevent further harm.

Disclaimer:

The information provided by NCIIPC above is on "as is" basis only. System owners are advised to independently evaluate the contents for its applicability in their specific environment, and take appropriate action as per their own assessment of the implications of the alert/ advisory on their systems. NCIIPC will not be liable for any issues or problems that may arise from application or non-application of the alert/ advisory. System owners are wholly responsible for cyber security updates to their information technology systems.

With Best Regards,
Knowledge Management System
National Critical Information Infrastructure Protection Centre
Block-III, Old JNU Campus, New Delhi - 110067
Website: www.nciipc.gov.in