



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार विभाग, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
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No: CS-3/MISC/EC-CBT/PT /1384

Dated: 05-06-2023

To

05 JUN 2023

Additional CPFCs(HQ)/Additional CPFCs, Zonal Office
Director, PDNASS.
All OICs of Regional Office/ZTI and District Office

Subject: Standard operating Procedure for Hiring of Accommodation for all EPFO Offices- reg

Madam/ Sir

It is informed that Revised Delegations of Administrative and Financial Powers for expenditures related to Physical Infrastructure Division (PID) as delegated by CPFC to the Subordinate officers of EPFO was issued vide circular No.HRD/51/Delegation of Powers/PID/796 dated 09.03.2023. The said delegations were placed in the 105th EC meeting for information. Chairperson, Executive Committee has directed that Standard Operating Procedures should be prepared for hiring of office buildings including addressing issues of conflict of interest.

In this regard it is informed that a detailed checklist as approved in the 55th EC meeting dated 24-07-2006 has already been issued vide CS-3/Technical Circular/59 60 dated 13-11-2006 (copy enclosed). Further, a Committee should be constituted headed by the Officer one rank below the approving authority to give recommendations regarding hiring of office building.

In regards to conflict of interest, detailed guidelines have been provided in CVC Manual 2021 (Chapter-I(1.4A), Chapter- IX (9.16), Chapter-Xi (11.7)). The same should be strictly adhered to.

Yours faithfully


Col. Pravin Kumar
Chief Engineer

Encl: As above.



APPENDIX-E1

CHECK LIST
(HIRING/LEASE OF ACCOMMODATION)

The following documents are required to be forwarded at the time of submission of proposal for hiring of accommodation for office building.

- 1) As per GFR procedure, a press advertisement may be invariably got published in local newspapers. If the proposal is from private owner following documents must be enclosed:-
 - a) Copy of press advertisement.
 - b) Copy of offer from each applicant.
 - c) Comparative statement of quotations received.
 - d) Certificate of board of officers.
 - e) Recommendation on comparative statement by RC of the region.
- 2) Willingness from the Agency from whom accommodation to be hired.
- 3) Certificate from the owner that there is no court case pending against the accommodation to be hired and clear title exists. No hiring on powers of attorney from private owner.
- 4) Fair rent certificate from CPWD/State PWD. In case the landlord is not willing to accept fair rent to be fixed by CPWD/PWD, the reasonableness of the rent with reference to the prevailing rates in that locality and whether any other Govt./Semi Govt. establishment is paying such rent to be certified by a hiring committee headed by Regional Provident Fund Commissioner-I. The hiring committee so constituted will invariably co-opt Engineer representative.
- 5) Exact measurement of carpet area and the covered area and whether the rate is for carpet area or covered area.
- 6) Completion/occupancy certificate of building including clearance from fire safety etc. if applicable. Any other statutory requirements like from electricity department, water supply etc.
- 7) Details of service taxes/society charges etc. to be paid.
- 8) Total rent to be paid including registration fee and other incidental charges. In case lease rent/ground rent to be paid, the period of lease etc. to be specified. The period of revision to be specified.
- 9) Terms and conditions of rent payment, if any. The offer should be valid for not less than 4 to 6 months.
- 10) Whether the area proposed for accommodation is as per SIU requirement/staff strength requirement. If any up-gradation is expected, tentative strength expected duly supported by calculation sheet signed by Regional Commissioner-I.
- 11) Certificate from R.P.F.C. (RO) that he has physically visited the complex and fully satisfied for its future use for which propose building is proposed for.
- 12) Key plan from customer's point of view with nearness to District Authorities, Railway Station/Bus Stand, Post Office etc.
- 13) Copy of bye laws applicable to that area.
- 14) Two photographs of the building (one close up and another long shed).
- 15) The period of lease should be 5 years with no revision in between.
- 16) Payment of advance rent should not be agreed to.
- 17) RC will ensure half yearly return to HO for total rent paid for all buildings taken on hire in his Region.