

E-mail: rc.mis@epfindia.gov.in
neomishq@yahoo.com

WEB CIRCULATION ONLY
Telephone: 011-26178343 / 011- 2610724



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 -११००६६
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066

No.MIS/3(1) Cons. ABP/2010-2011

Dated: 21.11.2011

To

RPFCs In-Charge in the Regions.

Sub: Submission of ABP/MIS and other returns to Headquarters through Zonal Addl. CPFCs— Reg.

Ref: (i) MIS/3(1) Cons.ABP/2010-11 dated 14.10.2011 –Sl. No. 345 of office circular 2011-12.

(ii) MIS/3(1) Cons.ABP/2007-08/308003-43 dated 25.08.2010 (Copy enclosed)

Sir,

Please refer to the subject and references cited above.

2. It has been observed that even after issue of above letters some Regional Offices are still sending the paper return directly to the Headquarters.
3. It is therefore once again requested to stop this practice and in future no hardcopy be sent to Headquarters directly by Regional/Sub-Regional offices.
4. Regional Office shall only send the MIS & ABP Returns in soft copy in MS Excel format at rc.mis@epfindia.gov.in . Any other paper returns in hardcopy of MIS & ABP Return received directly from Regional Offices shall not be entertained.

Yours faithfully,

(Navendu Rai)
Regional PF Commissioner (MIS)

Copy to:

- (i) All ACCs (Zonal Office)
- (ii) Regional PF Commissioner (NDC) for web upload

(Navendu Rai)
Regional PF Commissioner (MIS)



Employees' Provident Fund Organization
(Ministry of Labour, Govt. Of India)
Head Office, Bhavishya Nidhi Bhawan,
14-Bhikaji Cama Place, New Delhi-110066.

110

NO.MIS/3(1) Cons. ABP/2007-08

30803-43

Dated: 25.08.2010

To

25 अगस्त
AUG 2010

RPFCs in-Charge in the Regions

Sub: Submission of Quarterly MIS Returns to Headquarters

Sir,

It is respectfully submitted that from the year 2009-10 it has been decided that all the MIS returns will be routed to the MIS Section in Headquarters through Additional CPFCs Office only. However, it is noted that the Regional PF Commissioners are sending the MIS Returns directly to the MIS Section at the Headquarters. It is also noted that the reply to the letters of the discrepancies are also being directly sent to the Headquarters.

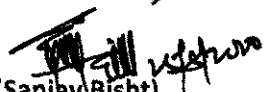
2. It is therefore requested to kindly send the MIS returns and the reply to the letters of the discrepancies to the Additional CPFC only, who then will forward compiled statement for the Zone under their supervision to the Headquarters.

3. It may please be noted that MIS returns are important for answering Parliament Questions for reporting of the performance of EPFO to the authorities and the major performance data included in the Annual Report of the Organization is based on MIS and ABP returns which is subsequently laid in the Parliament of India. It is therefore requested to kindly scrutinize the Returns before forwarding it to the Additional CPFC office. The Regional PF Commissioner is requested to kindly check whether the Opening Balance tallies with the Closing Balance of the last year. In case there is a change in the opening balance, the same should be reported in the remarks column of the respective return as the MIS returns are being prepared on cumulative basis. The MIS Returns correct in all respect are required to be approved by the Regional Commissioner-In charge before sending to the Addl. CPFC in the State.

4. It may also be noted that the MIS and ABP Returns are both having an upto the month format or contain cumulative data.

Encl: Letter No: MIS 3(1) ABP Return/2007-08 dated 24.08.2009 regarding guidelines to be followed while scrutinizing the MIS Returns.

Yours faithfully,


(Sanjay Bisht)

Regional Provident Fund Commissioner (MIS)

Copy to: 1) All Additional CPFCs 2) PS to CPFC 2) RPFC (NDC)


(Sanjay Bisht)

Regional Provident Fund Commissioner (MIS)

जारी किया
ISSUED

01/2
25/8/10

Email: rc.mis@epfindia.gov.in

Phone No. 011-26178343
Fax No. 011-26186517
SPEED POST/IMMEDIATE



Employees' Provident Fund Organisation
(Ministry of Labour, Govt. Of India)
Head Office,
Bhavishya Nidhi Bhawan,
14-Bhikaji Cama Place, New Delhi-110066

No. MIS-3(1) ABP Return/2007-08

Dated: 24th August 2009

To

All Addl. CPFC in the Zones in states.

All Regional Provident Fund Commissioners-In-Charge in Regions.

Sub: Consolidation of quarterly MIS returns in zonal offices.
Ref: CPFC DO, Letter dated 29.07.2009.

Sir,

I am directed to invite a reference to the Central Provident Fund Commissioner D.O. letter No.MIS.9(1)97/29906-29915 dated 29.07.2009 addressed to all Addl. CPFCs in the states regarding consolidation of quarterly MIS returns zone wise and sending them to Headquarters for further consolidation. It was further informed that a proforma would be sent by head office for consolidation of data zone wise. In this regard is stated that the proforma has been emailed to all the zonal Addl. CPFCs on 19.08.2009 and 21.08.2009 at the official email IDs. It may further be stated that the CPFC had emphasized that the said system was devised to have a more effective system of reporting which not only ensures data compilation in the field offices but improves monitoring and evaluation of the performance based on the data compiled.

2. In order to ensure data that the data is reflected correctly in the returns, the following guidelines may also be followed while scrutinizing the MIS returns at your end:-

(i) Quarterly reports to have cumulative quarterly data:

For the quarter ending June 2009, the MIS should contain information from April 2009 to June 2009, for quarter ending 30th September 2009, it should contain information from April 2009 to September 2009 and for quarter ending 31st December 2009, it should contain information from April 2009 to December 2009.

(ii) Data compatibility among individual MIS returns:

- a. MIS 101, MIS 103, MIS104 and MIS 127 all indicate the membership as on close of the quarter. It may be ensured that the membership tallies among all the MIS and before consolidation this may be cross checked.
- b. In MIS 107, the number of establishments added upto the quarter in Part A should tally both in terms of number of establishments and amount added upto the quarter in Part B and Part C. The closing balance upto the quarter should

tally with the closing balance of current demand and arrear demand in unexempted sector given in the ABP returns.

- c. In MIS 107, the total amount in opening balance in Part A should tally with opening balance in Part B. In Part C the opening balance in respect of establishments and the amount under current demand should be NIL.
- d. The grand total amount indicated in MIS 108 (Part A) of assessed arrears should match with the arrears indicated in Part A of MIS 107. The total of Part A should match with the total of Part B.
- e. The total amount of assessed arrears in MIS 109(Part A) should tally with the total of both current demand and arrear demand (exempted sector) of ABP sheet. The total of Part A should match with the total of Part B. The component of damages in MIS 109 (Part A) should tally with (Part B) of MIS 132.
- f. In MIS 116 the total challans filed by police in Court in Part A should tally with total challans filed by police in Court in Part B.
- g. In MIS 129 the total challans filed by police in Court in Part A should tally with total challans filed by police in Court in Part B.

(iii) Data compatibility among MIS returns and ABP returns:

- a. The monthly ABP returns give a snap shot of the work areas at the end of the month. These reports contain details of membership, claim settlement, issuance of account slips and the progress of recovery of arrears both current as well as arrear demand. The figures indicated in MIS 107 (Part A) should tally with the total indicated in current demand and arrear demand of the ABP both for Exempted and Unexempted categories.
- b. Similarly the amount of current demand in Part C of MIS 107 should equal the total amount indicated for current demand in ABP sheet unexempted sector. The difference in Part A & C in MIS 107 should give arrear demand which should be equal to the total amount indicated for arrear demand in ABP sheet.
- c. The figures relating to EPF claims area in MIS 120, 121, 122, 123 and 124 should tally with the total figures given in the ABP sheets. The difference if any due to representation of data may be clearly explained while sending the quarterly MIS reports.
- d. The amount authorized against each category of claim to be indicated invariably and not left blank.

2. In this regard it is further stated that the proformae sent for consolidation of the MIS data zonewise have been designed to enable further consolidation at Headquarters. Therefore, it may be ensured that the data structure of the format is not disturbed or

amended. Otherwise the consolidated zonal MIS report will not be accepted by the MIS Section.

3. It is reiterated that the CPFC has desired that the compilation of MIS and ABP returns in the field offices and at headquarters should be made a regular feature henceforth and this exercise should not be deferred on any pretext. Accordingly, all Addl. CPFCs in the zones are requested to give suitable directions to the field offices in the Regions to ensure that the MIS and ABP Returns in the desired proforma are sent by stipulated dates so that they are consolidated in zonal offices and at head office respectively. **It is further requested that a soft copy of the quarterly MIS report compiled by the zonal Addl. CPFCs need to be sent by e-mail to neomishq@yahoo.com or rc.mis@epfindia.gov.in as is done for ABP returns by the RPFCs. The consolidated MIS reports for the quarter ending June 2009 may be sent by email by 27th August 2009. The subsequent quarterly reports may be sent to Headquarters by 20th of the month in which it is due for sending quarterly MIS to Headquarters.**

4. This issues with the approval of the Central Provident Fund Commissioner.

Yours faithfully,


o/c (SANJAY BISHT)
Regional P.F. Commissioner Gr.II(MIS)

Copy for information to:

- (1) FA&CAO/All Addl. CPFCs in Headquarters.
- (2) Chief Engineer/CVO.
- (3) All RPFCs Gr.I in Headquarters/Director(Audit)/Director(Recovery).
- (4) PS to CPFC for information.
- (5) RPFC, NDC for hosting the letter on the EPFO website.


o/c (SANJAY BISHT)
Regional P.F. Commissioner Gr.II(MIS)

जारी किया
ISSUED


24/08/09