



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारतसरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्य कार्यालय/ HEAD OFFICE

एन.बी.सी.सी. सेंटर, ब्लॉक-2, ग्राउंड फ्लोर- 4th फ्लोर, ईस्ट किदवई नगर, नईदिल्ली -110023
NBCC Centre, Block-2, Ground Floor- 4thFloor, East Kidwai Nagar, New Delhi-110023

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



No. HRM-IV/2026/SSA/PFFV/1628

Dated: 08 APR 2026

To,

All ACC (HQ)/ACC Zones & Head Office/
Director (PDNASS)/
All RPFCS-in-charge of Regional Offices/
Zonal Training Institutes

Subject: Permission for Foreign Visit in the cadre of Social Security Assistants and other Group 'C' Cadres - regarding.

Reference: -

- (i) DOPT O.M. No. 11013/8/ 2015-Estt.A-III dated 27.07.2015
- (ii) Head Office Circular No. HRM-III/23(11)14/TN&KR/EO-AO/Foreign Visit/Passport Dated:21.08.2015
- (iii) Head Office Circular No. HRD/2(1)2013/Delegation of Powers/2092 dated: 02.05.2016
- (iv) Head Office Circular No. HRD/2(1)2013/Delegation of Power/14453 dated 06.10.2017

Madam/ Sir,

Please refer to circular cited above subject.

2. In this regard, the following instructions are issued in order to ensure the timely processing of such proposals:

- (i) The source of expenses to be examined at Regional Office and Zonal Office level and forwarded with clear certificate that "source of finance declared have been examined and no discrepancies/irregularities were found".
- (ii) Any discrepancies/irregularities noticed in the sources of funds or the Bank statement of the employee, should be duly examined and clarified before forwarding requests for the approval of the Competent Authority.
- (iii) The details of past foreign visits with source of funding mentioned may also be forwarded in tabular form as per format.

3. The request may be as forwarded at least **21 days** in advance to the proposed date of journey to avoid last minute delay Zonal Office to forward with clear recommendation for approval of the request duly certifying that all details have been confirmed and found satisfactory.

4. As the Disciplinary Authority, prescribed under the Employees' Provident Fund (Staff and Conditions of Service) Regulations, 2025, has been revised, the Vigilance Clearance Certificate may be issued by the Competent Authority in accordance with the said Regulations.

(This issues with the approval of the Competent Authority)

Yours faithfully,



(Aditya Sah)

Regional P.F. Commissioner-I (HRM-IV)

Copy to: -

1. Staff Officer to CPFC- for information.
2. PS to FA & CAO/CVO/All ACC (HQ)s – for information



(Aditya Sah)

Regional P.F. Commissioner-I (HRM-IV)