



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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File No. A-45011/41/2025-HRM-III/122

Date: 01 AUG 2025

To

All the Additional Central P.F. Commissioner,
Zonal Offices, EPFO

Subject: Completion of probation period and confirmation in the entry grade of Enforcement Officer/Account Officer in the level-8 post in Pay matrix (pre-revised Rs 9300-34800 with grade pay Rs 4800/-) recruited against DR Quota through UPSC – reg

Sir,

As you are aware, in terms of regulation 7 of the Employees' Provident Fund (Officers & Employees' Conditions of Service) Regulations, 2025, every employee appointed to a post by direct recruitment or re-employment before the age of superannuation shall be on probation for such period as specified in the recruitment rules for that post. Consequent upon completion of probation period successfully the employees are required to be confirmed in the cadre. Accordingly, the Enforcement Officers/Accounts Officers who were appointed under DR in the year 2023 onward on the basis of recommendations of UPSC (vide its letter No. F No. 1/58(9)/2019-R-IV/SPC-II dated 27.09.2022) are required to be confirmed.

2. As per the provision of Recruitment Rules, a period of two year has been prescribed for probation and all directly recruited Enforcement Officer/Accounts Officer are required to pass the Departmental Probationary Examination within the period of probation; which is an essential condition before the proposal for confirmation of directly recruited Enforcement Officer/Accounts Officer can be placed before Departmental Confirmation Committee for declaring the clearance of probation and confirmation on the post of Enforcement Officer/Accounts Officer.

3. The procedure adopted for confirmation of directly recruited Enforcement Officer/Accounts Officer in accordance with DOPT circular no. - 28020/3/2018-Estt.(C) dated 11.03.2019, as under :-

- (i) Confirmation will be made only once during the service of the official which will be in the entry grade.
- (ii) Confirmation has been de-linked from the availability of the permanent vacancies in the grade.
- (iii) A person appointed against a permanent post as DR with definite conditions of probation is to be confirmed in the grade with effect from the date on which he successfully completes the period of probation.
- (iv) The cases of confirmation are placed before Confirmation Committee, which is same as that constituted for the purpose of Promotion.
- (v) A Specific order of confirmation will be issued when the case is cleared from all angles.
- (vi) The Confirmation Committee should assess the officers as "FIT" or "NOT YET FIT" for confirmation in their turn on the basis of their performance in the post with reference to the record of service.

4. Before confirming the official, the Competent Authority should satisfy itself that the following pre-confirmation formalities are complete in respect of the candidate :-

- (a) That the officer concerned is educationally qualified and possesses a degree from a recognized university.
- (b) That the officer satisfies the condition of age limit prescribed in the Recruitment Rules at the time of his initial appointment.
- (c) That the officer has been examined by appropriate medical authority and found fit for service, wherever necessary.
- (d) That the officer is qualified for confirmation under the relevant Recruitment Rules and has passed the prescribed tests, if any before the confirmation.
- (e) That the concerned police authority has verified the character and antecedents of the candidate.

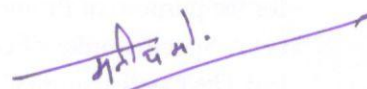
5. As per Recruitment Rules for the post of Enforcement Officer/Accounts Officer, the composition of Departmental Confirmation Committee is as under-

- (i) Additional Central Provident Fund Commissioner (Zone) : Chairman
- (ii) Regional Provident Fund Commissioner-I (Zonal Office) : Member
- (iii) An officer of Employees' State Insurance Corporation in the region not below the rank of Joint Director : Member

6. In view of the above, it is requested to conduct the meeting of Departmental Confirmation Committee for completing the probation period and confirmation of the Enforcement Officer/Accounts Officer posted in the zones. The recommendations of the Committee along with requisite information/documents in the prescribed format duly completed in all respect alongwith the Assessment report and attested copies of Police Verification Report, Medical Fitness Certificate, APAR for the relevant period, Integrity Certificate and Vigilance Clearance Certificate may please be sent to Head Office by 20.08.2025 for further necessary action.

ENFORCEMENT OFFICER/ACCOUNT OFFICER recruited in 2023-24 DUE FOR CONFIRMATION														
Name of Zonal Office :														
SI No	Rank	Name S/Sh/Smt/Ku	DOB	DOJ	Category	Caste Certificate Verified	Qualification	Passing Probationary Exam	Whether Medically Examined	Whether PVR done	APAR for the relevant period	VCC status at ZO level	Integrity	Remarks

Yours Faithfully



Manish Mani
Regional P.F. Commissioner-I(HRM)

Encl: As above