

कर्मचारी भविष्य निधि संगठन  
(श्रम एवं रोजगार मंत्रालय भारत सरकार)**Employees' Provident Fund Organisation**  
(Ministry of Labour & Employment, Govt. of India)

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

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

No. MIS – 2(1) Cons.MIS Return/2010-11/ 1164

Date: 15.04.2011

To,

The Addl. CPFCs in the Zonal Offices

5 APR 2011

**Subject: Submission of MIS Return for the year 2010-11.**

Sir,

As you may be aware the time for submission of the MIS returns is 45 days from the end of the Quarter but there is a constant delay in sending them to the Headquarters by the Addl. CPFC (Zone).

2. It has however come to the notice that the some of the yearly MIS returns (containing the information for the entire financial year) are required urgently after the completion of the financial year. The returns which are required urgently are:

MIS return	Required by
MIS 107 & 113	Finance Division for the preparation of the Balance Sheet.
MIS 110 & 111	PID as per the orders of the CIC dated 18-03-2010. Separate MIS letter dated 01.04.2011 may be referred in this regard.

3. It is therefore requested that the above **four MIS returns for the year 2010-11 may kindly be submitted by 20.04.2011** so as enable the MIS section to compile the MIS returns for EPF Organization as a whole by the date it is required by the concerned divisions. In order to minimize the submission time, the MIS returns may kindly be sent through e-mail at [neomishq@yahoo.com](mailto:neomishq@yahoo.com) & [rc.mis@epfindia.gov.in](mailto:rc.mis@epfindia.gov.in) followed by the hard copy by post.

4. Other MIS returns may also be complied as soon as possible and sent to Headquarters by the stipulated time line.

Yours faithfully

Encl: Above

  
(K.C. Pandey)  
Addl. Central PF Commissioner (MIS)

Copy to: (1) RPF Officer In-charge - for taking necessary action and send the MIS returns immediately to the concerned Addl. CPFC (Zone).

(2) NDC for hosting on website-

  
(Sanjay Bisht)  
Regional PF Commissioner (MIS)