



कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(अम एवं रोजगार मंत्रालय, भारत सरकार)  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)  
मुख्यालय/HEAD OFFICE  
भविष्य निधि भवन  
**BHAVISHYA NIDHI BHAWAN**  
14, भीकाजी कामा प्लेस, नई दिल्ली-110066  
**14-BHIKAJI CAMA PLACE, NEW DELHI-110066**  
[www.epfindia.gov.in](http://www.epfindia.gov.in); [www.epfindia.nic.in](http://www.epfindia.nic.in)

No. HRM-II/10(5)2009/ACP Scheme/2<sup>nd</sup> Financial/

Dated:

To

All Regional Provident Fund Commissioners  
[In-charge of the Regions including RPFC (ASD) HQ]

30 NOV 2009

Sub: **Forwarding of proposal for grant of 2<sup>nd</sup> financial up-gradation under ACP Scheme in respect of Stenographers/Personal Assistants - reg.**

Sir,

Please refer to this office circular no. P-IV/3(2)99/5707 dated 22.10.1999 vide which the scheme of ACP, as made applicable to Central Government Employees as per instructions contained in the Government of India, Ministry of Personnel, Public Grievances and Pensions (D.O.P.T.) O.M. No. 35034/2/97/Estt.(D) dated 9.8.1999 had been forwarded for information and necessary action (Copies enclosed).

In this connection, it is requested to furnish the details of Stenographers/Personal Assistants who have completed 24 years of regular service in the entry grade as DR in Service as on 31.08.2008. The details of all eligible stenographers working in your regions as Stenographers/Personal Assistants should be forwarded in the Proforma enclosed as Annexure-I alongwith their ACR gradings for the last five years from 2004-2005 to 2008-09, Vigilance Clearance/Integrity Certificate by 15.12.2009.

Yours faithfully,

(Jay Kumar)  
Regional PF Commissioner-II

**Copy to:**

1. Additional Central PF Commissioner (Political States)
2. All Deputy Directors (Vigilance)
3. RPFC (NDC) ; for having the upload on website
4. The Secretary General, AIEPF Staff Federation.
5. The Secretary General, EPF SC/ST Employees' Federation
6. Internal Audit Parties
7. P.S. to CPFC
8. P.S. to FA&CAO
9. P.S. to C.V.O.

(Jay Kumar)  
Regional PF Commissioner-II

## Annexure-I

Sl.No.	Name of the Stenographer & Educational Qualification	Date of Birth	Date of Appointment against DR Quota	Date of Completion of 24 years regular service	Whether belongs to SC, ST or OBC and PH and if not, say Neither	Remarks:
(1)	(2)	(3)	(4)	(5)	(6)	(7)
						1. Whether before being selected against DR quota, any of them was in EPFO. 2. Whether any of them had earlier got financial upgradation from the original date of appointment in the lower cadre in the EPFO prior to appointment as DR Stenographers. 3. Promotions received during the past 24 years