

Integrated norms developed by the Staff Inspection Unit of the Ministry of Finance for Provident Fund, Family Pension and Employees' Deposit-Linked Insurance Scheme for the Regional and Sub-Regional Offices of the Employees' Provident Fund Organisation and as approved by the Central Board of Trustees in its 114th meeting held on 09.12.1987.

ACCOUNTS WING

	<u>Accounts Group:</u>	(Manually processed accounts)
I	(a) Un-exempted establishments	One clerk per 2200 subscribers and in addition one General Clerk for each Accounts Group
	(b) Unclaimed Deposit Account	One clerk per 7400 accounts transferred to U.C.D. Account
	(c) Exempted establishments	One clerk per 15000 Subscribers
II	<u>Cash:</u> (Un-exempted & exempted)	One clerk per 17000 subscribers
III	<u>Damages</u>	One clerk per 950 establishments (both exempted and un-exempted establishment)
IV	<u>Statistical Cell</u>	One (1)% of the staff strength of a Regional or Sub-Regional Office as the case may be subject to a Minimum of 3 Clerks. In computing the requirements of Regional Offices the Staff of the Sub-Regional Offices will not be taken into account. Minimum one statistical assistant should be provided in every Regional/SRO provided no. of clerks is four. In Statistical Cell, Statistical Assistant should be Made in lieu of Head Clerk.
V	Clerical support for Accounts Officers	1 clerk per one Assistant Commissioner (Accounts)
VI	Head Clerks for Accounts Wing (Accounts, Cash, Damages & Statistical Cell)	1 Head Clerk for 6 clerks
VII	Assistant Accounts Officer	(a)One Assistant Accounts Officer per 40,000 Subscribers in un-exempted establishments.

(b) One Assistant Accounts Officer per 2,50,000 Subscribers in exempted establishments.

ENFORCEMENT WING:

(a) Enforcement

One clerk per 200 establishments (both exempted & un-exempted)

(b) Legal Cell

Regional Offices having establishments

- i) Upto 7,500 estts

1 Enforcement Officer
1 Legal Assistant & 1 Clerk

- ii) 7,501 to 15,000 estts

2 Enforcement Officers
2 Legal Assistants & 2 Clerks

- iii) 15,001 estts. & above

3 Enforcement Officers
3 Legal Assistants & 3 clerks

(c) Enforcement Officers

The norm of Inspection to be done by an Enforcement Officer would be 504 Inspections of Unexempted estts or 252 Inspections of exempted estts per year per E.O.

The recommended scale of Inspection for Exempted/Un-exempted establishments is as follows:

2 inspections per year of estts having less than 100 employees.

4 inspections per year of estts having 100 or more employees.

(d) Clerical support for Enforcement Officers

1 clerk for 2 Enforcement Officers subject to a minimum of 1 clerk for Inspectorate having 1 Enforcement Officer

(e) Head Clerk for Enforcement Wing.

1 Head Clerk per 7 clerks

- C. **ADMINISTRATION.**
- i) Clerks 7.5% of total staff strength including officers
- ii) Head Clerks 1 Head Clerk per 7 clerks
Ratio of UDC:LDC – 3:1
- D **PUBLIC RELATIONS/RECEPTIONS.**
- 1 Enforcement Officer for every Sub-Regional Office and Regional Office having estts upto 7,500
- ii) 1 Enforcement Officer and 1 clerk for Regional Offices having establishments above 7,500
- E. **i) ASSISTANT COMMISSIONER (Accounts)**
- a) **One A.C. (A/cs) for one Lakh subscribers in unexempted estts.** OR for a fraction thereof equal to or exceeding 0.4 lakhs and the posts of A.C. (A/cs) should be calculated separately on the basis of number of subscribers in each Regional Office and Sub-Regional Office.
- (b) **One A.C.(Accounts) per 6.25 lakhs subscribers in exempted estts.**
- ii) Assistant Commissioner (Enforcement)**
- One A.C. for 1600 estts.** subject to the condition that the minimum number of A.C.s in a:-
- i) Regional Office (apart from Officer-In-Charge of SRO-or Local Offices and A.C.(A/cs) for dealing with issue of account slips, settlement of claims, advance etc.) should be
- One A.C. (Finance & Accounts)
- One A.C. (Adm.); and
- One A.C. (Enforcement)
- ii) **Sub-Regional Office, headed by Regional Commissioner, in addition to A.C. (A/cs) there should be at least two other A/cs**
- iii) Assistant Commissioner (Law)**
- i) **One A.C. (Law) for Regions having 7500 establishments:&**
- ii) **Two A.C.s(Law) for Regions having 7501 and above establishments.**

STENOGRAPHERS:

Heads of Regional Offices in Grade-I	1 Steno Grade "C"
Heads of Regional Offices in Grade-II	1 Steno Grade "D"
Assistant Commissioner Grade-I and equivalent	1 Grade "D" Steno for 2 Officers
GROUP "D" STAFF	1 Peon and 1 Daftary for every 2 Sections

LEAVE RESERVE:

@ 5 % in Group B (Non-Gazetted and Lower Categories of Staff as per the Administrative instructions in force.

1. One General Clerk for each Accounts Group has been approved. After inclusion of one General Clerk, the Accounts Group will consist of seven clerks, i.e., six clerks plus one General Clerk. However, the creation of post of Head Clerk for Accounts Groups is to be determined by dividing the number of clerks by six only, i.e. General Clerk will not be taken into account for this purpose.
2. According to the norms, in addition to other duties as may be entrusted, the Enforcement Officer has to inspect 504 un-exempted establishments or 252 exempted establishment per year. It has been recommended that each Enforcement Officer has to make two inspections per year in respect of establishment having less than 100 employees and four inspections per year in respect of establishment having 100 employees or more.

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- A. Stands for exempted estt. employing less than 100 employees.
 - B. Stands for exempted establishments Employing 100 or more employees
 - C. Stands for un-exempted establishments employing less than 100 employees and
 - D. Stands for un-exempted establishments employing 100 or more employees.

$$\text{No. of Enforcement Officers required} = \frac{2A+4B}{252} + \frac{2C+4D}{504}$$
