

WEB CIRCULATION

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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 -११००६६
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066

No.MIS/3(1) Cons. ABP/2010-2011

Dated: 14.10.2011

To

Zonal Additional CPFCs
RPFCs In-Charge in the Regions.

Sub: Submission of ABP Returns to Headquarters through Zonal Addl. CPFCs– Reg.

Ref: This office letter No. MIS/3(1)Cons.ABP/2007-08/308003-43 dated 25.08.2010 (copy enclosed).

Sir,

Kind attention is invited to above cited letter on the captioned subject. The process of submission of MIS & ABP returns has been reviewed and following procedure is to be adopted for & from the month of October, 2011 onwards:-

- ACC (Zones) shall send the hardcopy duly signed for the whole zone. RO/SRO wise details may not be added to the hardcopy to be sent to EPF Headquarters.
- No hardcopy is to be sent by Regional Offices to EPF Headquarters. RO shall only send the MIS & ABP returns in soft copy in MS Excel format at rc.mis@epfindia.gov.in & neomishq@yahoo.com. Any paper return in hardcopy of MIS & ABP return received directly from Regional Offices shall not be entertained.

2. This issues with the approval of Addl. CPFC (MIS)

Yours faithfully,

(Navendu Rai)

Regional PF Commissioner (MIS)

Copy to:

- PS to CPFC
- Regional PF Commissioner (NDC)

(Navendu Rai)

Regional PF Commissioner (MIS)



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

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NO.MIS/3(1) Cons. ABP/2007-08

Dated: 25.08.2010

To

RPFs in-Charge in the Regions

25 अगस्त 2010
AUG 2010

Sub: Submission of Quarterly MIS Returns to Headquarters

Sir,

It is respectfully submitted that from the year 2009-10 it has been decided that all the MIS returns will be routed to the MIS Section in Headquarters through Additional CPFCs Office only. However, it is noted that the Regional PF Commissioners are sending the MIS Returns directly to the MIS Section at the Headquarters. It is also noted that the reply to the letters of the discrepancies are also being directly sent to the Headquarters.

2. It is therefore requested to kindly send the MIS returns and the reply to the letters of the discrepancies to the Additional CPFC only, who then will forward compiled statement for the Zone under their supervision to the Headquarters.

3. It may please be noted that MIS returns are important for answering Parliament Questions for reporting of the performance of EPFO to the authorities and the major performance data included in the Annual Report of the Organization is based on MIS and ABP returns which is subsequently laid in the Parliament of India. It is therefore requested to kindly scrutinize the Returns before forwarding it to the Additional CPFC office. The Regional PF Commissioner is requested to kindly check whether the Opening Balance tallies with the Closing Balance of the last year. In case there is a change in the opening balance, the same should be reported in the remarks column of the respective return as the MIS returns are being prepared on cumulative basis. The MIS Returns correct in all respect are required to be approved by the Regional Commissioner-In charge before sending to the Addl. CPFC in the State.

4. It may also be noted that the MIS and ABP Returns are both having an upto the month format or contain cumulative data.

Encl: Letter No: MIS 3(1) ABP Return/2007-08 dated 24.08.2009 regarding guidelines to be followed while scrutinizing the MIS Returns.

Yours faithfully,


(Sanjay Bisht)

Regional Provident Fund Commissioner (MIS)

Copy to: 1) All Additional CPFCs 2) PS to CPFC 2) RPF (NDC)


(Sanjay Bisht)

Regional Provident Fund Commissioner (MIS)

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ISSUED

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