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कर्मचारी भविष्य निधि संगठन
नेशनल डाटा सेंटर
(श्रम मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation
National Data Center

(Ministry of Labour, Government of India)

छठी मंजिल, एनबीसीसी टावर, 15, भीकाएजी कामा प्लेस, नई दिल्ली-110066
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संख्या
No. :

दिनांक :
Dated :

No NDC/15(25)2010/e-Return tool/ 155 date

16 DEC 2011

To,
All Additional CPFC,
Zonal Offices.

(Through www.epfindia.gov.in)

Sub: Creating awareness among employers on e-filing of returns and use of e-return software by arranging workshops-regarding.

Ref: NDC/15(25)2010/E-return tool dated 14.02.2011.

Sir,

Please refer to the subject cited above.

After the implementation of the Computerization Project in EPFO, upload functions for uploading the soft copies of returns in Form 5, 10 and 12A were also developed and a software for the use of the employers for generating all returns in soft and hard copies was developed at the National Data Center and was uploaded on the epfindia website for free download. Upload facility for the return in Form 3A was already there in the new application software.

While uploading the software, all offices were requested to conduct workshops for employers and any feedback received was to be forwarded to the NDC. To help the offices and employers, FAQs and DEMO files were also added for free download.

With the issue of notification making the filing of e-return mandatory under the EPS and the EDLI Schemes, there is a need to make the employers aware about the use of the e-return software. The

file structures for the four returns namely Form 5, 10, 12A and 3A are also available on the epfindia website.

A workshop for some technical persons and officers from 21 offices as per the list enclosed is planned to be organized at NATRSS on 12th January, 2012 so that the feedback received till date from the employers may be discussed and the use of the e-returns tool may be demonstrated.

Following the workshop at NATRSS on 12th January, 2012, the 21 selected Offices as per the enclosed list may conduct workshops for employers during the suggested period with the help of the two EPFO Officers who attend the workshop at NATRSS and these workshops will also be attended by one Officer and one technical person each from all other Offices of the State. In turn all remaining field offices will conduct workshops at their location.

Thus the period from January to March may be utilized to spread the awareness among the employers so that in April, 2012 there is a readiness to file the annual returns in electronic form.

List of 21 Offices selected for conducting the workshop, and technical persons who will attend the workshop at NATRSS is enclosed.

It is requested to nominate one Officer, preferably an RPFC II from the 21 offices to attend the workshop at NATRSS and to get the workshops conducted at the 21 centers followed by workshops at all the remaining field offices. The names of the nominated RPFC II may kindly be intimated to The Director, NATRSS, by 23rd December, 2011.
Encl: as above

(This issues with the approval of the CPFC)

Yours faithfully,

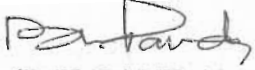


(B K PANDA)
ACC (IS)

Copy for information and with a request to send the details on workshops already conducted and feedback if any received from the employers, to:


1. All Regional P F Commissioners, Regional Office.
2. All Regional P F Commissioners, Sub Regional Office.

The details may be sent to the RPFC, NDC on his mail
rc.ndc@epfindia.gov.in


(B K PANDA)
ACC (IS)

Copy for information to:

1. CPFC, through PS
2. Director, NATRSS with a request to permit the use of the Conference Hall at the Academy for 12th January, 2019 and also allow for the boarding and lodging facility for the Officers coming from the field offices as per the list enclosed.


(B K PANDA)
ACC (IS)

LIST OF OFFICES FOR CONDUCTING WORKSHOPS IN A STATE

Sl NO	Under ACC	At Office	Technical person who will attend workshop at NATRSS On 12 th Jan, 2012	Designation	Period for conducting workshop at the center
1	Punjab and Himachal Pradesh	Chandigarh	Sri Vikram Dattatri	Asstt Programmer	16 th to 21 st January, 2012
2	Do	Shimla	Smt Reena Rathwat	SSA	16 th to 21 st January, 2012
3	Haryana and Rajasthan	Faridabad	Sri Harish Chand	DPA	23rd to 27th January, 2012
4	Do	Jaipur	Sri Kapil Verma	Asstt Programmer	23rd to 27th January, 2012
5	Delhi and Uttarakhand	Delhi	Smt Shanti Sivaram	AD (IS)	31 st January to 4th February, 2012
6	Do	Dehradun	Sri Md Qamar	AD (IS)	31 st January to 4th February, 2012
7	Uttar Pradesh and Bihar	Kanpur	Sri Harsh Vardhan Kaushik	AD (IS)	16 th to 21 st January, 2012
8	Do	Patna	Sri Prashant Kumar	Asstt Programmer	16 th to 21 st January, 2012
9	West Bengal, Jharkhand and NER	Kolkata	Sri Shantanu Ghosh	DPA	23rd to 27th January, 2012
10	Do	Guwahati	Sri S K Pattnaik **	AD (IS)	23rd to 27th January, 2012
11	Do	Ranchi	Sri N K Meshram	Programmer	23rd to 27th January, 2012
12	Gujrat and Madhya Pradesh	Ahmadabad	Sri Rahul Tanwar	Asstt Programmer	23rd to 27th January, 2012

13	Do	Indore	Ms Mangala Pendarkar	AD (IS)	23rd to 27th January, 2012
14	Maharashtra and Chattisgarh	Mumbai	Sri R Suresh Kumar	AD (IS)	31 st January to 4th February, 2012
15	Do	Raipur	Sri Sanjay Kunjam **	Asstt Programmer	31 st January to 4th February, 2012
16	Andhra Pradesh and Orissa	Hyderabad	Sri K Srinivas	AD (IS)	16 th to 21 st January, 2012
17	Do	Bhubaneswar	Sri S K Pattnaik !!	AD (IS)	16 th to 21 st January, 2012
18	Karnataka and Goa	Bangalore	Sri S Nandisha	AD (IS)	23rd to 27th January, 2012
19	Do	Goa	Sri Mahabir Kr Roy	DPA	23rd to 27th January, 2012
20	Tamilnadu and Kerala	Trivandrum	Sri Jose Martin	AD (IS)	31 st January to 4th February, 2012
21	do	Chennai	Sri V Chandrasekhar	AD (IS)	31 st January to 4th February, 2012

NOTE:

From each Office one RPFC II may be nominated to attend the workshop at NATRSS. Their names may be sent in advance to the Director, NATRSS with a copy to the ACC (IS).

** These officers are not posted at the Office against which their name appears but will be required to conduct the workshop at that Office.

!! Will attend at Bhubaneswar and also at Guwahati