



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय Head Office,

भविष्य निधि भवन, 14- भीकाजी कामा प्लेस, नई दिल्ली - ११००६६

Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066

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Dated: 02.05.2014

To

The Additional CPFCs - in- charge of Zones

The Regional PF Commissioners - in-charge of ROs/SROs

Subject: Collection of complete records of all members of the 'Fund'

Sir

Sub-para (2) of Para 36 along with Para 61 of the Employees' Provident Fund Scheme 1952 mandates that the employers at monthly intervals, shall furnish Form 5, along with nominations in Form 2 in respect of employees qualifying to become members of the Fund for the first time. Further, the employers are also mandated to specify through a return, as may be specified by the Commissioner, the employees leaving service.

2. It has been observed that even though this is a mandatory requirement, it is not getting enforced uniformly across locations and /or establishments. During the review meetings held earlier this aspect has been repeatedly emphasized and it should have been part of regular review of Enforcement Officers. You may confirm whether the same was done and if so the outcome of such a review. You may also confirm the action taken against non-performing EOs in this regard.


3. The updation of members' record is an essential activity impacting wide range of operations of EPFO. It is accordingly directed that henceforth it shall be ensured that as mandated in sub para (2) of Para 36 of EPF Scheme, complete member records of all members in respect of whom contributions have been remitted in previous month shall be mandatorily collected by field offices.

4. An essential part of updation of member records is enforcement of para 34 of the EPF Scheme 1952, which mandates that if an employee joins an establishment,

the employer of the establishments shall obtain and furnish to the Commissioner details of his/her past membership of the "Fund". This is also a mandatory activity and is very important especially in view of impending launch of the Universal Account Number (UAN) for all members of the "Fund".

(This issues with the approval of CPFC)


Yours sincerely



(P.K. Udgata)
Addl CPFC (C)

Copy to

1. All Divisional Heads in EPF Headquarters.
2. RPFC-I (IS) for making suitable dashboards for monitoring update of member records.
3. DD (OL) for providing Hindi version.



(P.K. Udgata)
Addl CPFC (C)