



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

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Central Analysis & Intelligence Unit

(CAIU)

No. A-45011/87/2024-CAIU/4246

Date: 18/05/2024

To,

All ACC HQ/ACC (Head Office/Zones)/Director (PDNASS),
All RPFC-I/RPFC-II in charge of Regional Offices.

Sub: Forwarding of approved Inspector-cum-Facilitator Manual (ICF Manual)- reg.

Madam/Sir,

It is hereby informed that Hon'ble Minister, Labour & Employment and Chairman, CBT has launched the Manual for Inspectors-cum-Facilitators on 14th August 2024. The Inspector manual of 1968 has been revamped and updated as Manual for Inspectors-cum-Facilitators (ICF Manual).

2. The ICF Manual has been prepared with elaborate deliberations, consultations and workshops involving various stakeholders and duly taking inputs of field offices and various divisions of Head Office.

3. This manual comprises 16 chapters to cover the entire work sphere of an ICF from regulatory oversight to fostering compliance and from outreach initiatives to building essential liaisons. The manual also contains 10 case studies as ready reference which gives practical insight into various field scenarios.

4. The ICF Manual can be downloaded from the menu {Downloads>>Acts & Manuals} available on the EPFO website. It is requested to ensure that a copy of ICF manual is issued at least to all officers up to the level of EO/AO cadre.

5. Further, PDUNASS and ZTIs are also being roped in so that necessary training module/workshop is put in place with fixed schedules/timelines for dissemination of the content to all intended users with special reference to EO/AO cadre in a time bound manner.

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16/8/24

7. Few printed copies of the ICF Manual will be forwarded as samples to ZOs/FOs and required number of manuals may be printed by the ZOs/FOs as per their requirements.

8. Any feedback/suggestions for updating this manual and keeping it contemporary and contextual are welcome. The same shall be incorporated in future editions of the ICF Manual.

9. Hindi version shall follow in due course.

Yours faithfully


(Abhay Ranjan)

Addl. Central PF Commissioner (CAIU)

Copy for information to:

1. PS to CPFC
2. PS to FA & CAO/ACC(HQ) IS /CVO
3. PS to All ACC(HQ)/ACCs at Head Office
4. Director, PDNASS/RPFCs in-charge of ZTI's
5. All Officers at Head Office
6. DD(OL): for providing Hindi version
7. RPFC-I, NDC: with request to upload on official website
8. Guard file