



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्यकार्यालय/ HEAD OFFICE



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/1422

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10 SEP 2025

To,

The ACC (HQ)Zone/Director (PDNASS)
ACC(Zone)/ACC(ASD)/ Office-in charge Regional Offices

Sub: Scheduled Downtime of e-Office Application for Upgradation and Migration – regarding.

It is informed that due to upgradation & migration activities of e-office, e-Office application shall remain unavailable from 22nd September, 2025 (Monday) at 08:00 P.M.to 29th September, 2025 (Monday) at 09:00 A.M. During this time, all Offices shall follow the below mentioned procedure to ensure continuity of official work:

I. Advance Preparation

- It should be ensured that copies of all important files, notes, correspondence, and pending approvals related issues such as court cases, contempt matters, vigilance cases, superannuation matter, financial matters, other time bound matters which may be required during the downtime are kept ready.
- Ensure that any necessary actions in urgent matters are completed well before the downtime period.

II. Handling of Files/Correspondence During Downtime

- All necessary matters may be processed through **manual mode (physical files/notesheets)** with proper diarisation and movement registers.
- All correspondence may be carried out through email/official letters as required.
- All urgent communications to higher authorities shall be marked through official emails.

III. Record Keeping

- Every office shall maintain a **register** of files created/processed during downtime.

IV. Post-Downtime Activity

- a. All physical files and correspondences created during the downtime shall be scanned/uploaded in e-Office and the same should be duly reconciled to ensure no file is left unrecorded.

The above instructions be duly brought to the notice of all concerned.

(This issues with the approval of the Competent Authority)



(Uday Gupta)
Regional P.F. Commissioner-II (HRD-II)

Copy for information to (through EPFO website): -

- i. PS to CPFC.
- ii. All the Divisional Heads in Head Office / Director (PDNASS).
- iii. All the IAPS/ZTIs/Sub-ZTI.
- iv. RPFC (NDC), Dwarka for uploading on EPF website.
- v. Director (OL) -for Hindi version.