



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

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

मुख्यालय / Head Office

भविष्य निधि भवन, 14 भीकाएजी कामा प्लेस, नई दिल्ली - 110066.

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Dated:

To

All Regional P.F. Commissioner - I
In-Charge of the Regional Offices
Including Director (NATRSS), Registrar, EPF Appellate Tribunal
RPFC (ASD), Head Office

16 DEC 2011

Sub: Forwarding of Monthly Income & Expenditure Return No. II for financial performance on monthly basis to Head Office - reg.

Sir,

Secretary, Ministry of Labour & Employment having reviewed the expenditure of various Schemes of Ministry has directed that the Autonomous Organisations under the Ministry should monitor financial performance on monthly basis.

2. In this connection, the instructions as contained in various Circulars issued from time to time on financial performance are reiterated. It is seen that the said instructions are not followed in their true spirit.

3. Para 9.4. 2 of Manual of Accounting Procedure Part-I stipulates that all the offices shall submit their Monthly Income & Expenditure Return No. II regularly for every month by 15th of the succeeding month clearly booking expenditure to proper budget heads and after taking into account the funds allotted under the different budget heads.

4. It is observed that the field offices are incurring expenditure over and above funds allotted under the budget heads and send their request for ex-post facto approval. This should be totally avoided. Similarly, if funds under a budget head are not sufficient to meet the expenditure, the same is booked under a different budget head with interpretation at their level which violates the canons of financial prudence.

5. In view of above, all the field Offices are requested to be careful while booking expenditure to appropriate head. Unjustified interpretation while booking expenditure to a different budget head, incurring of expenditure without sufficient funds etc. will not be entertained on any account at Head Office.

6. Keeping all in view, the monthly Expenditure Return No.II shall be sent to Head Office within the time frame in the prescribed format.

Yours faithfully,


15/12/2011
(RAJESH BANSAL)

Financial Advisor & Chief Accounts Officer

Copy to:

1. All Addl. C.P.F.C.s of Zones for necessary action.
2. ACC (IS) Head Office for necessary action.
3. Chief Engineer, PFD, H.O. for necessary action.
4. Addl. CPFC (HR) for necessary action.
5. PS to CPFC w.r.t. their Dy. No.68910 dated 20.10.2011 for information Please.
6. PS to FA&CAO w.r.t. their Dy. No.4289 dated 21.10.2011 for information Please.
7. RPFC (NDC) for upload the same on website of EPFO.
8. Dy. Director (OL) with a request to make arrangement for Hindi version.


19/12/11
(P.K.UDGATA)

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