



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-भौकाजी कामा प्लेस, नई दिल्ली-110 066.
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110 066.

No. C-III/Compliance-2001/Cir/E.I

Date: 08 SEP 2014

14810

To

**All Additional CPFCs (Zones)
All Regional PF Commissioners,
In-charge of Regional / Sub Regional Offices**

**Subject: Online Registration of Establishments (OLRE) -
regarding.**

Sir,

The facility for the establishments to apply online for PF code number was launched by the Hon'ble Union Minister for Labour & Employment on 30.06.2014 and necessary instructions were issued to all field offices vide this office circular No. C-III/Compliance-2001/Cir/E.I/8482 dated 08.07.2014 (Available at Sl. No. 254 of office circular segment of official website).

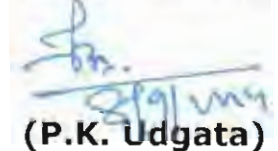
2. In this regard the following further instructions are being issued for strict compliance by all field offices.

- a) The remittance status of establishments taking PF registration number through OLRE Portal shall be tracked for first three months through the OLRE Portal. Subsequently the remittance be tracked by compliance branch of the concerned office.
- b) The mandatory inspection of all establishments registered through OLRE Portal is to be done by the concerned field office.
- c) The newly registered establishments shall be telephonically contacted by the concerned field office seeking time from the establishment for conducting the mandatory post coverage inspection.
- d) The Enforcement Officer shall visit the establishment, verify and take copies (Duly certified by the owner of the

establishment) which have been specified by the establishment at the time of registration through OLRE Portal.

- e) The Enforcement Officer shall also collect in original form 5-A and specimen signature of the owner / authorized signatory.
- f) The Enforcement Officer shall take photograph of premises of the establishment as well as the owner of the establishment and the copies thereof shall be placed in the coverage file to be opened in respect of each new coverage. The electronic copies of all such documents / photographs shall also be stored.
- g) The coverage files should be maintained properly and kept serially numbered.

Yours faithfully,



(P.K. Udgata)

Addl. Central PF Commissioner-I (Compliance)