



सत्यमेव जयते

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, ग्राउंड फ्लॉर, ब्लॉक-II, ईस्ट किदवाई नगर, नई दिल्ली-110023

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

Website: www.epfindia.gov.in



No. HRD-II/ Quarterly Establishment Return/2025

114652

Dated

29 DEC 2025

To,

All Additional CPFCs (HQ) (Zones)/ Director PDUNASS

All Additional CPFCs (Zones)

Additional CPFC (ASD), Head Office/ Additional CPFC (ZTIs)

Subject: - Quarterly Establishment Return - reg.

Reference: - Circular No. HRM-VIII/1/Annual Report/2019/725 dated 26.04.2019

Madam/Sir,

Kindly refer to the circular cited above.

2. As per the standing instructions, the submission of quarterly returns is a continuous and mandatory requirement and the returns should reach Head Office by the 20th day of the close of the previous quarter. Zonal Offices are therefore requested to forward duly signed compiled quarterly Establishment Returns of the Zone based on the information received from the respective regions under their jurisdictions in the new formats enclosed as Annexure 'A' to 'K'.

3. The Quarterly Establishment Returns have been revised to include the details regarding sanctioned and in-position staff strength, no. of pensioners & family pensioners, name and no. of employees reviewed/ retired under FR 56(j), officials compulsorily retired, dismissed & removed, no. of promotions & details of officials for the Modified Assured Career Progression/ Non-Functional Upgradation (MACP/ NFU), no. of superannuation & voluntary retirement scheme (VRS), no. of pending disciplinary proceedings, no. of suspension cases, and Internal Complaints Committee (ICC) status & complaints details, and details of Liaison Officers for SC/ST/OBC matters.

4. Soft copy of the above reports, in excel format, should also be sent by e-mail to rc.hrm8@epfindia.gov.in.

(This issues with the approval of Competent Authority)

Yours faithfully,

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

Copy to

- 1) PS to CPFC for kind information of CPFC.
- 2) All OICs (Regional Offices/ District Offices)
- 3) RC-I, NDC for web circulation.

ANNEXURE A

POST WISE SANCTION/ IN- POSITION STRENGTH

ANNEXURE B

FEMALE STAFF - POST WISE IN- POSITION STRENGTH

ANNEXURE C

FEMALE STAFF - GROUP WISE IN- POSITION STRENGTH

ANNEXURE D**PENSIONERS**

S. No.	Name of Office (Office means Regional Office/Zonal Office)		Total of all Offices (Regional + Zone)	
	No. of Pensioners	No. of Family Pensioners	No. of Pensioners	No. of Family Pensioners
1				
2				
Total				

FEMALE STAFF - PENSIONERS

S. No.	Name of Office (Office means Regional Office/Zonal Office)		Total of all Offices (Regional + Zone)	
	No. of Pensioners	No. of Family Pensioners	No. of Pensioners	No. of Family Pensioners
1				
2				
Total				

ANNEXURE E

Action under various provisions

S. No.	Name of Office (Office means Regional Office/Zonal Office)					
	Designation	Group	No. of employees above 50 years of age	No. of employees reviewed under Rule 56(j)	No. of employees prematurely retired under Rule 56(j)	No. of Employees Compulsorily, Removed or Dismissed under other provisions
1						
2						

Officials retired under FR 56(j)

Officials compulsory retired

Officials dismissed

Officials removed

ANNEXURE F

Promotions since last quarter		
S. No.	Name of Office (Office means Regional Office/Zonal Office)	
	Cadre	No. of Promotions
1		
2		

Modified Assured Career Progression/ Non-Functional Upgradation (MACP/ NFU)					
	Name of Office (Office means Regional Office/Zonal Office)				
S. No.	Cadre	Group	Upgradation	Due	Given
1					
2					

ANNEXURE G**Superannuation**

S. No.	Name of Office (Office means Regional Office/Zonal Office)			
	Name of Official	Designation	Date of Superannuation	VRS
1				
2				

VRS

S. No.	Name of Office (Office means Regional Office/Zonal Office)			
	Name of Official	Designation	Date of Superannuation	VRS
1				
2				

ANNEXURE H

Pending disciplinary proceedings instituted for administrative lapses (having no Vigilance Angle)

S. No.	Name of Office (Office means Regional Office/Zonal Office)			
	Name of Charged Official	Designation	Pending for how many months/years	Reasons for Pendency
1				
2				

ANNEXURE I**Suspension Cases**

S. No.	Name of Office (Office means Regional Office/Zonal Office)			
	Name of suspended Official	Designation	Date of suspension order	Date on which the suspension period expires
1				
2				

ANNEXURE J**Internal Complaints Committee (ICC) Status Report**

S. No.	Name of Office (Office means Regional Office/Zonal Office)				
	Does ICC Exist? (Yes/No)	Number of Members	Headed by Official/ Officer of which Rank/ Designation	When is ICC due for reconstitution	Remarks / Actions Needed
1					
2					

Internal Complaints Committee (ICC)-Complaints

S. No.	Name of Office (Office means Regional Office/Zonal Office)						
	Name of Complainant	Designation	Name of Complainee	Designation	Date of complaint	Allegations in brief	Present Status
1							
2							

Annexure K**Details of Liaison officer for OBC matters**

Name of Office
(Office means Regional Office/Zonal Office)

S. No.	Name	Designation
1		
2		

Details of Liaison officer for SC/ ST matters

Name of Office
(Office means Regional Office/Zonal Office)

S. No.	Name	Designation
1		
2		