



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

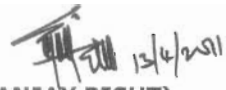
MIS SECTION**Sub: MATERIAL FOR DRAFT ANNUAL REPORT OF EPFO FOR 2010-2011**

With the close of the previous financial year, the work relating to preparation of the Annual Report 2010-11 has been initiated. In order to meet various deadlines till it is placed before the CBT, EPF for approval, various inputs and the time schedule have been identified as under:

- Receipt of annual MIS Returns for the year 2010-2011 from Addl. CPFCs Zones – 15th May 2011.
- Receipt of Additional Information from the Regional Offices for the Annual Report – 15th May 2011.
- Receipt of Draft material from all the Divisions for inclusion in the Annual Report – 15th May 2011.
- Completion of first draft of the Annual Report – 31st July, 2011.

2. Accordingly, all the Divisional Heads and principal officers are requested to intimate the write-up for the draft material in respect of their Section/Division, by consolidating the activities taken up during the year 2010-2011 giving an account of new policy initiative undertaken in the Division, highlighting major achievements or special kind of work taken up, the number of meetings conducted in respect of any Sub-Committee of the Board handled in the Division and gist of recommendation that may be included in the draft Annual Report for the year 2010-2011. **The write-up that was included in the Annual Report for the previous year needed not be sent in the same shape.** It is requested that the write-up may be reviewed and necessary modifications or additions may be carried out. Wherever data or graphical representation is involved special effort may be made to ensure its accuracy and authenticity, before it becomes part of the Annual Report for the year 2010-2011. Colour photographs on important activities undertaken during the year 2010-11 may also be sent by e-mail for inclusion in the Annual Report of the Organisation.

3. **It is requested that the material may be furnished to the MIS Section by 15th May, 2011 positively.** Soft copy of the material can be sent through e-mail on neomishq@yahoo.com or rc.mis@epfindia.gov.in.


(SANJAY BISHT)
Regional PF Commissioner (MIS)

To

FA & CAO
CVOAll ACCs (Pension/CSD/HR/Compliance/IS)
Director (NATRSS) in r.o. NATRSS and ZTIs.

Chief Engineer

All RPFCS-I (HRM)/F&A/Pension/Compliance/Coord/CSD/IMC/ IS
(Project)/Vigilance/International Workers/Publicity.

Director (Audit)/Director (Recovery).

Dy. Director (Official Language).

Welfare Officer.

Copy to PS to CPFC - for information.

Copy to PS to Addl. CPFC (MIS) – for information.

Copy to RPFCS(NDC) for hosting.

UO No: MIS. 1(1) AR/2010-11/

Dated: 13.04.2011