



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

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: www.epfindia.gov.in, www.epfindia.nic.in



No. HRM-I/T-1(1)2025/521

Date: 27.11.2024

CIRCULAR

Sub: Preparatory activity for Annual General Transfer, 2025 Commissioners' cadre - updating of information in HR-Soft database - reg.

With reference to the above cited subject, it is informed that database in HR soft needs to be verified/updated/corrected immediately for smooth conduct of Annual General Transfer, 2025 for Commissioners Cadre.

2. In this respect, it is requested that (being a sensitive and time bound issue) the database in respect of all the officers in Commissioners Cadre shall be verified/updated/corrected meticulously and immediately to avoid any inadvertent decision due to wrong database.

3. With reference to the facility in the software to mark the attached offices, it is informed that the HR software allows the generation of salary from the Regional Offices only apart from the Head Office and PDNASS with its ZTIs. As the Zonal Office Vijayawada was opened in a different city from Guntur, this Zonal Office is having facility to draw salary themselves. For all other Zones the salary of the ACC (HQ)/ACC/ RPFC-I/ RPFC-II posted in a ZO and of the APFC /RPFC-II posted in a District Office, is drawn by the Regional Office and so their posting is also recorded in the Regional Office.

The Vigilance Directorate, the Zonal Vigilance Offices, Zonal Offices and the District Offices are shown as attached offices of concerned Regional Office/ASD (HO) in HR Soft. The concerned Regional Offices may add the Officer for salary in these aforementioned offices along-with utilizing facility in the software to mark the attached offices. Accordingly, it should be ensured that the Officers posted in Zonal Offices/District Offices/Vigilance Directorate/Zonal Vigilance Offices are appropriately marked so that the vacancy and incumbency in a Zone or District Office is correctly shown. A copy of the User Manual is attached.

4. It was observed during the previous AGTs that in some of the bifurcated offices, few officers were shown as posted in the pre-bifurcated office. It should be ensured that correct office is entered in the HR-Soft and such discrepancies, if any, should be

rectified.

5. The RPFC/OICs of ROs/ASD (HO)/PDNASS/ZTIs/ZO Vijaywada shall ensure that incumbency is duly checked in the HR Soft and rectify the same if any discrepancy is noticed.

6. It is also pertinent to mention that the temporary posting/additional charge posting details are required to be updated in HR-Soft with Temporary Posting marked as Yes.

7. In view of the above, all the officers in the cadre of ACC (HQ)/ACC/RPFC-I/RPFC-II and APFC are requested to go through their posting profile in HR-Soft and if any discrepancy is noticed then get the entries in HR Soft pertaining to their posting profile updated/corrected through HR Admin in respective offices.

8. The RPFC/OICs of the Regional Offices/ASD(HO)/PDNASS/ZTIs/ZO Vijaywada shall ensure that the database (posting profile including the details of posting as OIC) of all the Officers under their jurisdiction are updated in HR-Software as per their service book/records in accordance with the instructions/user manuals issued. A print out of updated details shall be signed by the officer concerned and the HR Admin and kept in the local personal file of the Officer concerned. The exercise of marking amendments/ modifications, if any, should be completed by Regional Offices **on or before 05.12.2024**. Further, the details regarding the OIC-ship for respective officers as applicable should be correctly updated.

9. In the previous years, it has been observed that there are many duplicate / double entries of one (1) posting / tenure in respect of an Officer. The same may be avoided and if there are any duplicate/double entries, the same may be rectified.

10 After completion of this up-dation exercise as mentioned in Para 8 above, the Officer-in-Charge shall send a certificate to Zonal Office to the effect that all the entries in HR -Soft have been correctly entered. Zonal Office shall compile all such certificates and send a report to Head Office at E-mail: rc1.hrm@epfindia.gov.in **by 5.00 PM on 05.12.2024**, certifying there-in that the up-dation exercise for all the offices under their jurisdiction have been correctly done. Further, for PDNASS/ZTIs/ASD(HO), a similar report should be sent directly to HRM, Head Office at aforementioned email.

It has been observed that despite the directions and seriousness of the issue, this exercise is not taken seriously which resulted in inadvertent transfer/postings. It should be noted that the RPFC/OIC and the officer concerned shall be responsible for any data aberration/data gaps in HR-Software.

11. Further, there are functionalities available to HR Admin in the HR Software for updating and correcting the data. These are as under:

- i. Under Service Book Role >> Update Employee Personal Information System >> Service Book.

This allows edit, addition and deletion of record for the period of posting before the generation of EID.

- ii. Under Service Book Role >> Update joining details.

This allows to update the joining date and the post on which joined post generation of EID.

- iii. Under Service Book Role >> Update attached office.

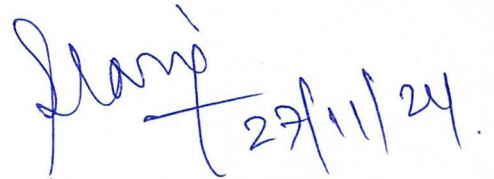
This function will enable the user to update posting of the employee from main office to the attached office and vice versa.



(Sunil Kumar Suman)
Addl. Central P.F. Commissioner (HRM)

To,

1. CVO/All Addl. CPFCs (Hqrs.)/Director (PDNASS)/Addl. CPFCs, Head Office.
2. All Additional CPFCs, Zones.
3. All RPFC in-charges (All Regional Offices)/ RPFC (ASD), Head Office /RPFC (NDC)/ RPFCs Zonal Training Institutes.
4. All Dy Dir. (Vig.)/Zonal Audit Parties.
5. All Officers in Commissioners' Cadre.
6. PS to CPFC.
7. Secretary General, EPF Officers' Association, Ludhiana.
8. Hindi Section for Hindi version.



(Mohammad Shariq)
Regional P.F. Commissioner-I (HRM)

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5301 S. DICKINSON AVE.
CHICAGO, ILL. 60637

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FROM
J. H. DUNN

TO
J. H. DUNN