



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(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.

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Date: 08-04-2011

To

1491
All Regional Provident Fund Commissioner-I
In-Charge of Regional Office,
Regional Provident Fund Commissioner-I(ASD)
Director (NATRSS),
Registrar, EPF Appellate Tribunal

8 अप्रैल 2011
APR 2011

Subject : Communication of Budget Estimates for the year,2011-12 and guidelines to be observed for proper budgetary control and financial discipline .

Sir,

The Budget Estimates for the year 2011-12 in respect of your Region including SROs has already been communicated through your official e-mail ID which may kindly be acknowledged through e-mail ID, rc.fa@epfindia.gov.in. The budgetary allotment for SROs shall be made by the Region and financial discipline of SROs shall be the responsibility of the respective Regional Head.

2. While incurring expenditure the following points may please be kept in view: -

- a) Provisions of Chapter 5 of General Financial Rules,2005 and the principles of financial propriety provided therein should be followed in letter and spirit before sanctioning expenditure.
- b) The expenditure should be properly identified and it must be charged to the relevant budget head only.
- c) Expenditure should be incurred after due sanction by the competent authority and subject to the availability of budget as allotted in the Budget Estimate .
- d) No commitment of expenditure should be made without ascertaining the availability of funds in the budget.
- e) No expenditure should be incurred over and above the funds allotted under each budget head.
- f) Expenditure should be need based and not on the basis of the funds available.
- g) No request for ratification of excess expenditure would be considered.
- h) The Budget Control Register must be maintained properly and kept upto date so that any excess expenditure over allotment is noticed immediately. RPFC-II (F&A) and RPFC-I, In-charge of the Region must regularly check-up the Budget Control Register.

- i) Requisitions for allocation of Budget under the budget heads - 'Computerisation', 'Staff Welfare Fund', 'Purchase of Motor Vehicles', 'Office Equipments(Air-Conditioners)', 'Fixture & Furniture(Modular Furniture)' and 'Capital Expenditure' may be forwarded directly to respective Divisional Heads in Head Office.
- j) In exceptional cases reference should be made to Headquarters for allotment of additional budget with full justification detailing the need.
- k) Requisition for budget and transfer of funds should be forward to Head office under the signature of the following authorities.

Office	Authority who is to sign the requisition
Head Office (Administrative Service Division)	: RPFC-ASD (or in his absence the officer holding the charge)
Regional Office	: RPFC-I (or in his absence the officer holding the charge)
NATRSS	: Director (or in his absence the officer holding the charge)
EPF Appellate Tribunal	: Registrar (or in his absence the officer holding the charge)

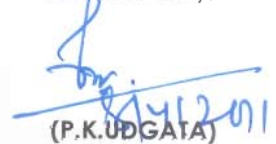
- l) Requisition for transfer of funds in respect of Zonal Training Institute and Sub Regional Offices should be forwarded to Banking Section Head Office under the signature of the following authorities.

Office	Authority who is to sign the requisition
Zonal Training Institute	: RPFC-I (or in his absence the officer holding the charge)
Sub Regional Office	: RPFC-II (or in his absence the officer holding the charge)

.Any violation of the above instructions will be viewed seriously.

(This issues with the approval of **FA&CAO**).

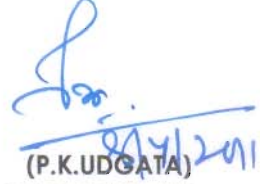
Yours faithfully,



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

Copy forwarded for information without enclosures to: -

1. All Additional CPFCs ,Zones
2. Chief Engineer, PFD, HO
3. Chief Vigilance Officer,
4. Additional CPFC (IS),
5. All Zonal Training Institutes (ZTIs).
6. Director (Audit)/ RPFC (Project) /RPFC (WSU)/
Welfare Officer, Head Office
7. PS to CPFC for information.
8. PS to FA&CAO for information.
9. RPFC,NDC for uploading the same in the official web site.
10. DD(OL) for Hindi Version.


(P.K.UDGATA)

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