



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-भोकाजी कामा प्लेस, नई दिल्ली-110 066.

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110 066.

**Central Analysis & Intelligence Unit**

No: CAIU/011(33)2015/HQ

Date:

To

24115  
Addl. Central PF Commissioners (Zones),  
In-charge of Regional Office/Sub-Regional Offices,

07 MAR 2016

**Sub: - Coverage of contact workers under EPF & MP Act, 1952 – reg.**

Madam/Sir,

The issue of coverage of contract workers has been flagged as an area of top most concern and priority by the Government of India. Number of instructions have been issued by EPFO Head Office in recent past to ensure that all eligible workers are brought under the ambit of EPF & MP Act, 1952. The action plan has hitherto been to ensure that

- All the agencies and contractors to whom the work is outsourced are covered under the Act;
- All the personnel supplied by the agencies and contractors are extended benefits of provident fund etc; and
- All the personnel engaged get eligible benefits commensurate to the wage they get.

Considering that our aim is to reach out to the last employee, the data collection from different sources itself requires serious and constant efforts. In this endeavor to collect the intelligent and actionable information, to facilitate the work of field offices, a software has been developed through which a login has been provided to both the category of establishments-principal employers- those which are registered with EPFO and those which are not registered with EPFO like the Government Departments. After authentication through One Time Password (OTP), the principal employer can enter details of contractor and work order, which will be segregated PIN code wise and will go to the respective portal of SRO/RO and can be viewed online, as and when updated.

When this information is uploaded in the system, CAIU, HO shall have the option to view it while this shall originally be reflected in the login of the RO/SRO. The RO/SRO can verify with the respective database of covered establishments whether the particular contractor establishments is already registered and its compliance position. There after RO/SRO can decide/shall have option

- To allocate inspection to particular inspector
- Define time limits for inspection

- (c) Option for uploading of reports in particular format
- (d) Reason for late uploading of reports
- (e) Reason for Pendency in uploading of reports
- (f) Coverage status of establishment (Already Covered, New Coverage)
- (g) No. of new employees covered if any
- (h) Remarks/Comments by APFC/RPFC-II to indicate the satisfaction level of report.
- (i) In case the satisfaction level is below certain limit, inspection has to redone and reports to be uploaded again by EO.

At this instant the Head Office is not making any intervention/giving remarks or observations after the work order is uploaded by the principal employer. The field offices need to check compliance under the EPF & MP Act, 1952 vis-à-vis the individual work orders in the back drop of office records available and decide if inspection is required. In case inspection is deemed required, separate permission may be sought from CAIU giving details as per the instructions already invouge for seeking permission for inspection.

CAIU, HO shall monitor the performance of RO/SRO and have the option to provide its own remarks/directions subsequently.

CPFC has already written DO letters to major Principal employers to avail this facility and it is possible that some of them might contact you in this regard.

In view of the above, all the Regional PF commissioners, Incharge of Regional & Sub Regional Offices are advised to ensure that this facility is properly utilized and to ensure that all eligible workers working through contractors are enrolled. The facility is available through official website of EPFO (<http://www.epfindia.gov.in> →For Employers →For Principal Employers) or at [http://www.epfindia.com/site/en/Principal\\_Employer.php](http://www.epfindia.com/site/en/Principal_Employer.php). The individual login id for respective offices shall be mailed shortly.

For any technical clarification, Shri Dinesh Dharni, Deputy Director (IS) and Shri Randhir Kumar, APFC (CAIU), may be contacted at Telephone No. 011/26163245 [dk.dharni@epfindia.gov.in](mailto:dk.dharni@epfindia.gov.in) and 011/26714171 email id [randhir.kumar@epfindia.gov.in](mailto:randhir.kumar@epfindia.gov.in) respectively .

Yours faithfully,

*M. Narayanappa*  
4/3/16

**(M. Narayanappa)**  
**Addl. Central PF Commissioner-I (CAIU)**