

EMPLOYEES PROVIDENT FUND
(STAFF & CONDITIONS OF SERVICE)
REGULATIONS, 1962

(As Amended upto 31st August, 1992)

1. Short Title and Commencement – (1) These regulations may be called the Employees' Provident Fund (Staff & Conditions of Service) Regulations, 1962.

(2) They shall be deemed to have come into force with effect from:-

- (i) The first December, 1952, in relation to employees of the Head Quarters of the Organisation in New Delhi (Employees provident Fund Organisation, Central Office, New Delhi);
- (ii) The 19th March, 1960, in relation to employees in various Regional Offices of the Organisation:

Provided that no case relating to conditions of service of any employees which has already been finally decided shall be reopened by virtue of any provision contained in these regulations:

Provided further that if any doubt or difficulty arises in regard to the applicability of all or any of the provisions of these regulations to any such case which has not already been finally decided, the decision of the Central Government thereon shall be final.

2. Definition: In these regulations, unless the context other – wise requires:-

- (a) 'Act' means the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 (19 of 1952).
- (b) 'Commission' means the Union Public Service Commission.
- (c) 'Organisation' means the Employees provident Fund Organisation.
- (d) 'Commissioner' means the Central provident Fund Commissioner, an Additional Central Provident Fund Commissioner or a Regional Provident Fund Commissioner appointed under section 5(D)(1) and (3) of the Act.
- (e) 'Employee' means a person appointed against a sanctioned post in the Organisation.
- (f) 'Month' means a calendar month.
- (g) 'Post' means a post under the Organisation.
- (h) 'Schedule' means a schedule to these regulations.
- (i) 'Service' means service under the Organisation.
- (j) (i) 'Board' means the Central Board of Trustees constituted under section 5(A) of the Act.
(ii) 'Committee' means the Executive Committee constituted under section 5(AA) of the Act.
- (k) 'Scheme' means the Employees Provident Fund Scheme 1952, Employees' Family Pension Scheme, 1971 and Employees' Deposit Linked Insurance Scheme 1976 framed under the Employees' provident Funds and Miscellaneous provisions Act, 1952 (19 of 1952).

- (l) All other words and expression used here in after but not defined herein shall have the meanings assigned to them in the relevant rules applicable to the corresponding classes of Central Government Servants.

3. **Application-** These regulations shall apply to every regular employee of the Organisation:

Provided that a Government servant or an employee of a local authority or any statutory Organisation, whose services have been or may be obtained on deputation by the Organisation shall be governed by such terms and conditions as may be settled by the appointing authority in consultation with Government or Statutory Organisation concerned.

4. **Deleted**, - vide Notification No. P.IV/1(4)91 dated 10th July, 1992 published in the Gazette of India, Part-III, Section-4 on 18th July, 1992.

5. **Appointing Authority-** The appointing authority for various posts in the Organisation shall be as given in the Annexure – I to this regulation.

5A. Transfer of staff from one Region and from Regional Office to headquarters Office and vice versa in similar posts can be made with the approval of the Central Provident Fund Commissioner.

- (2) Persons employed in Government Offices or Statutory Organisation may also be taken on transfer but when any person is taken on transfer on deputation on “foreign service” terms, approval of the Central Provident Fund Commissioner to terms of his deputation should be obtained before appointment.

Provided that persons appointed on transfer as Lower Division Clerk against the direct recruitment quota shall be treated as fresh Recruits and their past service in their parent departments shall not be counted for the purpose of seniority or promotion in the Organisation. However their past service for other purposes shall be regulated as per the instructions issued by the Government of India from time to time.

6. **Probation-** (1) Every employee appointed to a post either by Direct recruitment or by promotion shall be on probation for a period as may be prescribed in the relevant rules.

Provided that the appointing authority may in suitable case extend the period of probation ordinarily for not more than one year and for special reasons, for more than one year, but no employee shall, in any case, be kept on probation for a total period exceeding four years in any post.

Provided further that any decision for extension of probation shall be taken ordinarily within eight weeks after expiry of the previous probationary period and communicated in writing to the concerned employee together with reasons for so doing, within the said period.

(2) If, during the period of probation or extension thereof, as the case may be, the appointing authority is of the opinion, that an employee is not fit for permanent appointment such authority for reasons to be recorded in writing, may discharge such employee from the service if he is a direct recruit from outside the Organisation or revert the employee to the post held by him prior to his appointment to the said post if he is an employee of the Organisation.

(3) During the period of probation or any extension thereof every employee who is direct recruit on his initial appointment shall be required to pass such examination and tests as may be prescribed for satisfactory completion of the probation.

(4) The appointing authority may, at its discretion and subject to such rules/instructions, as may be applicable from time to time count any continuous period of service during which an employee has successfully officiated in a post as period of probation in that post.

6A. Regulation of Pay of Probationers- Drawal of pay and increment by persons appointed on probation to the posts in the Organisation shall be regulated by the relevant provisions contained in the Fundamental Rules and Supplementary Rules as are applicable to persons similarly appointed to corresponding categories of posts under the Central Government.

6B. Rules relating to Quasi Permanency and entries therein deleted- Vide Notification No. P.IV/1(4)91 dated 10th July, 1992 published on 18th July, 1992.

7. Commencement of Service- Service shall commence from the working day on which an employee reports for duty in an appointment covered by these regulation at the place and time intimated to him by the appointing authority provided that he reports for duty in the Forenoon. Otherwise his service shall commence from the next working day.

8. Termination of Service- (1) Notwithstanding anything contained in these regulations, an employee shall not leave or discontinue his service without giving, where he is a permanent employee, three months notice, and in any other case one month notice in writing of his intension to do so, to the Officer-in-Charge of his office or in case of the Head of the Office, to the next superior officer and until the notice so given is accepted by the appointing authority.

(2) The services of the permanent employee may be terminated on the abolition of the permanent post held by him in a class or cadre or reduction in number of posts in a class or in a cadre by the authority competent to make appointment to the post which the employee holds on giving three months notice or pay in-lieu thereof, provided that this power shall be exercised where appointing authority is not the Central Board or the Commission as the case may be, with the approval of the Central Board or the Commissioner.

(3) the services of the temporary employee may be terminated in accordance with the provisions contained in the CCS (Temporary service) Rules, 1965 as are applicable to corresponding categories of Central Government Servant.

(4) Notwithstanding the provisions of Sub-Regulations (1), (2) and (3), the services of any employee may be terminated by the appointing authority after giving one month notice or pay plus allowances in lieu thereof on his being certified Medical Board to be permanently incapacitated for further service in the Organisation.

(8A) Liability for transfer-(A) every officer of the Central Board carrying a scale of pay equivalent to the scale of pay of any Group 'A' or Group 'B' (Gazetted) post under the Central Government shall be liable to serve any where in India in any Office of the Organisation.

(B) Every officer of the Central Board carrying a scale of pay of a Group 'B' (Non-gazetted) post under the Central Government and Group 'C' and Group 'D' employees shall be liable to serve any where in the respective regions in which they are appointed.

Provided that any Hindi Translator (Group I)/ Hindi Translator (Group-II) may be transferred outside their own region on administrative exigencies and according to staffing pattern.

(C) Superintendent and every Group 'C' and Group 'D' employees of Central Office shall be liable to serve in that office only.

(D) Notwithstanding anything contained in the paras (a) to (c) above, any employee may be transferred from one region to another region or to Central office or vice-versa on administrative ground or in the public interest.

9. *Pay, Leave, Provident Fund and age of compulsory retirement:

(1) The scales of pay attached to the post under the Organisation shall be as set out in the relevant recruitment rules/regulations.

(2) The regulations relating to the grant of leave, benefit of pension and gratuity or contributory provident fund to the employees and the age at which they shall be compulsorily retired from service, shall be as set out in the Forth Schedule.

(3) The fixation of pay, grant of increments and connected matters shall, in the case of an employee, be governed by the provisions contained in the Fundamental Rules and the Supplementary Rules, framed there under, as applicable, from time to time, to employees of the Central Government. The initial pay of employees appointed on the recommendation of the Commission will, however, be as recommended by the commission.

(4) Notwithstanding the provisions of Sub-regulation (3).

(a) The initial pay of a Government servant, permanent or temporary, on first appointment in the organization, on the recommendation of the Commission or otherwise, shall not be less than what would have been admissible to him if he was appointed to a post in a similar scale of pay under the Central Government.

(b) The service, including the broken period of service, rendered by a temporary Government servant under the Central Government in the time scale of pay similar to that to which he is appointed in the organization shall be counted for purposes of increment to the extent that such service is counted for increment under the Central Government in such cases provided that he is appointed in the organization without any break after the termination of his service under the Central Government.

(5) The employees will be entitled to such allowances including traveling allowance and concessions as may be admissible from time to time to corresponding categories of Central Government Servants.

10. Superannuation Benefits:- All employees, other than a Government servant or an employee of a local authority or a statutory organization who is on deputation to the organization shall be entitled to such superannuation benefits as the organization, may, from time to time, prescribe with the approval of the Central Board.

11. Deleted, - vide G.S.R. No.1602, dated the 30th October, 1971.

12. Protection of rights and privileges conferred by any law or agreement:- - Nothing in these regulations shall operate to deprive any employee of any right or privilege to which he is entitled:-

(a) by or under any law for the time being in force.

Or

(b) by the terms of any agreement subsisting between such person and the Employees' Provident Fund Organisation.

13. 13 to 26 (Deleted), -vide G.S.R. No.1602, dated the 30th October, 1971).

27. *Conduct of the Employees: -Subject to the provisions of these regulations, the employees of the organization shall be governed by the provisions of the Central Civil Services (conduct) Rules, 1964 as amended from time to time.

27A. Classification, Control & Appeal: - The Employees of the organization shall be governed by the Employees Provident Fund (Classification, Control & Appeal) Rules, 1971 as amended from time to time.

28. Plural Marriage: - Disqualification: - No person,--

(a) who has entered into or contracted a marriage with a person having spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for continued appointed in the organization;

Provided that the Central Board may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage or that there are other grounds for so doing, exempt any person from the operation of this regulation.

29. *Certificate of Health and Character and other conditions of Service: - In respect of the matters relating to appointments to posts reserved for candidates belonging to the Scheduled Castes/Scheduled Tribes, ex-servicemen and other special categories of person, certificate of health and character and other conditions of service for which no provision or insufficient provision has been made in these regulations the rules applicable from time to time to the corresponding categories of Central Government servants shall apply, subject to such modifications and variations or exceptions if any, as the Commissioner may with the approval of the Central Board by order from time to time specify.

Explanation: - For the purpose of these Regulations, the Central Provident Fund Commissioner may, with the approval of the Central Board, by order, specify the posts under organisation which shall correspond to the posts under the Central Government.

29A. *Seniority:- In the matter of fixation of seniority the employees of the organisation shall be governed by the Employees' Provident Fund Staff (Fixation of Seniority) Regulations, 1989 as amended from time to time.

29B. *Medical Facilities/Treatment: - The employees of the organisation shall be entitled to such medical facilities as are laid down by the Central Board from time to time.

29C. *Maintenance of records of service: - The records of Service of the employees of the Organisation shall be maintained as per the guidelines/administrative instructions issued by the Board from time to time.

30. Deleted,-vide Notification No. P.IV/1(4)91 dated 10th July, 1992 published in the Gazette of India on 18th July, 1992.

31. Relaxation in Exceptional Cases:- Where the Commissioner is satisfied that the operation of any regulation or provision in the matter of the conditions of service of an employee causes under hardship in any particular case, he may, with the approval of the Central Board of Trustees, Employees' Provident Fund, by order, dispense with or relax the requirement of that regulation or provision to such extent and subject to such conditions as may be considered necessary for dealing with the case in a just and equitable manner.

32. Oath of Allegiance to the Constitution of India: - Every employee shall be required to take an oath or solemnly affirm his allegiance to the Constitution of India as by law established, at the time of his appointment to the service of the Organisation.

33. Saving,-Nothing in these regulations shall affect reservations and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with the order issued by the Central Government from time to time in this regard.

34. Declaration to be made by Employees: - Every employee to whom these regulations apply shall make the following declaration:

"I hereby declare that I have read and understood the Employees' Provident Fund (Staff and Conditions of Service) Regulations, 1962 and I hereby subscribe and agree to be bound by the said Regulations."

Witness	..	Employee
Signature	..	Name in Full
Name	..	Nature of Appointment
Date	..	Date of Appointment
Occupation	..	Signature
Address	..	Date

*THIRD SCHEDULE

FORTH SCHEDULE

SEE REGULATION 9(2)

The conditions of service of employee in the matter of leave, gratuity, provident fund and age of compulsory retirement shall be as specified against the relevant entry below:-

Leave:-*Central Civil Service (leave) Rules, 1972 as may be applicable to the corresponding category of Central Government Servants from time to time.

Provident Fund: - Employees' Provident Fund Organisation (Staff Contributory Provident Fund) Regulations, 1960.

OR

Pension and other superannuation benefits, in accordance with a Scheme to be prepared on the lines of the liberalized Pension-cum-gratuity Scheme as applicable to corresponding Central Government Employees from time to time.

Age of Compulsory Retirement: - As may be prescribed from time to time, by the Central Government in respect of corresponding category of Central Government Servants, in rule 56 of the Fundamental Rules.

ANNEXURE-I

POSTS FOR WHICH GOVERNMENT IS THE APPOINTING AUTHORITY

Sr.No.	Cadre	Group	Pay Scale
1.	Central Provident Fund Commissioner	'A'	Rs.5900-6700
2.	Financial Advisor and Chief Accounts Officer.	'A'	Rs.4500-5,700

POST FOR WHICH THE CENTRAL BOARD OF TRUSTEES IS THE APPOINTING AUTHORITY

Sr.No.	Cadre	Group	Pay Scale
1	Additional Central Provident Fund Commissionr	'A'	Rs.4,500-5,700
2	Director(vigilance)	'A'	Rs.3,700-5,000
3	Law Officer	'A'	Rs.3,700-5,000
4	Superintending Engineer	'A'	Rs.3,700-5,000
5	Regional Provident Fund Commissioner(Gr.I)	'A'	Rs.3,700-5,000
6	Regional Provident Fund Commissioner(Gr.II)	'A'	Rs.3,000-4,500
7	Deputy Director(Vigilance)	'A'	Rs.3,000-4,500
8	Deputy Director(Training)(N.A.T.R.S.S)	'A'	Rs.3,000-4,500
9	Senior Administrative Officer (N.A.T.R.S.S)	'A'	Rs.3,000-4,500
10	Senior Analyst	'A'	Rs.3,000-4,500

POSTS FOR WHICH THE CENTRAL PROVIDENT FUND COMMISSIONER IS THE APPOINTING AUTHORITY

Sr.No.	Cadre	Group	Pay Scale
1	Assistant Provident Fund Commissioner	'A'	Rs,2,200-4,000
2	Vigilance officer	'B'	Rs.2000-3,500
3	Junior Analyst	'B'	Rs.2000-3,500
4	Welfare Officer	'B'	Rs.2000-3,500
5	Hindi Officer	'B'	Rs.2000-3,500
6	Senior Personal Assistant	'B'	Rs.2000-3,500
7	Enforcement Officer/Assistant Accounts Officer	'B'(Non-Gazetted)	Rs.1640-2,900

POSTS FOR WHICH THE ADDITIONAL CENTRAL PROVIDENT FUND COMMISSIONER IS THE APPOINTING AUTHORITY

Sr.NO.	Cadre	Group	Pay Scale
1	Hindi Translator (gr.I)	'B'(Non-Gazetted)	Rs.1,640-2,900
2	Superintendent (Central Office)	'B'(Non-Gazetted)	Rs.1,640-2,900
3	Stenographer (Gr.I)(Personal Assistant)(Central Office)	'B'(Non-Gazetted)	Rs.1,640-2,900
4	Junior Accounts Officer (Central Office)	'B'(Non-Gazetted)	Rs.1,640-2,900
5	Research Assistant (Central Office)	'B'(Non-Gazetted)	Rs.1,640-2,900
6	Junior Engineer	'B'(Non-Gazetted)	Rs.1,640-2,900
7	Vigilance Assistant	'C'	Rs.1400-2,600

POSTS FOR WHICH REGIONAL COMMISSIONER IN CHARGE OF THE REGION IS THE APPOINTING AUTHORITY

Sr.No.	Cadre	Group	Pay Scale
1	Stenographer(Gr.I)(Personal Assistant)(Regional Officers)	'B' (Non-Gazetted)	Rs.1640-2,900
2	Head Clerk	'C'	Rs.1,400-2600
3	Stenographer(Gr.II)	'C'	Rs.1,400-2,300
4	Statistical Assistant	'C'	Rs.1,400-2,300
5	Legal Assistant	'C'	Rs.1,400-2,300
6	Machine Operator	'C'	Rs.1,400-2,300
7	Hindi Translator(Gr.II)	'C'	Rs.1200-2,040
8	Upper Division Clerk	'C'	Rs.1200-2,040
9	Stenographer(Gr.III)	'C'	Rs.950-1,400
10	Lower Division Clerk	'C'	Rs.950-1,500
11	Senior Gestetner Operator	'C'	Rs.950-1,400
12	Electrician (Wireman)	'C'	Rs.950-1,400
13	Lift Operator	'C'	Rs.950-1,500
14	Staff Car Driver/Jeep Driver/Despatch Rider/Scooter Driver	'C'	Rs.950-1,500
15	Plumber/Pump Operator	'C'	Rs.950-1,400
16	Binder	'C'	Rs.825-1,200
17	Junior Gestetner Operator	'D'	Rs.800-1,150
18	Record Sorter(Senior)	'D'	Rs.800-1,150
19	Chowkidar/Helper/Mali/Frash/Water carrier/safai wala(sweeper)	'D'	Rs.750-940
20	Jamadar/Daftry/Record Sorter(Junior)	'D'	Rs.775-1,025
21	Cook-cum-Guest House Attendant	'D'	Rs.750-940
22	Peons	'D'	Rs.750-940

POSTS FOR WHICH REGIONAL PROVIDENT FUND COMMISSIONER-IN-CHARGE OF THE LOCAL ADMINISTRATION IN THE CENTRAL OFFICE IS THE APPOINTING AUTHORITY

Sr.No.	Cadre	Group	Pay Scale
1	Assistant	'C'	Rs.1,400-2,300
2	Stenographer(Gr.II)	'C'	Rs.1,400-2,600
3	Senior Accountant	'C'	Rs.1,400-2,300
4	Junior Technical Assistant/Legal Assistant	'C'	Rs.1,400-2,300
5	Library Information Assistant(Central Office)	'C'	Rs.1,400-2,600
6	Hindi Translator(Gr.II)	'C'	Rs.1,400-2,300
7	Upper Division Clerk	'C'	Rs.1200-2,040
8	Stenographer(Gr.III)	'C'	Rs.1200-2,040
9	Lower Division Clerk	'C'	Rs.950-1,500
10	Library Clerk(Central Office)	'C'	Rs.950-1,500
11	Senior Gestetner Operator	'C'	Rs.950-1,400
12	Electrician (Wireman)	'C'	Rs.950-1,400
13	Lift Operator	'C'	Rs.950-1,500
14	Staff Car Driver/Jeep Driver/Despatch Rider/Scooter Driver	'C'	Rs.950-1,500
15	Plumber/Pump Operator	'C'	Rs.950-1,400
16	Binder	'C'	Rs.825-1,200
17	Junior Gestetner Operator	'D'	Rs.800-1,150
18	Record Sorter (Senior)	'D'	Rs.800-1,150
19	Chowkidar/Helper/Mali/Frash/Water carrier/safai wala(sweeper)	'D'	Rs.750-940
20	Jamadar/Daftry/Record Sorter(Junior)	'D'	Rs.775-1,025
21	Cook-cum-Guest House Attendant	'D'	Rs.750-940
22	Peons	'D'	Rs.750-940