



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. MIS-2(1)/Con.MIS Return/2010-2011/

Dated: 20<sup>th</sup> May 2011

To

**All Addl. CPFCs in Zones**

**Subject: Submission of Annual MIS Reports for the year 2010-2011.**

Sir,

I am directed to say that the work relating to preparation of Annual Report of the Organisation for the year 2010-2011 has already been taken up by the MIS Section at Hqrs. The MIS Section has separately requested all the Regional Offices to forward the material for inclusion in the draft Annual report for the year 2010-2011. Simultaneously, the Annual MIS Returns for the year 2010-2011 have also become due which is also forwarded to Hqrs. within 45 days of the close of the year. Needless to say that the Annual MIS Reports are the basic data base on all the work parameters and the performance of the field offices and the data is also incorporated in the Draft Annual Report.

2. In this regard attention is invited to MIS Section letter of even no. dated 15.4.2011 vide which MIS - 107, 110, 111 and 113 were called by the Hqrs. for the purpose of balance sheet and to comply with the directions of CIC, New Delhi. **Therefore, except these MIS Returns, the other returns may kindly now be forwarded to Hqrs. duly consolidated and verified at the zonal office level by 31<sup>st</sup> May 2011 positively.** In this regard it is also brought to kind notice that the MIS Returns received in MIS Section without the data of the Regions involved would be treated as not submitted to hqrs.

3. Accordingly, the Zonal Addl. CPFCs are requested to look into the matter and give suitable directions to the RPFCs in-charge in the Regions under their jurisdiction to expedite the Annual MIS Reports so that the consolidated reports reach Headquarters by 31<sup>st</sup> May 2011 positively. As has been requested from time to time, the MIS Returns may first be sent in soft form at [neomishq@yahoo.com](mailto:neomishq@yahoo.com) and [rc.mis@epfindia.gov.in](mailto:rc.mis@epfindia.gov.in) followed by hard copy by post.

4. The matter may kindly be accorded priority please.

Yours faithfully,

  
(SANJAY BISHT)

**Regional P.F. Commissioner Gr.II(MIS)**

- (1) All RPFCs in-charge in the Regions for information.  
(2) RPFC(NDC) for hosting the letter on EPFO website.

  
(SANJAY BISHT)

**Regional P.F. Commissioner Gr.II(MIS)**