



CHAPTER 9

HUMAN RESOURCE MANAGEMENT

Human resources management is an important function in EPFO in view of the large set up of the Organization and diverse line and staff functions. The organizational structure and job responsibilities require a very dynamic approach for provisioning of manpower. EPFO follows various policy guidelines issued by the Department of Personnel Training, Government of India to manage its manpower resources for procurement and later for imparting training. With its service orientation, manpower requirement has been very critical for the Organization to enable it to deliver services and achieve the objectives. During the year 2008-2009, additional sanction of manpower was received from the CBT, EPF in its 184th meeting held on 11.11.2008 on the recommendation of the sub-Committee on XLRI report. As a consequence there was a marked increase in the total sanctioned staff strength of the Employees' Provident Fund Organization including officers and staff as on 31.3.2009, which stood at **25,809, which** was 23430 in the previous year. The group wise position of sanctioned officers and staff strength vis-à-vis officers and staff in position as on 31.03.2009 is given in **Table-1** below:-

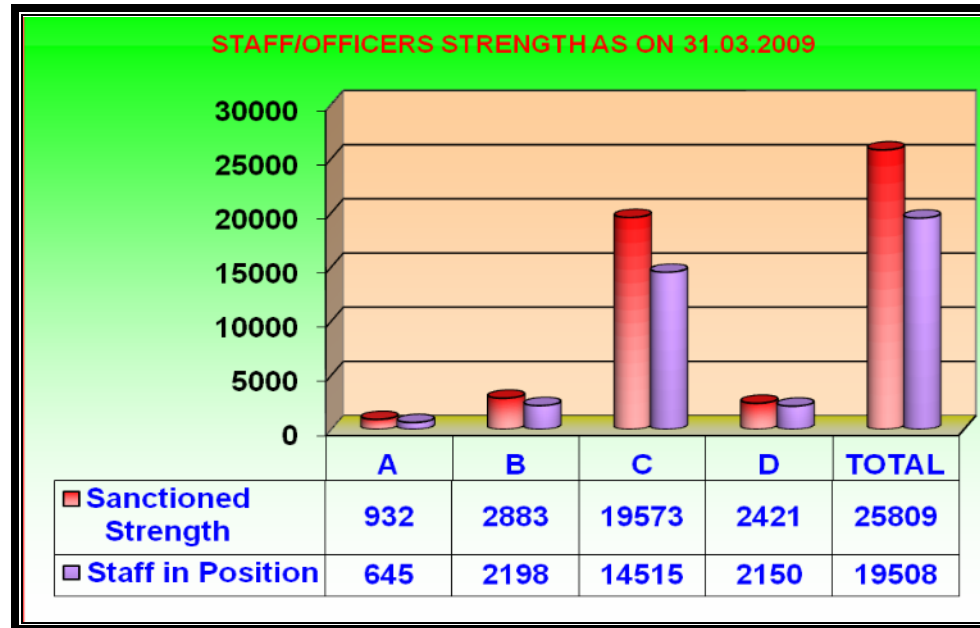
TABLE-1		
STAFF/OFFICERS STRENGTH AS ON 31.3.2009		
Group	Sanctioned strength	Staff in position
A	932	645
B	2883	2198
C	19573	14515
D	2421	2150

9.1

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Total	25809	19508
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GRAPH -1

9.2 The growth of staff strength during the last three years may be appreciated in **Table-2** below:

TABLE-2			
GROWTH OF STAFF STRENGTH IN LAST THREE YEARS			
Group	2006-07	2007-08	2008-09
Group A	602 (685)	618 (735)	645 (932)
Group B	1988 (2241)	1971 (2260)	2198 (2883)
Group C	14747 (17998)	14418 (18014)	14515 (19573)
Group D	2173 (2420)	2130 (2421)	2150 (2421)
Total	19510 (23344)	19137 (23430)	19508 (25809)

(Figures in bracket show the sanctioned strength)

9.2

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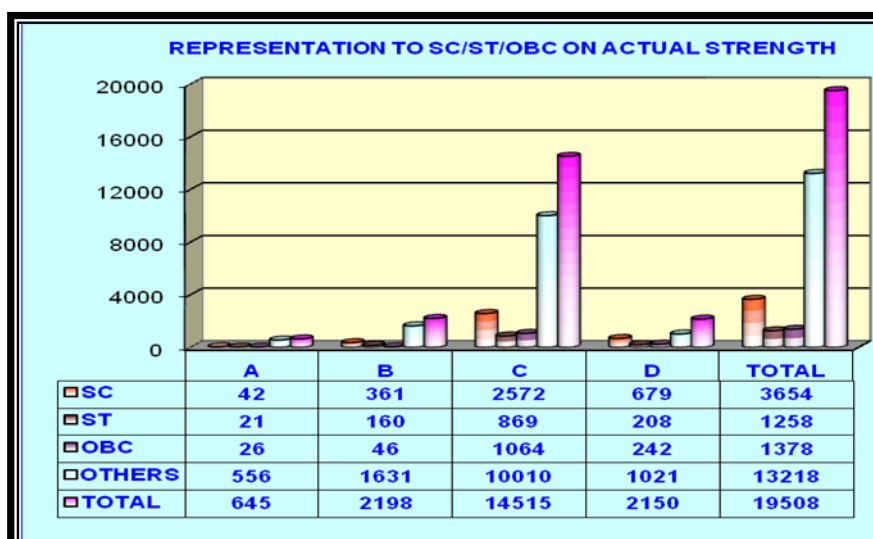


9.3 The detailed region-wise position of the sanctioned staff/officers vis-à-vis staff/officers in position during 2008-2009 is given in [Appendix A-20](#), [A-21](#), [A-22](#) and [A-23](#).

9.4 Employees' Provident Fund Organisation has implemented the reservation policies for SC/ST/OBCs as per instructions received from Department of Personnel & Training, Government of India from time to time in Direct Recruitment as well as Departmental Promotion posts. With effect from 2nd July 1997, post-based rosters have replaced the vacancy-based rosters. Group wise position of SC/ST/OBC strength in the Employees' Provident Fund Organisation is given in [Table-II](#) and represented in [graph-2](#) below: -

TABLE II								
OFFICERS/STAFF IN TERMS OF RESERVATION AS ON 31.3.2009								
Group	Sanctioned Strength	In Position	Reservation					
			SC		ST		OBC	
			Sanctioned	In Position	Sanctioned	In Position	Sanctioned	In Position
A	932	645	70	42	36	21	74	26
B	2883	2198	385	361	171	160	222	46
C	19573	14515	2681	2572	1245	869	1512	1064
D	2421	2150	338	679	136	208	364	242
TOTAL	25809	19508	3474	3654	1588	1258	2172	1378

GRAPH -2



9.3

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Compassionate Appointments

9.5 Opportunities to Group - C and Group - D staff have also been provided by allowing employment to the eligible and dependent family members of the deceased/disabled employees of the organization. The following compassionate appointments were made during the 2008-2009:-

Group - C - 15

Group - D - 24

9.6 Human Resource Management division has also issued guidelines and circulars on various policy matters based on the instructions issued by the Government of India and on the approval of Central Board of Trustees / Executive Committee of Central Board of Trustees, Employees' Provident Fund from time to time for guidance of the field offices and training institutes.

TRAINING & DEVELOPMENT

National Academy for Training & Research in Social Security (NATRSS)

9.7 Training is an essential component in the overall strategy of efficient and cost effective service. The Estimates Committee in its 78th Report presented to the Lok Sabha on 25.04.1989 had observed that **“Training is a strong motivating force and the most important aspect of motivation is the perspective that the Organization provides an opportunity for individual development.”** The Committee emphasized the importance of systematic training and suggested that the Organization should undertake systematic and purposeful training to all officers in the Department as this will go a long way in toning up the employees and improving their motivation to work thus benefiting both employees as well as the Organization.

9.8 The Employees' Provident Fund Organization having recognized the need for training its personnel so as to provide trouble free service to its members, set up an apex institution namely the **National Academy for Training & Research in Social**



Security (NATRSS) in October, 1990 with the twin objectives of meeting the training needs of the officers of the Employees' Provident Fund Organization and also to design, develop and execute research programmes in Social Security. Till March, 1992 it was operating from the Head Office of The Employees' Provident Fund Organization. The National Academy was however, shifted to hired premises in April, 1992. The National Academy is now functioning from its own building at 30-31, Institutional Area Janak Puri, New Delhi.

9.9 NATRSS has a two-tier structure. The apex institute is situated at New Delhi which caters to the needs of Human Resource Development of Group 'A' and 'B' officers as well as undertakes research and development activities. The second tier consists of Zonal Training Institutes which carry out similar functions at the Zonal levels for training of staff of the field formations of the Organisation. There are at present four Zonal Training Institutes and one Sub-ZTI under the administrative control of National Academy viz.:

- Zonal Training Institute, North Zone is located at Faridabad. It caters to Regions in Haryana, Punjab, Himachal Pradesh, Uttar Pradesh, Uttarakhand, Delhi State and Head Office.
- Zonal Training Institute, South Zone is located at Chennai. It caters to the Regions in Tamil Nadu and Pondicherry, Kerala, Karnataka and Andhra Pradesh States.
- Zonal Training Institute, East Zone is located at Kolkata. It caters to the Regions in North-Eastern Region, Bihar, West Bengal and Andaman Nicobar Islands and Orissa States.
- Zonal Training Institute, West Zone is located at Ujjain. It caters to Regions in Maharashtra, Goa, Gujarat, Madhya Pradesh, Chhattisgarh and Rajasthan States.
- Sub-Zonal Training Institute, East Zone is at Shillong.

9.5



Infrastructure and Facilities

9.10 With an impressive infrastructure and the all India presence, the Academy along with its Zonal outfits has the potential to simultaneously conduct 15 programmes viz., Training Courses/ Seminars/ Workshops. The Academy offers stimulating ambience for learning and pursuing academic and research work. It has five lecture halls. Each hall is air-conditioned and equipped with modern learning equipments. Lecture halls are complemented by syndicate rooms for small group activities. It has an elegantly designed modern Auditorium equipped with latest audio visual facilities, internet connectivity, dimmer lighting system, etc. and having a seating capacity for 118 persons.

9.11 NATRSS has a modern Library with more than 10,000 volumes. The Library also subscribes to various Indian and foreign journals. The Computer lab in the Academy is equipped with latest computers having Internet facility.

9.12 A well-furnished Hostel having single and double occupancy rooms is built in three stories having 16 rooms on each floor. The Dining Hall attached to the Academy offers balanced diet in clean environment, for the participants keeping in view their nutritional and health requirements.

9.13 Sports facilities are available for playing Golf, Badminton, Table Tennis and other indoor games. The available facilities meet the different needs of diverse management professionals of Employees' Provident Fund Organisation and other similar organisations. NATRSS also has a well equipped Gym. To ensure adequate power, a high power generator system has been installed as a standby.

Performance During 2008-09

9.14 In nineteen years of its existence, the Academy has emerged as a premier training institution in the area of Social Security. It also invites participants from other



Social Security organisations like, ESIC, Ministry of Labour & Employment, Seamen's Provident Fund, Assam Tea Plantation Workers Provident Fund and Jammu and Kashmir Provident Fund, etc. The objective is to provide training not only to the officers of the EPFO, but also to the executives of all such organisations engaged in the administration of Social Security within the country and abroad, so as to become a catalyst in sustained development of capacities and competencies in the area of Social Security.

9.15 The year 2008-09 was a milestone for National Academy for Training & Research in Social Security. NATRSS has launched its own website www.natrss.gov.in thereby reaching out to all the user organisations over the web and share the learning experience at NATRSS.

9.16 The highlight of the year 2008-09 was four International Programmes which were conducted at NATRSS as below:

- (1) A Programme on **Social Security System-Issue & Challenges** for Country Heads of Social Security Organisations in Asia, Pacific and Africa.
- (2) A Programme on **Leadership Management & Teambuilding** for Senior Officers of Government of Zambia.
- (3) Two Programmes on **Customer Relationship Management** for Officers of Karamchari Sanchay Kosh, Nepal.

9.17 For the officers of Employees' Provident Fund Organization and other social security organizations, various General Management programmes and Self Development programmes were conducted apart from the regular crucial programmes on Functional and Technical Skills – specific to EPFO's functions and general office Procedures. For the personal promoted to the rung of officers grade, special Induction Programmes were conducted twice during the last year. NATRSS also conducted several Faculty Development Programmes in collaboration with Department of



Personnel & Training, Govt. of India. The Academy also organized a number of outbound programmes for various cadres of officers to enhance their managerial skills, self-effectiveness and teambuilding.

9.18 Brief details of the training programmes and seminars / workshops conducted by NATRSS during the year are given below:

Training Programmes:

1. General Management and Self Development Programmes.
2. Induction and Refresher Programmes for Departmental Promotees.
3. Functional & Technical Skills Development Programmes.
4. Programmes for Educating Employers.
5. EPFO specific programmes i.e. Recovery Management, Compliance Management, for Liaison officers and on EPS'95 etc.

Trainers Development Programmes sponsored by DoP&T:

1. Training Needs Analysis.
2. Director Training Skills.
3. Design of Training.
4. Mentoring Skills Course.
5. Experiential Learning Tools.

National Seminars/Workshops:

1. Workshop for Exempted Establishments.
2. Workshop for Unexempted Establishments.



Summary of the Training Programmes conducted by the National Academy during 2008-09:

9.19 The tables below indicate the training programmes conducted by the National Academy during 2008-09.

TABLE-1		
S.No.	Name of the Training Programme	Number of Officers Trained
Functional & Technical Skills		
1.	<i>Refresher Course for Legal Officers</i>	16
2.	<i>Contract Management and Tendering Procurement</i>	17
3.	<i>Recovery Management</i>	14
4.	<i>Compliance Management</i>	20
5.	<i>Liaison Officers</i>	10
6.	<i>Finance & Accounts Management</i>	14
7.	<i>Employees' Pension Scheme'1995</i>	17
8.	<i>Establishment & Personnel Administration</i>	14
9.	<i>Customer Relationship Management</i>	20
10.	<i>Inquiry Officers / Presenting Officers</i>	10
11.	<i>Creating Excellence in EPFO</i>	27
General Management & Self Development		
12.	<i>Leadership & Crisis Management</i>	15
13.	<i>Communication & Presentation Skills</i>	12
14.	<i>Planning for Life After Retirement</i>	12
15.	<i>Gender Sensitization</i>	17
16.	<i>Lifestyle Management for Officers</i>	17
17.	<i>Outbound Programme on Team Building</i>	17
18.	<i>Crisis Management</i>	18
Induction/Refresher Programmes		
19.	<i>Induction Course for Promoted APFCs</i>	12
20.	<i>Induction Course for Promoted APFCs</i>	15
21.	<i>Refresher Course for EOs/AAOs(DR)</i>	20
TOTAL		334

Training Programmes Conducted by NATRSS in collaboration with Department



of Personnel & Training, Govt. Of India.

TABLE-2		
S.No.	Name of the Training Programme	Number of Participants
1.	Training Need Analysis (TNA)	13
2.	Direct Trainer Skills (DTS)	20
3.	Design of Training (DOT)	13
4.	Mentoring Skills	9
5.	Facilitation Skills	8
6.	Experiential Learning Tools (ELT)	9
TOTAL		72

International Seminars

TABLE-3		
S.No.	Name of the Training Programme	Number of Participants
1.	Social Security System-Issues & Challenges for Country Heads of Social Security Organisations in Asia, Pacific and Africa.	15
2.	Leadership Management & Teambuilding for Senior Officers of Government of Zambia	9
3.	Customer Relationship Management for Officers of Karamchari Sanchay Kosh Nepal	10
4.	Customer Relationship Management for Officers of Karamchari Sanchay Kosh Nepal	10
TOTAL		44

National Workshops

TABLE-4		
S.No.	Name of the Training Programme	Number of Participants
1.	Workshop of Exempted Establishment	72
2.	Workshop of Un-exempted Establishment	19
TOTAL		91

9.10

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Training in ZTIs

9.20 The National Academy co-ordinates with the Zonal Training Institutes for designing and implementing training courses on a uniform basis for personnel working in the supervisory and operative levels in the EPFO. It is intended that all personnel, at appropriate points of time, should be given necessary training exposure through Induction Courses, in-service courses and specialized courses / workshops, in order to upgrade their professional skills for discharging their functions in the field formations and at the Head Office.

9.21 NATRSS through its Zonal Training Institutes/Sub-Zonal Training Institute spread in North, South, East, West and NER Zones of India imparted training to several thousands of subordinate staff of EPFO

9.22 During the year, 258 training programmes were organised by the four Zonal Training Institutes and the Sub- ZTI, in which 5011 employees participated. The details of the programmes conducted by the ZTIs and the Sub-ZTI during 2007-08 and 2008-09 are given in Table-5 below: -

TABLE-5				
ZTIs	2007-08		2008-09	
	No. of Programmes	No. of Participants	No. of Programmes	No. of Participants
North Zone	62	1350	66	1258
East Zone	54	1121	62	1127
West Zone	60	1457	52	1192
South Zone	60	1214	57	1227
Sub-ZTI Shillong	12	100	21	207
Total	248	5242	258	5011

9.11



9.23 The training programmes conducted by NATRSS & ZTIs / SubZTI during the last three years are given in Table-6 below:-

TABLE-6		
Year	Number of Courses	Number of Officials/ Officers Trained
2006-07	246	5774
2007-08	281	5857
2008-09	291	5552

National / International Linkages

9.24 During the year, Ministry of Housing Development and Urban Poverty Alleviation empanelled the Academy as a premier Training & Research Institute for Capacity Building programme. Under this programme, various research projects, national seminars, regional seminars/workshops and capacity building training programmes were to be conducted by NATRSS during next financial year.

9.25 In the international sphere, the Academy continued to create its mark by getting participants from different countries like **Thailand, Mauritius, Nepal, & Sri Lanka** in different courses. Total 22 candidates from different countries attended various courses in the Academy during the year.

Research

9.26 The Academy is also emerging as a centre of innovative and contemporary research on different facets of Social Security provisioning. Currently, the Academy is conducting a research project, sponsored by Ministry of Labour & Employment, Govt. of India for proposing Social Security measures for specific occupations to suit specific socio-economic and demographic context.



9.27 In 2008-09, the research project for designing social security scheme for Barbers in Delhi was completed and its report was submitted to Ministry of Labour and Employment. The Ministry has since accepted the report.

9.28 Presently, NATRSS is engaged in a research project on the "Social Security Needs and coverage of Beedi Workers – under Employees' Provident Fund and Miscellaneous Provisions Act, 1952.

9.29 NATRSS is also bringing out the Compendium of Important Judgments on EPF & MP Act, 1952. A total of six volumes have been circulated to all offices till 2008-09.

EXAMINATION WING

9.30 The Employees' Provident Fund (Staff and Conditions of Service) Regulations, 1962 provides for promotion on the basis of Departmental Examination as one of the methods of appointment to the posts of Lower Division Clerk, Social Security Assistant, Section Supervisor, Assistant, Hindi Translator Grade-II, Personal Assistant, Enforcement Officer/Accounts Officer/Section Officer(Head Office) . The role of the Examination Section is mainly to draw a schedule of Departmental Examinations for these posts and to conduct Departmental Examinations from time to time.

9.31 As a result of amendment in 1991 to the EPF Staff Regulations, passing of prescribed Probationers Examination was made compulsory for satisfactory completion of probation for all direct recruits. The Examination Section was entrusted with the responsibility for holding the Probationary Examination from 1991 onwards for direct recruits to the posts of Assistant Provident Fund Commissioner and Enforcement Officer/Accounts Officer / Superintendent. Also, the section approves the calendar for SSA (Probationers) Examination.



Staff in Position

9.32 The Examination Wing has the following staff component at present

TABLE-7	
Officers/Staff	Number
Regional Provident Fund Commissioner (Grade-II)	1
Section Officer	1
Stenographer	1
Assistant	1
Social Security Assistant	2
MTA	1

9.33 The various departmental and probationary examinations generally conducted every year to meet the manpower requirement are as follows:-

TABLE-8	
a) Departmental Examinations: (Normally One examination each year)	Percentage Quota in total posts.
Lower Division Clerk	30%
Social Security Assistant	15%
Section Supervisor	33.33%
Hindi Translator(Gr.II)	50%
Enforcement Officer / Accounts Officer	25%
Section Officer	50%
b) Probationary Examinations : (Two or more examinations every year)	
Assistant Provident Fund Commissioner	
Enforcement Officer / Accounts Officer / Section Officer	

Performance During 2008-09

9.34 During the year Examination Section conducted the departmental examination as detailed below: -

- (a) The final result of Social Security Assistant was declared on 16.04.2008 in which 1159 candidates were selected or appointed for 19 Regions including Head



Office. After the initial consignment of 1159 dossiers of selected candidates for appointment to Regional Offices etc., 257 more dossiers were sent to various Regional Offices to supplement their requirement in place of certain selected candidates not accepting the offer of appointment.

- (b) Departmental examination for the post of Section Supervisor was conducted on 18th and 19th December 2007 and the result was declared on 01.05.2008. A total 464 candidates were successful out of 1106 appeared in the examination.
- (c) Social Security Assistant (Prob.) examination was conducted by all ZTIs on 12th and 13th March 2009 after finalization of calendar by the Examination Section. Except the ZTI, Faridabad, all the Z.T.I. declared the result in March 2009 itself.

9.35 The post of Superintendent was re-designated as Section Officer and as a sequel to the Agenda item adopted by the Executive Committee, Central Board of Trustees at its 63rd meeting held on 10.11.2008, a notification for amendment in the Enforcement Officer/Assistant Accounts Officer and Superintendent Departmental Competitive Examination Scheme, 2002 was issued vide this office Letter No. Exam.11 (1) 2008/232 dated 14.01.2009.

PRODUCTIVITY LINKED BONUS

9.36 A Productivity linked Bonus Scheme for the Group B, C, and D employees of the Organisation was formulated by the National Productivity Council, New Delhi and introduced from the year 1980-81. The scheme was first revised in 1986-87. The existing scheme provides for assessment of PLB on the basis of assessment of performance in various areas like Accounts, Cash, Compliance etc. for each of the region. In the case of Headquarters, the PLB is assessed on the basis of total productivity indices of all the regions indices.



9.37 A new PLB Scheme was formulated by the NPC after conducting study of the existing parameters for assessment of performance and giving more thrust on settlement of accounts, sanction of Pension, compilation of Annual Accounts, Recovery of dues and in consultation with the All India EPF Staff Federation during 2005-06. The revised scheme was placed before the Executive Committee, CBT, EPF in its 56th meeting held on 6.12.2006. However, the approval of the Scheme was put on hold as the recommendations of 6th Central Pay Commission, Government of India on bonus were due for notification. The 6th Central Pay Commission has made recommendations for payment of Performance Related Incentive Scheme based on the performance of the individuals instead of the office or region as a whole and for replacement of all the existing PLB Schemes within a period of 3 years. Formal notification of this new Scheme and order of the Government for adoption of this new Scheme are awaited.

9.38 Hence, Bonus for the year 2007-08 was made on the basis of the existing Scheme with the approval of the Government. Subsequently, Government revised the salary limit for payment of Bonus for the year 2006-07 onwards. Accordingly, the arrears payable on account of this revision for 2006-07 and 2007-08 were also released. Region-wise details of PLB released toward Bonus for 2007-2008 and arrears of Bonus for 2006-07 and 2007-08 is furnished in the **Table-9** as under:

PRODUCTIVITY LINKED BONUS PAID FOR THE YEAR 2006-07 & 2007-2008

TABLE-9						
Sl. No.	REGIONS	Number of Days	PLB FOR THE YEAR 2007-08	ARREARS OF PLB FOR THE YEAR 2006-07 DUE TO REVISION OF CEILING	ARREARS OF PLB FOR THE YEAR 2007-08 DUE TO REVISION OF CEILING	TOTAL AMOUNT
1	AHMEDABAD (GJ)	60	3,789,768.00	1,522,816.00	1,520,699.00	6,833,283.00
2	BIHAR	60	1,214,744.00		956,296.00	2,171,040.00
3	BANGALORE	60	3,282,478.00		2,681,793.00	5,964,271.00
4	BARODA	60	1,772,540.00	700,277.00	701,764.00	3,174,581.00
5	CHENNAI	60	4,938,835.00	1,974,351.00	1,959,362.00	8,872,548.00

9.16



6	COIMBATORE	60	3,219,725.00	1,292,593.00	1,288,654.00	5,800,972.00
7	CHANDIGARH	60	4,158,884.00	1,670,110.00	1,686,166.00	7,515,160.00
8	CHHATTISGARH	60	538,306.00	206,637.00	222,274.00	967,217.00
9	DELHI(NORTH)	60	2,112,921.00	809,814.00	851,566.00	3,774,301.00
10	DELHI(SOUTH)	60	1,583,010.00		1,260,125.00	2,843,135.00
11	GUNTUR	60	3,135,561.00	1,318,362.00	1,326,577.00	5,780,500.00
12	GOA	60	364,830.00	147,885.00	145,901.00	658,616.00
13	HARYANA	60	2,307,459.00	1,030,282.00	1,038,615.00	4,376,356.00
14	HYDERABAD	60	4,699,057.00	1,825,785.00	1,880,574.00	8,405,416.00
15	HIMANCHAL PRADESH	60	428,841.00	174,943.00	174,943.00	778,727.00
16	JALPAIGURI	60	1,869,141.00	693,843.00	747,712.00	3,310,696.00
17	JHARKHAND	60	1,649,885.00	657,752.00	662,025.00	2,969,662.00
18	KERALA	60	4,672,007.00	1,957,039.00	1,902,635.00	8,531,681.00
19	KOLKATA	60	6,275,606.00	2,521,388.00	2,529,497.00	11,326,491.00
20	LUDHIANA	60	1,926,203.00	762,899.00	766,946.00	3,456,048.00
21	MADHYA PRADESH	60	3,368,116.00	1,340,168.00	1,334,405.00	6,042,689.00
22	MANGALORE	60	3,126,691.00	1,236,667.00	1,247,956.00	5,611,314.00
23	MUMBAI-I(BANDRA)	60	3,891,896.00		3,021,079.00	6,912,975.00
24	MADURAI	60	3,299,924.00	1,297,335.00	1,320,288.00	5,917,547.00
25	NAGPUR	60	1,127,419.00	446,016.00	445,935.00	2,019,370.00
26	N.E. REGION	60	1,177,932.00	472,855.00	471,374.00	2,122,161.00
27	ORISSA	60	2,540,118.00	1,034,087.00	1,022,679.00	4,596,884.00
28	PUNE	60	2,245,609.00	852,533.00	902,718.00	4,000,860.00
29	RAJASTHAN	60	2,715,084.00	1,114,418.00	1,116,361.00	4,945,863.00
30	THANE (MUMBAI-II)	60	2,070,427.00	803,979.00	819,247.00	3,693,653.00
31	UTTRAKHAND	60	506,422.00	207,217.00	203,954.00	917,593.00
32	UTTAR PRADESH	60	2,065,356.00	865,067.00	838,871.00	3,769,294.00
33	H O (NOTIONAL BONUS)	60			Inclusive of ALL	3,057,940.00
34	NATRSS	60			Inclusive of ALL	630,174.00
35	EPFAT	60			Inclusive of ALL	15,297.00
TOTAL						151,764,315.00

9.17

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WELFARE OF SC/ST EMPLOYEES

9.39 In accordance with the Govt. of India, D.O.P.T. guidelines, SC/ST Cell has been established in the Head Office of the EPF Organisation. The cell is at present headed by Addl. CPFC as Chief Liaison Officer. All the Regional Offices are having similar SC/ST Cells which are being headed by a Group 'A' Officer who functions as Liaison Officer for looking after the grievances of the SC/ST employees serving in the Regions. Liaison Officers of the Regions provide periodical reports/returns to the Chief Liaison Officer in Head Office.

9.40 The main function of SC/ST Cell at Head Office is to monitor the various grievances received from individual employees and the Associations of SC/ST employees on reservation, promotion and other service matters concerning SC/ST employees.

9.41 During the period under report four references/grievances were received through the National Commission for SCs/STs, Govt. of India, New Delhi. Necessary action was taken as per directions of the National Commission for SCs/STs, Govt. of India.

9.42 Chief Liaison Officer is mainly functioning to liaison between Head Office and the Regional Offices, National Commission as well as Ministry of Labour & Employment, Govt. of India, to secure compliance of the reservation provided for SCs/STs.

9.43 All the Regional P.F. Commissioners have submitted prescribed returns and Annual statements as required under Chapter 14 of the Brochure on Reservation issued by Government of India. The returns relate to staff in position, region wise backlog and efforts made to clear the backlog. These returns are consolidated by the



Head Office. The Head Office after consolidations submit returns relating to maintenance of roster register of all posts to Ministry of Labour & Employment, Govt. of India.

9.44 Chief Liaison Officer also visits the Regions to verify the Reservation roster registers maintained by the Regional Offices besides listening to the grievances of the SC/ST employees. The lapses and other observations on the maintenance of rosters are brought to the notice of the concerned Regional P.F. Commissioner for following up with the instructions so that these do not occur in future. Apart from this the proposals relating to the dereservation are also examined by the Chief Liaison Officer from time to time.

9.45 The Liaison Officers are also conducting the annual inspection of Reservation roster registers of their respective Regional Offices, the concerned Regional P.F. Commissioners are advised to clear the backlog, if any and to set right the anomalies in the maintenance of Reservation roster register as pointed out by the liaison officer.

9.46 Further as per orders of the Govt. of India, Department of Personnel & Training, instructions have also been issued to all the field offices that the Liaison Officers nominated to look after the reservation matters for SC&ST employees will also look after the reservation matter for physically Handicapped employees of the organization.

9.47 The aggrieved employees represent their cases from time to time to the Chief Liaison Officer for redressal of their grievances. The Chief Liaison Officer gets such type of cases examined with reference to the instructions contained in the Brochure on reservation and suggests proper action to be taken by the concerned Regional P.F. Commissioners in order to redress the grievances of the individual.



SPORTS ACTIVITIES

9.48 The sports calendar for the year 2008-09 was approved by the Central Provident Fund Commissioner and President, Central Sports Control Board and was circulated to all offices for implementation on 16-04-2008. The sports activities that took place during the year 2008-09 and the outcomes are shown in **Table-10** below: -

Out of approved sports calendar for the year 2008-09, all the scheduled sports activities were conducted on time.

Results of the Sports Events conducted during 2008-09.

TABLE-10			
Event	Host	Winner	Runner up
Athletic and Indoor event	Andhra Pradesh	Karnataka	Tamil Nadu
Football	Nagpur	Tamil Nadu	West Bengal
Basketball	Indore	Tamil Nadu	Maharashtra
Volleyball	Ahmedabad	Goa	Tamil Nadu
Cricket	Vishakhapatnam	Maharashtra	Karnataka

9.49 For the year 2008-09, Rs.68 Lakhs (Rupees Sixty Eight lakhs only) were provided in the Revised Estimates for the Sports Activities. A sum of Rs. 66,51,348/- has been distributed to the Regional Sports Control Boards to conduct the various sports activities and to participate in Zonal and Final events. All scheduled sports events have been conducted during the year 2008-09 in a successful manner.

Other Achievements in the Field of Sports

9.50 The E.P.F.O. has been affiliated to All India Public Sector Sports Control Board. The All India Cricket, Table Tennis and Badminton Teams participated in the Tournaments under the aegis of All India Public Sector Promotion Board.



STAFF WELFARE

9.51 The CBT in its 121st meeting held on 29-12-1989 has approved the setting up of EPF Staff Welfare Fund with an objective to provide security-cum-welfare cover to all the staff members of the Employees' Provident Fund Organization. The total budget allocated for the Welfare Activities of the E.P.F.O was Rs. 3.25 Crores. Out of which an amount of Rs. 3,12,57,132 /- was allotted to the different Regions for the following activities for the year 2008-09.

Staff Recreation Club

9.52 During the year 2008-09, Rs. 7,30,525 /- was spent on Staff Recreation Club in the shape of grants-in-aid to the tune of Rs. 25/- per employee for purchase of equipments/furniture, Library books, excursion trips and for setting up of Recreation Club in newly opened Offices.

Canteen

9.53 An amount of Rs. 21,75,000/- was incurred on the Canteen Head in various Regional and Sub Regional Offices. The expenditure incurred is based on the category of canteens viz, from A category to D Category depending on the staff strength of the Regional Office.

Scholarship and Book Award

9.54 Scholarship was given to the wards of the employees for the continuance of their studies who secured 90% marks in Class XII @ Rs. 4800/- per year. An amount of Rs. 26,93,700/- was spent under the Scholarship Scheme, which is nearly 15% of the total budget available with the Central Staff Welfare Committee. However, book award @ Rs. 1,000/- was also given to the wards of the employees who secured more than 80% marks in Class X and XII subject to the ceiling of 2% of the Regional Staff



Strength. However, where the Regions are smaller, minimum 10 awards have been granted in each category i.e. on the basis of marks secured in Class X and XII.

Holiday Home/Guest House

9.55 A sum of Rs. 16,75,000/- was spent to meet the expenditure for maintaining the Holiday Homes at Shimla (Himachal Pradesh), Puri (Orissa), Panaji (Goa) & Kanyakumari (Tamilnadu).

Financial Assistance out of the Staff Welfare Fund

9.56 Death Relief Fund is being released to the family members Rs. 2.00 lakh in the event of death of an employee of the Employees' Provident Fund Organization. An amount of Rs.1, 56,00,000/- was given to Regional Staff Welfare Committees for Death Relief Fund.

- Farewell grant to the retiring official has been enhanced to Rs. 4000/- per retiring officer.
- Medical health checkup facilities were introduced for the employees of 55 years and above with no age bar of spouse. The maximum ceiling is fixed at Rs.4500/-.
- All India Cultural meet was organized at Bhubaneswar after a gap of five years.

Other Activities

9.57 A sum of Rs. 83,82,907 was spent for providing relief to family of Staff dying in harness, assistance to staff suffering from prolonged illness, financial assistance to the family members in the accidental, natural calamities, relief to handicapped persons, provision of crèches, organizing cultural meets, organizing Holiday Camps and any other items of common interest to the employees.