



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. Of India)
मुख्यालय / Head Office

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To

All Regional P.F. Commissioners
In-charge of the ROs/SROs

46707
16 FEB 2012

Subject: Reducing Scroll activity to Single level in the Application Software in Settlement of Claims.

Sir,

On the basis of suggestions received from the field offices for improvement in the efficiency in disposal of office work specifically pertaining to service delivery, following provisions have been made in the Application Software (vide Version 3.22) to speed up the process of settlement of claims. The same be implemented with immediate effect.

1. After authorization of claims by AO/APFC, the scroll would be prepared by DA (Scroll) as usual.
2. The scroll prepared by the DA (Scroll) will not be sent back to the authorizing officer i.e. AO/APFC for his approval again.
3. DA (Scroll) after preparation of the scroll will send it directly to DA (Cash) for processing the same to release the payment.

Yours faithfully


(Rajesh Bansal)
Financial Advisor & Chief Accounts Officer

Copy to:

- 1) PS to CPFC
- 2) All Addl. CPFC (Zones)
- 3) ACC (IS)
- 4) Director, NATRSS
- 5) Director (Audit)/DD (Audit)/AD (Audit)/Zonal Audit Parties/ZTIs
- 6) RPFC (NDC) for uploading the same in the website of EPFO
- 7) DD (OL) for issuing Hindi version.


16/02/2012
(P.K. Udgata)
Regional P.F. Commissioner-I (F&A)