



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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No. BSC-12(1)2025/Remittances / 48/16068

Date: 03 MAR 2026

To,

The ACC-HQ/ACC of the Zonal Office/
RPFC-I/RPFC-II
In-charge of the Regional Office/
Director PDNASS/
ACC (ASD), Head Office.

Subject: Reinstatement of physical transfer of remittances through cheques towards Pay Advance, House Building Advance (HBA), Computer Advance, etc., from one office to other office of EPFO on account of Employee transfer- reg

Madam/Sir,

Circular No. Budget/45/2016-17/2017-18/Main/12073 dated 08 September 2017, whereby the practice of physical transfer of amounts recovered from the salary of an official from one office to another was discontinued, has been reviewed in detail.

It is observed that most offices failed to reconcile the recoveries effected by observing the mechanism introduced during the financial year 2022-23 through adjustment entries in the Annexure to the Classified Summary and Receipt & Payment Account No. 2. Accordingly, with a view to ensuring effective reconciliation, it has now been decided to reinstate the physical transfer of remittances through cheques between EPFO offices in respect of recoveries relating to Pay Advance, HBA, Computer Advance, and other similar advances.

In supersession of Circular no. Budget/45/2016-17/2017-18/Main/12073 dated 08 September 2017, the following instructions are hereby issued for strict compliance by all Offices:

- Physical transfer of remittances through cheques, drawn in favour of the concerned Office, shall be resumed with effect from 1st April 2026 (for the deductions made from salary of March 2026 paid in April 2026) in respect of the above-mentioned recoveries.
- The receiving Office shall ensure prompt accounting and reconciliation of such remittances in the appropriate heads of account.
- All such transactions shall be duly reconciled and reflected in the Annual Accounts.

d) Further, all the Offices shall identify pending remittances relating to transferred-in employees for the past years and ensure that the same are reconciled through the adjustment entries as explained below:

A. Office Where Recovery Is Effected (Recovering Office):

1. Previous Year's recoveries (2016-17 to 2024-25):

Scenario I: Cases originally recorded under head "Recovery for remittance to other RO/Units"

Where recoveries of transferred-in employees were recorded under the head "Recovery for remittance to other RO/Units" in the R&P A/c 2 and subsequently formed part of the Unclassified Suspense (EPF Administration Fund):

- such amounts shall now be entered in the Annexure under the head S.N. 27 "Recovery of advances payable to other offices (as on 31.03.2025) (is to be deemed as paid to the concerned offices by transfer of investment through book entry without physical transfer)"
- This adjustment is to facilitate reconciliation of previous years' balances.

Scenario II: Cases recorded under the concerned advance head resulting in negative balances

Where recoveries of transferred-in employees were recorded under the concerned head of recovery of that advance in R&P A/c 2, resulting in a negative balance in Schedule 28:

To neutralise the negative balance:

- The recovery amount shall be shown as negative under the concerned advance head (Receipt side of R&P A/c No. 2).
- The same amount shall be shown as positive under "PY Adjustments" (Receipt side of R&P A/c No. 2).

2. Current year's recoveries (2025-26 up to February 2026):

Recoveries effected during the current financial year from transferred-in employees shall be entered under:

"Recovery of advances (during the year) pertaining to other offices (is to be deemed as paid to the concerned offices through transfer of investment i.e. book entry without physical transfer)" under the Recoverable advances on the Receipt side of R&P A/c-2.

3. Reporting Requirement:

- Year-wise and employee-wise details of such recoveries shall be forwarded to the concerned sanctioning offices by 5 April 2026.
- The same details shall be attached to the Balance Sheet.

B. Office Where the Advance Was Sanctioned (Sanctioning Office):

1. Previous Year's recoveries (2016-17 to 2024-25):

On receipt of intimation from the recovering office:

- The amount shall be recorded in the Annexure S.N. 28 "Recovery of advances made by other offices (as on 31.03.2025) (on the basis of the intimation given by such recovery offices, is to be deemed as received through book entry without physical transfer)"

- The adjustment shall be made under the concerned advance head.

2. Current year's recoveries (2025-26 up to February 2026):

On receipt of intimation from the recovering office:

- The amount shall be recorded under the head "Recovered by other offices (deemed as received on the basis of intimation received) "under the concerned advance head in the Receipt side of R&P A/c-2.

3. Reporting Requirement:

- Year-wise and employee-wise details of such recoveries shall be attached to the Balance Sheet.

The responsibility for timely transfer, proper accounting, and reconciliation of these remittances shall rest with the officer-in-charge of the concerned Office.

This issues with the approval of the Competent Authority.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'G. R. Suchindranath', with a date '2/3/2025' written below it.

(G. R. SUCHINDRANATH)
ACC (F&A)