



कर्मचारी भविष्य निधि संगठन  
**Employees' Provident Fund Organisation**  
श्रम एव रोजगार मंत्रालय भारत सरकार  
**Ministry of Labour & Employment, Govt. Of India**  
मुख्यकार्यलय/Head Office  
भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110066  
**Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066**  
E-mail: acc.is@epfindia.gov.in

No R-I/Project Review Meeting/2009/Vol.II /180  
6028

Dated: 10.05.2011

To,

10 मई 2011

All Additional Central Commissioner (Political States)  
All Regional P.F. Commissioners-I/Officer-incharge  
Regional Office/Sub-Regional Office

**Sub: Maintaince of Back up- Reg.**

Sir,

It has come to notice that some field offices are not following the instructions regarding the back up of data on regular basis. It may be recalled that the instructions in this regard have been issued vide this office letter No.R-I/Project Review Meeting/2009/Vol.II/558/49123 dated 10.11.2010, wherein explicit instructions have been issued to take the backup of system on regular basis and keep a copy of the same in other offices. The list of the offices, where the backup data is to be kept, has been detailed in the above mentioned letter.

It is once again directed to follow the instructions without fail as any lapse in the matter may lead to important data loss in the event of any eventuality. In this regard, the confirmation be sent to Project Division by e-mail before or on 13.05.2011.

(This issues with the approval of ACC (IS))

Yours faithfully

(Satish Chandra)

**Regional P.F. Commissioner-I (IS & Project)**

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1. P.S. to CPFC
2. Sh. V. Chandershekhar, AD (IS): For web upload please