



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
मुख्यालय, भविष्य निधि भवन/HEAD OFFICE, BHAVISHYA NIDHI BHAWAN
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Date: 17 DEC 2012

To

Sh. Sudarshan Kumar,
Secretary General,
E.P.F. Officers Association,
Bhavishya Nidhi Bhawan,
G.S.Road, Near Bharalu Bridge,
Bhangagarh, Guwahati-781005
Assam.

Sub: Action points on the meeting of EPF Officers Association with the CPFC held on 27.04.2012 at Head Office, New Delhi regarding

Sir,

I am directed to inform that the action points on the items discussed in the EPF Officers Association meeting with the CPFC held on 27.04.2012 has been sent to the concerned Divisions/Sections for taking necessary action. A copy of the action points is enclosed for information please.

Yours faithfully,

(M.M. Ashraf)

Regional P F Commissioner -II (IR)

**Action Points on the Meeting of EPF Officers Association with the
CPFC held on 27.04.2012 at Head Office, New Delhi.**

A meeting with the office bearers of the EPF Officers Association was held on 27.04.2012 in the Head Office to discuss the agenda items placed by the Association. The following officers and the office bearers of the EPF Officers Association attended the meeting:-

Officers of EPFO

1. Shri R.C. Mishra, CPFC
2. Shri Rajeev Kumar, CVO
3. Shri Rajesh Bansal, FA & CAO
4. Shri S.R. Joshi, ACC (HR)
5. Shri K.C. Pandey, ACC (Pension)
6. Shri P.K. Udgata, ACC (Compliance)
7. Shri B.K. Panda, ACC (IS)
8. Col. P. K. Chaturvedi, Chief Engineer
9. Shri P.K. Agarwal, RPFC-I (HRM)
10. Shri Anil O.K. RPFC-I (HRD)
11. Shri M.M. Ashraf, RPFC-II (HRD)

Office Bearers of the EPF Officers Association

- | | | |
|---------------------------|---|---------------------------------|
| 1. Shri Shankar Pathak, | : | President, RPFC-I |
| 2. Shri Sudarshan Kumar | : | Secretary General APFC |
| 3. Shri E. Sanjeeva Rao | : | Working President RPFC-II |
| 4. Shri Ganesh Kumar | : | Joint Secretary General RPFC-II |
| 5. Shri M.S. Arya | : | Organizing Secretary RPFC-II |
| 6. Shri Pramod Singh | : | Treasurer RPFC-II |
| 7. Shri Manoj Yadav | : | Vice President (North) RPFC-II |
| 8. Shri Paritosh Kumar | : | Vice President (South) RPFC-II |
| 9. Shri Shekhar Kumar | : | Vice President (East) RPFC-II |
| 10. Shri Ravindra Shinde | : | Vice President (West) APFC |
| 11. Shri N. Kishore Kumar | : | Member (South) APFC |
| 12. Shri G.R. Jilla | : | Member (West) APFC |

Action Points on the meeting of EPF Officers Association with the CPFC held on 27.04.2012 at Head Office, New Delhi.

A meeting with the office barterers of the EPF Officers Association was held on 27.04.2012 in the Head Office to discuss the agenda items placed by the Association. The meeting was chaired by the CPFC.

ITEM NO.1: SERVICE & PERSONNEL MATTERS

a) Implementation of IAS+2 NFSG as per 6th Central Pay Commission in EPFO.

ACC (HR) informed that the file has been processed and a proposal is being sent to the Ministry for constitution of a Screening Committee in this regard.

(HRD/HRM-I)

b.) Regularisation of all APFCs and RPFCS w.e.f. the date of vacancy.

The CPFC stated that the DoPT instructions in this regard are very specific and clear. The promotions in the Organisation are regulated accordingly.

(HRM-I/II)

c.) Implementation of the increased entitlement to NFSG to 30% of Senior Duty Post (SDP) to our officers in Junior Administrative Scale (JAG) w.e.f. June 06, 2000.

ACC (HR) informed that NFSG benefits have been given to the eligible officers from the date from which NFSG has been adopted for implementation in EPFO.

(HRM-I)

d.) Reimbursement of all expenditure which is wasted in respect of children's admission on account of any transfer on or after the beginning of the admission season i.e. April 01 of a year.

The Secretary General requested that the annual general transfer of Group 'A' officers may be made before the beginning of admission session as there is a huge wastage of expenditure on school

admissions etc. if the transfers are made during mid-session of schools.

The CPFC appreciated the point and agreed that it is desirable to do so but sometimes due to administrative exigencies annual transfers get slightly delayed. However, he advised the HRM Division to make all efforts and complete the preparatory work by February month so that from the next year the annual general transfer is completed by first week of April.

(HR-1/II)

e.) Reimbursement of 'PAGRI'/security deposits of amount charged by property dealers -whether one time or periodically -which are expended in hiring accommodations only where officers' quarters are not available.

The Secretary General informed that hiring a leased accommodation for officers having all India transfer liability is getting increasingly difficult considering high rents, payment of initial security deposits and rent advance. He requested that the same may be reimbursed.

The CPFC agreed that such a problem do exist especially in bigger cities and metros. He stated that an interest free advance could be given for the payment of the security deposit and the rent advance.

Further, the CPFC advised the Chief Engineer to visit office quarters at Borivali Mumbai to find out the possibility for demolishing the old staff quarters and constructing high rise buildings as per the prevailing local rules and to put up a comprehensive proposal in this regard.

(HR-8 & PFD Division)

f.) Hiring of accommodation on lease basis in any place irrespective of place of posting of an officer.

The CPFC did not agree to the request.

(HR-8)

ITEM NO.2: MATTER RELATED TO HRM & OTHER WINGS OF THE HEAD OFFICE

- a.) **Strict implementation of DPC calendar as laid down by DoPT and fix accountability for its non-adherence.**

The CPFC advised HR Division that DPC calendar for all cadres to be prepared and strictly implemented.

(HR-I/II)

- b.) **Reworking the work norms (S.I.U. norm) or strictly implement the existing one.**

The CPFC informed that a committee has been constituted to examine the entire issue and submit its recommendations.

(HRD)

- c.) **Imparting mandatory and full training on promotion to Group 'A' before they are applied to work.**

The Secretary General stated that there is almost non-existent training to officers who are promoted to Group 'A' and requested that they should be given mandatory and full training on their promotion before they are applied to work.

ACC (HR) informed that at present the officers who are promoted as APFCs which is the entry grade in the Group 'A' cadre, are given induction training at NATRSS. They are also provided training in functional areas of EPFO and on managerial effectiveness periodically by NATRSS.

The CPFC advised the Association to prepare a proposal with specific details and training requirement which they feel should be incorporated as part of the training plan for officers' on their promotion to Group 'A' cadre and to be taken into consideration while designing the training programmes by NATRSS.

(EPFOA)

d.) Drawing up Manual on i.) Office procedure ii) industry Specific and General Compliance iii) Quasi-judicial functions and iv) Recovery.

The Secretary General stated that there is no existing manual in recovery, compliance etc.

CPFC stated that he has already advised ACC (Compliance) to study and develop guidelines. Compliance Division is working on it and it will soon come out with guidelines, procedure in these work areas. However, considering the ongoing computerization project, the situation is fluid, and it will take some time before we come up with comprehensive guidelines. Regarding office procedure, the CPFC stated that the government manual of office procedure is already there which has to be applied in dealing with official work.

(Compliance Division)

e.) Digitising all office memoranda, circulars, rules, regulations, guidelines and manuals with topical collating and linkages among connected instrument and upload then the respective websites of the Head Officer, Zonal Offices [for which websites need to be created] and Regional Offices. And issue a circular that any conduct of an officer or staff wouldn't be judged against those instruments which are not so uploaded on our website by a particular date.

The CPFC agreed that efforts should be made towards digitization for which MIS Division may take the necessary initiative.

(Compliance/MIS Division)

f.) Putting in place long pending PIMS from C-DAC software or the software being used in IDBI bank for this purpose.

The CPFC informed that the Phase II of the Computerisation project takes care of this requirement.

(MIS Division)

g.) Rework the Transfer Policy

ACC (HR) informed that the existing transfer policy for Group 'A' officers as approved by the CET is elaborate and formulated taking into consideration the administrative requirements.

(HR-I/II)

h.) Installing biometric based attendance registration devices in each office and generation of attendance record through it to improve punctuality.

&

i.) Equipping all common space in all offices with CCTVs as done in Goa and Karnataka offices of EPFO.

The CPFC advised that the suggestions are welcome and the modalities for their implementation to be explored.

(PFD Division)

j.) Discontinuing recovery of overpayment made in settling claims or pension and substitute it with an institutional mechanism to file money suit for erroneous or excessive payment.

The CPFC did not agree to the request.

(Finance Division)

ITEM NO.3 INFRASTRUCTURE ISSUES

a. Setting up full-fledged National Social Security Academy Campus outside Delhi with all facilities and amenities to train all officers recruited directly or promoted to Group 'A' cadre exactly for the same duration and on the same line as officers of other cadre recruited through civil services examination.

ACC (HR) stated that EPFO already has an apex training institution namely the National Academy for Training & Research in Social Security (NATRSS) which caters to the training needs of its officers. NATRSS conducts foundation/induction training programmes for the direct recruit as well as promotee Gr 'A' officers alongwith periodical

train programmes in the EPFO functional areas and on developing managerial skills.

The CPFC advised, however, if the Association has any suggestion with regards to the training and the facilities, it may prepare and submit a proposal with specific details and training requirement for consideration.

(HRD/EPFOA)

b. Providing all offices upto Section Supervisors with net & printer-connected desktops.

The CPFC advised ACC (IS) that the matter should be pursued for providing necessary computer and internet support especially when the approval has already been given. The powers for computer and hardware purchase may be further delegated, if required, for bringing more efficiency in delivery and deployment of IT support.

(IS Division)

c. (i) Framing of rule to make all office compasses to mandatorily have officers quarters and to construct them wherever campus have enough space and where not to get in nearby vicinity on lease enough quarters on permanent basis for occupation by officers. This may be one go decision.

The Chief Engineer stated that as per requirement by RPFC of the Region and norms of the Govt. of India staff Qtrs. have been constructed as and when proposal received. If enough space is available at any campus of Office, RPFC of the concerned Region may send the complete proposal for taking further action by the IFC Division.

(IFC Division)

(ii) Construction of guesthouses in each station we have office and holiday homes at each place of major tourist attraction or religious importance.

The President of Association requested for proper guest house facilities. He said a place like New Delhi where EPFO, FC is located and has considerable movement of officers in transit does not have a proper guest house. He suggested that the guest house building located in RO, Delhi (S) may be made operational for guest house purpose.

The CPFC appreciated the suggestion of holiday homes/guest houses and said that it is a welcome proposition. The Welfare wing and the PFD division advised to take necessary action.

(Welfare & PFD Division)

(iii) Provision for vehicle for all officers of the rank of EO and above to meet the functional needs. Recently Himachal HC ruled to this effect in connection with EPFO.

ACC (HR) informed that as per Govt. of India, Ministry of Finance, Department of Expenditure, O.M. dated 11.07.2011 & 02.08.2011 the purchase of vehicle including those against condemned existing vehicle will not be permitted. The Hon'ble High Court, Shimla has been apprised of the Govt. instructions. However, there is a provision of hiring vehicle on need basis for official purposes.

(HR-8)

(iv) Providing Laptops and Data Cards with unlimited internet use facility.

The CPFC appreciated providing technical support and connectivity to the officers and field officials. He advised ACC (IS) to examine the providing of Laptop and data card enabled internet connectivity to all the officers.

(IS Division)

ITEM NO.4: ORGANIZATIONAL & FUNCTIONAL RESTRUCTURING & Delegation

(a) Relieving of all Group 'A' officers completely from all service related original work and to assign them only supervisory work in service related areas.

The Secretary General requested that all Group 'A' officers to be made completely free from all service related original work and to be assigned only supervisory work in service related areas. This will help in averting the situation where because of the original work their ability to supervise gets compromised.

The CPFC did not agree to the request and stated that any suggestion relating to work processes should take into consideration the changes that are coming in because of the computerisation project. The suggestions should be forward looking and in tune with the changes. However, he said if the Association has very specific suggestions, it may send a proposal in this regard to the Head office for consideration.

(HRC)

- (b) **Elevation of the CPFC to Chair Executive Committee [E.C.] and rework delegation scheme to delegate all powers to him, except effecting major policy changes or its formulation that should vest with CBT.**

The CPFC stated that this is not the right forum for such a demand. The Competent Authority for this is the CBT.

(HRC)

ITEM NO.5: TRANSPARENCY IMPROVEMENT

- a. **Putting up scanned copies of all 7A, 7B and 7C Orders passed since January 01, 2011 on respective websites.**
- b. **Issuing direction to put all such Orders to be passed in future on website with a provision that no. 7A, 7B or 7C order shall be considered as delivered or issued till such time such order is uploaded on website.**
- c. **Placing of all dates of hearing and adjournment in quasi-judicial proceedings under Section 7A, 7B or 7C date on website of Regional Offices on the lines of Cause list for Indian Courts.**
- d. **Each 7A, 7B, 7C to be mandatorily reviewed by superior to decide whether the EPFO will appeal against it or get it reviewed.**
- e. **Uploading of on website posting details -indicating OIC'ship and functional areas assigned -for full period since joining of**

each Group 'A' and 'B' officers on the lines of Executive Record Sheet for IAS officers.

From 5 (a) to (e): The CPFC stated that all these are welcome suggestions. He advised ACC (IS) and ACC (Compliance/MIS) to consider the request and come out with a solution for web-upload.

(IS, MIS and Compliance Division)

f. Prepare a list of valuers and auctioneers to facilitate recovery.

The CPFC advised ACC (Compliance) to consider the request and take necessary action.

(Compliance Division)

ITEM NO. 6: VIGILANCE ISSUES

a. Bring accountability for vigilance functionaries for not following CVC prepared vigilance manual provisions or CVC or DoPT circulars.

The CVO stated that in all vigilance cases action is taken only after consultation with the CVC and on its advice. He further said that the recent increase in vigilance related cases may be due to conclusion of old cases which could not be earlier expedited as there was not a regular CVO for a long time. This may be a temporary phase.

The CPFC emphasized that following of guidelines and prescribed procedures in field functionaries is especially important and helps in bringing transparency.

(Vigilance Division)

b. Lay out on website the promptness status (compliance to prescribed time schedule) of processing and disposal of vigilance work in terms of CVC circulars on the lines it is done for other functionaries viz. percentage of claim settled within 30 days.

The CVO stated that the disposal of vigilance work is regularly being monitored even by the CVC and it may not be advisable to equate the vigilance cases with the general cases such as those of settlement of claims etc.

(Vigilance Division)

- c. Putting on website scanned copies of all past VCs and all documents related to closed vigilance inquiries. Same to be done for future VCs and vigilance inquiries.**

The CVO informed that VCCs are issued to HRM wing for specific personnel purposes.

(Vigilance Division)

- d. Allowing of higher weightage to twin factors of excessive workload (as compared to applicable norm) and little or non-existent training to EPFO officials in before clearing vigilance investigation in erroneous claim or pension settlement cases.**

The CVO stated that due diligence is observed at all stages of investigation.

(Vigilance Division)