



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

By FAX
By Speed Post

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. Of India)

(मुख्य कार्यालय) / Head Office

भविष्य निधि भवन, 14 भीकाएजी कामा प्लेस, नई दिल्ली - 110066.
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066

No. Budget/105(2)/2005/Exp. Return II/

Dated: 30.08.2010

To

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All Regional P.F. Commissioner - I/Officer-in-Charge
All Regional Office
Including Director (NATRSS), EPF Appellate Tribunal
RPFC (ASD), Head Office

31 अगस्त 2010
AUG 2010

Sub: Forwarding of Monthly Income & Expenditure Return No. II to Head Office-reg.

Sir,

Please refer to this office circular of even No. dated 27.04.2010 on the subject cited above.

In this connection, it is seen that instructions contained in the aforesaid circular and the guidelines issued from time to time are not being followed properly. It may kindly be noted that as per para 9.4.2 of Manual of Accounting Procedure Part-I, all ROs/HO/NATRSS & EPF Appellate Tribunal should submit the Monthly Expenditure Return No. II showing Income & Expenditure to Head Office by first week of the month following to which relates. Now, **CPFC has directed vide note dated 20.08.2010 that "Budget Expenditure position as on 31.07.2010 vis-a-vis the budget provisions urgently and also ensure that the Budget Statement at the end of every month is put up in the first week of subsequent month"**.

As per the directions of CPFC an SMS message were sent to all Regional Offices/NATRSS/EPF Appellate Tribunal/ H.O. on 20.08.2010 for submission of the Expenditure Return for July, 2010 immediately by e-mail on fa.cao@epfindia.gov.in. It is regretted to inform that the information from many field Offices are still awaited. Therefore, all Field Offices are again requested to forward their Monthly Expenditure Return No. II in a consolidated manner (Region as a whole) through e-mail (epforcfa@indiatimes.com / fa.cao@epfindia.gov.in) alongwith Hard Copy in the

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prescribed format (copy enclosed) so that the same may be consolidated and a Budgetary analysis may be done at Head office to know the expenditure incurred during the year. The Monthly Expenditure Return No. II should forward to Head Office in the A4 size paper only.

Encl : as above

Yours faithfully,



(R.K.SINGH)

**Regional P.F. Commissioner-I
(Finance & Accounts)**

- Copy to:
1. Add. C.P.F.C. of all Political States.
 2. ACC (IS), Head Office
 3. Chief Engineer, PFD, H.O.
 4. RPFC (WSU) Head .Office.
 5. PS to CPFC for information please
 6. ✓ RPFC (NDC) for upload the same on website of EPFO.



(R.K.SINGH)

**Regional P.F. Commissioner-I
(Finance & Accounts)**

Expenditure Statement return No. II for the month _____

REGION		Budget Head	BE/RE Allotted	Expenditure upto the previous month	Expenditure during the month	Total Expenditure	Balance	Remarks
S.No.	REVENUE SECTION							
1	1	Pay of Officers						
2	2	Pay of Establishments						
3	3	Leave Encashment						
4	4	Productivity Linked Bonus						
5	5	Dearness Allowance						
6	6	Grade Pay						
7	7	Interim Relief						
8	8	Overtime Allowance						
9	9	Other Allowances						
10	10	Travelling Allowance						
11	11	Leave Travel Concession						
12	12	Medical Assistance						
13	13	Honorarium						
II	CONTINGENCIES & MISC. SECTION							
1	1	Publicity						
2	2	Audit Fee						
3	3	Bicycles						
4	4	Bank Commission						
5	5	Conveyance Hire						
6	6	Electricity Charges						
7	7	Water Charges						
8	8	Fixtures & Furnitures						
9	9	Legal Charges						
10	10	Purchase of Motor Vehicle						
11	11	Maintenance & Repair of Motor Vehicles						
12	12	Petty Works & Maintenance of Office Building & Staff Qtrs.						

