



मुख्य कार्यालय/ Head Office
कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय , भारत सरकार
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
भविष्य निधि भवन, 14 भीकाजी कामा प्लेस नई दिल्ली-110066
Bhavishya Nidhi Bhawan , 14, Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in; www.epfindia.nic.in

No. HRM-II/P.1(1)11/APFC/Adhoc/

Dated : 11 NOV 2011

To

Director NATRSS/
All Additional CPFCs (Political States)/
All Regional Provident Fund Commissioners
Incharge – Regions/Sub-Regions (Including RPFC[ASD] – Head Office)
[Through EPFO Website]

Sub.: Furnishing of Annual Confidential Report Grading of Enforcement Officers/Accounts Officers/PS to Headquarters regarding Adhoc promotion to the post of APFC – reg.

Sir,

A proposal for promotion of EO/AO/PS/SO to the post of APFC on adhoc basis is under consideration.

3. Accordingly the required information in respect of each officer regionwise has been tabulated in excel file (APFC_ADHOC_PROMOTION_NOV_2011.XLS) and the same is uploaded on EPFO website (www.epfindia.com).

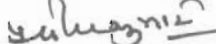
4. You are requested to carry out the following exercise in order to furnish the required information in respect of officers in your region/jurisdiction:

- download the file “APFC_ADHOC_PROMOTION_NOV_2011.xls” from the website
- go through the relevant portion of the file pertaining to your jurisdiction.
- verify/fill in/modify, if needed, the information from column **No. D to K** as per the service records of the officer(s) concerned.
- If there is any variation, please do necessary correction and enclose the supporting documents of the same (i.e. duly certified copy of education certificate/ relevant portion of Service Book etc.) while sending the information.
- If an officer is not in service due to any of the reasons **other than superannuation e.g. VRS/EXPIRED/RESIGNATION/DISMISSAL/CRS etc.** the same is required to be clearly mentioned in remark column (**column H**) and the date of **VRS/EXPIRED/RESIGNATION/DISMISSAL/CRS etc.** should be entered in **column-I**.
- Please fill the gradings in the relevant columns and **enclose the attested copies of these ACRs** for the relevant period, while sending the same. In case ACR of any officer is not being available for a particular year(s) then the attested copy of ACR(s) for the years preceeding the period in question be sent. Reason for non-availability of ACRs may also be informed.

5. Above information may please be **signed by the Incharge of Regions/ Sub-Regions** and may please be sent to Head Office so as the same can be placed before competent authority.

6. This may please be treated as **MOST URGENT** and be sent **by 25.11.2011**.

Yours faithfully,


(P.K. AGARWAL)

REGIONAL P.F. COMMISSIONER(HRM)