



## 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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WSU-9(1)2011/Updation of Members' Accounts/ 44 P 92

Dated. 23.01.2012

To

23 JAN 2012

**All Regional P.F.Commissioners In Charge of  
Regional Offices / Sub Regional Offices.**

**Subject : OVER TIME ALLOWANCE FOR LIQUIDATING CLAIMS PENDENCY.**

Sir,

Due to various reasons, a large number of claims for settlement of members' dues/withdrawals/accounts have accumulated in different offices during the current year. In addition, updation of accounts for the year 2010-11 has also been pending for the same reasons in these offices. Instructions have been issued to all the field offices with a view to accelerate the pace of settlement of claims and updation of all pending members' accounts so that there is no backlog in these areas except claims received within 30 days. Last such instruction was issued on 16th January, 2012, particularly, to those offices which had huge backlogs.

2. In order to expedite this process and achieve the desired result, all the offices have been permitted to engage as many Data Entry Operators from outside on contract basis as needed irrespective of number of vacancies in their respective offices to augment the shortage of manpower to the possible extent. Further, procedure for settling the claims have been simplified vide this office letter No.WSU/10(1)2011/changes in MAP/44489 dated 18.1.2012 with a view to expedite the process. With these steps it is estimated that most of the offices would be able to achieve the target of liquidating the pending claims and updation of members' accounts including for the year 2010-11 by 31st March, 2012. However, this would require concerted efforts, close monitoring and supervision by the concerned ROs/SROs.

3. On recent review, it has been noted that while most of the field offices may be able to achieve the above target by the steps already initiated, however, some of them particularly those where pendency is very large, they would require their staff to work beyond office hours as well as on holidays to achieve the target of liquidating all the pending cases excluding those which are received within 30 days along with the updation of pending accounts by 31st March, 2012. It has been, accordingly, decided that such staff who would not only attend the office beyond office hours as well as on holidays, but also achieve certain minimum level of productivity have to be compensated monetarily for their additional work. It has been, therefore, decided that all those staff who work beyond office hours as well as on holidays and achieve the productivity level as given

below would be compensated by giving a special overtime allowance in relaxation of rules as a one time measure not to be quoted as precedent. The required productivity and calculation of monetary compensation in the form of special overtime allowance would be as below:

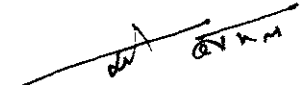
- a) Dealing Assistant (SSA/Sr. SSA) : @ Rs. 25/- per claim settled beyond 1175 claims between 23.01.2012 to 31.03.2012 (excluding returned/rejected claims)
- b) Section Supervisor (SS) : @ Rs. 10/- per claim settled beyond 5875 claims between 23.01.2012 to 31.03.2012 (excluding returned/rejected claims)
- c) Accounts Officer (AO) : @ Rs. 5/- per claim settled beyond 11750 claims between 23.01.2012 to 31.03.2012 (excluding returned/rejected claims)

4. This allowance shall be payable only to those SSA/SrSSA who also update their members' accounts for and upto the year 2010-11.

5. This allowance shall be paid after 31.03.2012 only on verification of the work done. No other Over Time Allowance will be payable for this purpose.

6. Officer-in-charge of the RO/SRO shall monitor the progress on daily basis and ensure that the targets are achieved.

Yours faithfully,



(Rajesh Bansal)

Financial Advisor & Chief Accounts Officer

23/01/2012

**Copy to:**

- 1) PS to CPFC
- 2) PS to FA&CAO
- 3) PS to Chief Vigilance Officer
- 4) All Addl. CPFC (Zones)
- 5) All ACC (Head Office)
- 6) ACC (IS)/Chief Engineer
- 7) Director, NATRSS
- 8) Director (Audit)/DD (Audit)/AD (Audit)/Zonal Audit Parties/ZTIs
- 9) RPF (NDC) for uploading the same in the website of EPFO
- 10) DD (OL) for issuing Hindi version.



(Rajesh Bansal)

Financial Advisor & Chief Accounts Officer