

**BY WEB CIRCULATION**

Fax: 011-26186517

Telephone: 011-26178343

Email-rc.conf@epfindia.gov.in



कर्मचारी भविष्य निधि संगठन  
(श्रम एवं रोजगार मंत्रालय भारत सरकार)

Employees' Provident Fund Organisation  
(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110066

Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi - 110066

No. Conf. 2(5)2003/GJ

Dated: 10 FEB 2012

To

*46292*  
The Additional Central Provident Fund Commissioner (Zones),  
The RPFCS -I In-Charge of Regions and  
RPFCS-II, SROs - Tripura and Puducherry.

Sub: - Forwarding of copy of notice of the meeting, list of business in respect of meetings of Regional Committee (EPF) for a state and Quarterly Return on holding of Regional Committee Meetings - Regarding.

Ref: - i) Head Office Letter No. Conf.2 (22)2004/UP/12858-928 dated 04.07.2008  
(copy enclosed)  
ii) Head Office Letter No.Conf.RC/Gel/AR/2007/2876-98 dated 3/4.05.2010  
(Sl.No.40, office orders 2010-11 on epfindia web site).

Sir,

I am directed to invite your kind attention to the Head Office letter dated 04.07.2008 cited above wherein procedure for follow up action in respect of minutes /resolution passed by the Regional Committee (EPF) for a state at the end of RPFCS-In-Charge of the Region/Secretary of the Regional Committee (EPF) was indicated. It is observed that the copy of notice of the meeting, list of business i.e. agenda list, and other papers regarding holding of meetings and minutes thereof of Regional Committee (EPF) for a state are being routinely received in Head Office.

2. Now, it has been decided that the same may not be endorsed to Head Office. Hence, the present practice may be discontinued. It is further advised that the agenda and minutes and resolutions may be sent to Head Office only if expressly required by it or if something is required to be placed before the Central Board of Trustees (EPF). Apart from the

Contd...2/-

above, Additional CPFC (political states)/RPFC-In charge of the Region and Secretary of the Regional Committee (EPF) may correspond directly with functional divisions at Head Office to which the issue pertains for further progress and resolution of query in the matter.

3. Your kind attention is also invited to the Head Office letter dated 3/4.05.2010 cited at Sl. No. ii of the references and it is informed that it has been decided to discontinue the quarterly return on meetings of the Regional Committee, EPF. The said return may now be sent only on annual basis by the Additional CPFC/RPFC in-charge/Secretary of the Regional Committee (EPF) on the close of each financial year by first week of the April of following year as the same would be required for inclusion in the Annual Report of the Organisation. The proforma for sending this annual return is annexed with this letter.

4. The above may kindly be noted for future compliance at your end.

5. This issues with the approval of Additional CPFC (Conference).

Encl: As above.

Yours faithfully,

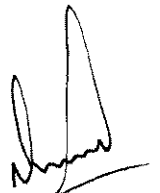


(Navendu Rai)

Regional Provident Fund Commissioner (Conf.)

navendurai@epfindia.gov.in

Copy to: - The RPFC (NDC) for uploading the circular on EPFO's Web Site.



(Navendu Rai)

Regional P. F. Commissioner (Conf.)

ANNEXURE

Details of the Regional Committee Meetings.

(Annual Return)

For the year \_\_\_\_\_

Name of the Regional Office:

Date of Reconstitution of the Regional Committee (EPF):

No. of Meetings held	Meeting No. & date on which meeting held	If not, the reasons for not holding the meeting.

286

**BY SPEED POST**

E-mail: rpfconference@gmail.com Fax: 011-26186517

Telephone: 26178343



**Employees' Provident Fund Organisation  
(Ministry of Labour, Govt. Of India)  
Head Office, Bhavishya Nidhi Bhawan,  
14-Bhikaji Cama Place, New Delhi-110066**

No. Conf. 2(22) 2004/UP

12858-928

Dated:

4 July 2008

To

**All RPFCS –in-Charge of Regional Offices.  
And OIC- Sub Regional Office- Puducherry and Tripura.**

**Sub:- Reference to Headquarters on Recommendations of Regional Committees – Req.**

*I am directed to say that as per the provisions of para 4 of the Employees' Provident Fund Scheme, 1952 the competent authority has constituted the Regional Committees for each State to advise the Central Board of Trustees on matters connected with the administration of the Scheme in the State and in particular on:-*

- 1) Progress of recovery of provident fund contributions and other charges,
- 2) Expeditious disposal of prosecution cases,
- 3) Speedy settlement of claims,
- 4) Issue of Annual Accounts slips to members of the Fund, and
- 5) Speedy sanction of advances.

2. *The meetings of the Regional Committees are convened from time to time and the agenda placed by the Secretary are discussed. The minutes of the meetings are circulated and minutes are also received by Head Office. On review of the minutes of the Regional committees of some states, it is seen that the agenda /subject matter which relate to amendment of the Act and Scheme and which fall under the jurisdiction / authority of the CBT have been discussed in its meetings in the past, such as :-*

- i) *Extension of EPF & MF Act 1952 and schemes to the establishments employing 10 or more workers.*
- ii) *Enhancement of Wage ceiling of the employees covered under EPF & MF Act 1982.*

3. *It is also noticed that the matters have also been reflected in the Action Taken statements as matters referred to Headquarters for decision or shown as pending at Headquarters for decision. In this regard it is clarified that as per the provisions of the EPF & MP Act and the EPF Scheme 1952 the CBT is vested with the powers to administer the schemes and where it considers necessary to propose amendments to the Act and Scheme.*

*Contd. 2/-*

The statutory powers to amend the Act and Scheme are otherwise vested with the Central Government and by convention it seeks advice from the Central Board of Trustees, EPF before amending any provisions of the Scheme. Therefore, the matters on which the Regional Committees deliberate and which involve larger issue of amendments of the Act or the Scheme, the same shall be referred by the Secretary, Regional Committee to Headquarters with the recommendations and thereafter the matter need not be carried forward in the agenda.

4. In the above context the following procedure has been approved by the CPFC and Secretary CBT, EPF to be followed by RPFCs in-Charge as Secretary of the Regional Committees :-

(a) The RPFCs-In-Charge of the Region shall have to ensure that if any agenda item is placed before the Regional Committee that attracts any policy decision or amendment to the provisions of any of the Schemes framed under the Act, the same shall be referred to Head Office for further necessary action by the RPFC-In-Charge.

(b) On receipts of the minutes, the items which attract any policy decision or amendment to the provisions of any of the Schemes framed under the Act shall be referred to the functional Divisions at Head Office by Conference Section along with the other recommendations as per the minutes of the Regional Committee for further examination.


(c) The Functional Divisions will respond to the RPFCs-In-Charge directly and inform Regional Offices appropriately of the action taken. The same will also be monitored by the Divisions till the matter is brought to its logical end.

(d) The RPFCs in -charge shall correspond directly with the functional divisions at Head Office to which the issue pertains for further progress and resolution of query in the matter.

5. This issues with the approval of Central Provident Fund Commissioner.

6. Receipt of this letter may please be acknowledged.


Yours faithfully,

  
(Sanjay Bisht)

Regional Provident Fund Commissioner (Conf.)

Copy to:-

- 1) All Additional CPFCs in Headquarters / FA&CAO
- 2) All Additional CPFCs in the Zones.
- 3) All RPFCs in Headquarters.
- 4) Director (Recovery) / Director (Audit)
- 5) Dy Director(Audit)
- 6) PS to CPFC.

  
जारी किया  
ISSUED