



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees Provident Fund Organisation,
(Ministry of Labour & Employment, Govt. of India)
क्षेत्रीय कार्यालय, Regional Office,
प्लॉट नं.-43, सेक्टर-44, गुरुग्राम- 122003
Plot No.43, Sector -44, Gurugram- 122003 (Haryana)



No.HR/RO/GGN/Adm/Circular File(30/164

Dated:- 05 Feb 2018

CIRCULAR

Sub: Proactive Steps to be taken by the office for achieving organization goal of becoming a paperless organization by 15/08/2018 – regarding.

EPFO has resolved to become a paperless organization by 15/08/2018, for which all offices of the organization need to take following pro-active steps :-

1. All establishments with receipt of more than 50 claims per month should be dissuaded from submitting physical claims and only online claims be insisted from them. This will also act as check on fraudulent claims through physical mode.
2. KYC In respect of all currently contributing subscribers be compulsorily ensured from all establishments submitting more than 50 claims per month.
3. Prosecution action be completed after giving due show-cause notice against the establishments who fail to seed the bank account of their subscribers.
4. The claims be thoroughly scrutinized at the Receipt Section and only those claims be accepted where the bank account mentioned on claims is found tallied with the bank account seeded in the KYC of the claimant.
5. All the notices of the office be issued electronically in place of physical paper.
6. In order to ensure that electronic notices are received correctly by the establishment, a special drive be launched by both, the accounts and compliance sections, to get the correct particulars of owner and authorized signatory, updated through online Form 5A. Both the email and the mobile number should be cross-verified especially in respect of establishments with average receipt of more than 50 claims in the month.
7. All Proceedings under Section 7A, 7Q and 14B be compulsorily conducted through e-Court only.
8. The activity of updating electronic Form 9 for post-ECR period be completed before 28th Feb 2018 by the respective Account Sections and similarly digitization of physical Form 9 for pre-ECR period be also completed in a time bound manner before 31st March 2018. The digitization of physical Form 9 in respect of establishment submitting more than 50 claims per month should be taken-up on priority for completion of the task by 28th Feb 2018.

Accordingly, all the officers and staff of Regional office Gurugram are advised to follow the above steps with immediate effect.

(Rajiv Bisht)
Regional P.F. Commissioner-I

To

- (1) RPFC-II (F&A)
- (2) All APFCs
- (3) All AOs/EOs
- (4) All SS
- (5) All DAs through their SS.

Copy to:

- (1) Regional P.F. Commissioner-I, R.O.Gurugram-II for information please.
- (2) EDP Cell.
- (3) Hindi Cell for Hindi Version.
- (4) Guard File.