SPECIAL POINTS OF INTEREST:

- EPFO Starts its Global Network Operations Centre (g-NOC)
- EPFO launches an incentive Scheme for Employers

INSIDE THIS ISSUE:

National Award for E-Governance 2
Grace period for EPF remittances withdrawn 2
New Initiatives by EPFO 3
CBT meetings 4
Important Decisions by EPFO 5
FAQs 6
EPFO's Photo Gallery 7
Nidhi Aapke Nikat 7

EPFO LAUNCHES INCENTIVE SCHEME FOR EMPLOYERS

EPFO launches an Incentive Scheme for employers to encourage partnership in allotment of Universal Account Number (UAN) to their employees.

- **Incentive Refund Scheme A**
  Claim 10% refund of administrative charges by:-
  (i) Providing member's details as required under Form No. 11 (New) (80% or above)
  (ii) Seeding of all the three KYC details i.e AADHAR (atleast 80% of (i) above, bank account (100% of (i) above) and PAN (wherever applicable).
  (iii) UAN activation (100% of (i) above)

- **Incentive Refund Scheme B**
  Claim 5% refund of administrative charges by:-
  (a) Providing member’s details as required under Form No. 11 (New) (60% or above).
  (b) Seeding of all the three KYC details i.e AADHAR (70% of (a) above, bank account (80% of (a) above) and PAN (wherever applicable).
  (c) UAN activation (60% of (a) above).

Only such establishments that have in each month of the quarter achieved the criteria for qualification can avail the incentive by way of refund at the end of every quarter starting from quarter ending March, 2016.

Already 6.38 crore UAN numbers have been allotted by EPFO. Seeding of UAN with KYC details including Aadhar, bank details is a priority area for EPFO. This is being carried out in full swing. Around 2.5 crore members have activated their Universal Account Number and are able to access enhanced services like downloadable dynamic UAN card, updated details of PF accounts, auto trigger of transfer request while changing employment etc. The incentive scheme aims to improve service delivery to all PF members. It is now possible for employees to submit UAN based claims directly to PF offices, without attestation of the employers.

EPFO STARTS ITS GLOBAL NETWORK OPERATIONS CENTRE (g-NOC)

Sh. Bandaru Dattatreya, Hon’ble Union Minister of State for Labour & Employment (Independent Charge) inaugurated the Global Network Operations Centre (g-NOC) at Dwarka, New Delhi on 10th February 2016.

Speaking on the occasion, Sh. Bandaru Dattatreya, said that in the recent past, EPFO has taken several IT based initiatives to provide better and efficient services to its stakeholders. Further, EPFO is also in the process of taking many more such IT based initiatives. Hence, contemplating the future scenario, it is a matter of utmost importance that the IT based services that EPFO is delivering right now as well as the ones that EPFO plans to extend to its stakeholders, work efficiently and without any glitch. It is with this objective that g-NOC has been established. Henceforth g-NOC will function as the nerve centre of all the IT operations of the Organisation. The g-NOC would function as the centre to monitor the proposed data centres at Gurgaon and Secunderabad in addition to the already existing National Data Center, Dwarka, New Delhi. Sh. Dattatreya further informed that g-NOC would not only monitor the IT functioning of the EPFO but shall also be the nodal point for handling troubleshooting as well as detecting and preventing all external threats such as virus attacks or hacking attempts.

Sh. Dattatreya also informed that since the database of EPFO is very large and is ever expanding, it is the need of the hour to have such a g-NOC to keep track of the functioning of all IT based services and therefore g-NOC shall be a 24X7 functioning centre.
“...If a free society cannot help the many who are poor, it cannot save the few who are rich....”

John F. Kennedy

5 DAYS GRACE PERIOD FOR MAKING REMITTANCES TO EPFO BY EMPLOYERS IS WITHDRAWN EFFECTIVE FEBRUARY 2016

Employers are required to pay the contributions and administrative charges within fifteen days of close of every month as per the provisions of EPF & MP Act 1952 and the three Schemes thereunder namely Employees’ Provident Funds Scheme (EPFS), 1952, Employees’ Pension Scheme (EPS), 1995 and Employees’ Deposit Linked Insurance Scheme (EDLIS), 1976. A grace period of 5 days was also allowed in addition to the statutory provisions. This grace period of 5 days was allowed in view of the practice of manual processing of calculation of wages and dues of the employees at the end of the month by employers. The physical remittance of the dues in the bank also required additional time earlier.

Recent technological advancements have empowered employers to compute the wages and liabilities through aid of computers. Facility now exists to file Electronic Challan-cum-Return (ECR) and make remittance of dues through Internet Banking. This has substantially reduced the process and time taken in calculation of PF dues and its remittance in the bank.

The concession of 5 days has outlived its basic purpose and utility. Accordingly, the concession of grace period of 5 days available to the employers for depositing the contribution & other dues is withdrawn.

This is effective from February, 2016 for depositing contributions for the month of January, 2016 that is payable in the month of February, 2016. The employers will therefore need to deposit the remittances within 15 days of close of every month from February, 2016.

E-INITIATIVES OF EPFO

SMS Service: to know about UAN, KYC status, last contribution, PF balance etc.
Inoperative Accounts Online Helpdesk: to trace inoperative accounts for withdrawal or merging with present account.
Updation of member accounts: to auto update the internet in members account at the end of financial year.
Mobile Applications: to activate UAN and access PF account through mobile.
SMS Based UAN activation: to activate UAN account through mobile.
Missed call service: to know details along with contributions through missed call.
Online Registration of Establishments with Digital Signature: to facilitate hassle free establishment registration.
Upfront allotment of UAN to employees: to give UAN number to all irrespective of their being member of EPF or not.
Facebook and Twitter handle for EPFO: to communicate better with stakeholders for their grievances, ideas, messages etc.

5 DAYS GRACE PERIOD FOR MAKING REMITTANCES TO EPFO BY EMPLOYERS IS WITHDRAWN EFFECTIVE FEBRUARY 2016

Employers are required to pay the contributions and administrative charges within fifteen days of close of every month as per the provisions of EPF & MP Act 1952 and the three Schemes thereunder namely Employees’ Provident Funds Scheme (EPFS), 1952, Employees’ Pension Scheme (EPS), 1995 and Employees’ Deposit Linked Insurance Scheme (EDLIS), 1976. A grace period of 5 days was also allowed in addition to the statutory provisions. This grace period of 5 days was allowed in view of the practice of manual processing of calculation of wages and dues of the employees at the end of the month by employers. The physical remittance of the dues in the bank also required additional time earlier.

Recent technological advancements have empowered employers to compute the wages and liabilities through aid of computers. Facility now exists to file Electronic Challan-cum-Return (ECR) and make remittance of dues through Internet Banking. This has substantially reduced the process and time taken in calculation of PF dues and its remittance in the bank.

The concession of 5 days has outlived its basic purpose and utility. Accordingly, the concession of grace period of 5 days available to the employers for depositing the contribution & other dues is withdrawn.

This is effective from February, 2016 for depositing contributions for the month of January, 2016 that is payable in the month of February, 2016. The employers will therefore need to deposit the remittances within 15 days of close of every month from February, 2016.

E-INITIATIVES OF EPFO

SMS Service: to know about UAN, KYC status, last contribution, PF balance etc.
Inoperative Accounts Online Helpdesk: to trace inoperative accounts for withdrawal or merging with present account.
Updation of member accounts: to auto update the internet in members account at the end of financial year.
Mobile Applications: to activate UAN and access PF account through mobile.
SMS Based UAN activation: to activate UAN account through mobile.
Missed call service: to know details along with contributions through missed call.
Online Registration of Establishments with Digital Signature: to facilitate hassle free establishment registration.
Upfront allotment of UAN to employees: to give UAN number to all irrespective of their being member of EPF or not.
Facebook and Twitter handle for EPFO: to communicate better with stakeholders for their grievances, ideas, messages etc.
New Initiatives by EPFO

- **Milestones in Claim Settlement and Grievance Redressal**
  At the end of the financial year 2015-16, EPFO settled 118 lakh claims out of which 39% were settled within 3 days, 79% within 10 days and 96% within 20 days. The Organisation redressed 2,21,624 grievances during the year and only 1,280 were left pending by the year end. Out of the pending grievances, 72% of the grievances are pending disposal for less than 7 days.

- **Banks employing 20 and more persons are coverable under the EPF & MP Act, 1952**
  To widen the social security net, the government took a major decision to bring all banks employing 20 or more number of persons under the ambit of EPF & MP Act, 1952 as a class of establishment. The EPF benefits shall be given to those employees who are not entitled to the benefits of Contributory Provident Fund or old age pension in accordance with any Scheme or rule framed by the Central Government or the State Government or by the respective banks established under the Banking Regulations Act, 1949. All such banks shall be covered under the Act w.e.f 10th February 2016.

- **Verification of compliance of Contractor employees.**
  The issue of coverage of contract workers has been an area of top concern and priority for EPFO. To streamline and facilitate the working of field offices, a software has been developed through which a login has been provided to both the categories of establishments- principal employers- those which are registered with EPFO and those which are not registered with EPFO such as 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 RO/SRO. This can be viewed online, as and when updated. It will help EPFO to verify whether the particular contractor establishments is already registered or not and its compliance position.

- **The Social Security Agreement between India and Australia has been operationalized.**
  The agreement provides inter-alia for posting i.e detachment upto a period of 60 months for employees of both the countries. The employee of one country deputed by his employer to the other country on short-term assignment for a predetermined period of upto a period of 60 months need not remit Social Security Contributions in that country. Thus, the employers are saved from making double Social Security contributions for the same set of employees thereby enhancing the competitiveness of their products and services.

- **Fillip to startups**
  In order to facilitate promotion of start up ecosystem in India, establishments in the first year of their operation are allowed to submit self certification of compliance under the EPF & MP Act, 1952 and there will not be any physical inspection of such establishments.
### Important decisions taken by Central Board of Trustees (CBT)

**CBT in its 211th meeting on 16.02.2016 at Chennai, took the following major decisions:**

- The Budget estimates for 2016-2017 and revised estimates for 2015-2016 were approved.
- The Board deliberated on the rate of interest for the financial year 2015-16 and recommended 8.80% interest on the PF balances in members’ accounts. Last year, the rate of interest was 8.75%.
- On the sidelines of the meeting, Chairman CBT unveiled the Simplified Pension Claim Form 10D (UAN) and single page Pension Payment Order (PPO) under Employees’ Pension Scheme, 1995 was also unveiled.
- The single page PPO format is simple and more comprehensible to members / pensioners. This attempt is towards the rationalization and simplification of forms in line with the thinking of the Government. At present, the simplified 10D-UAN claim form is meant to be used only by a member who has an activated Universal Account Number. Other prerequisites are filing up of details in Form 11 (New), Aadhaar Number and Bank Account details in the UAN portal.
- A software for Compliance Analysis and Monitoring System (CAMS) was also introduced. This software will be utilized for monitoring CAIU cases. CAIU (Compliance Analysis and Intelligence Unit) is tasked with gathering information regarding compliance status of covered and coverable establishments and prompts the field formations to take necessary appropriate action. The recommendations of CAIU are based on intelligent processing of data collected from a wide variety of sources.

**CBT in its 212th meeting on 29.03.2016 at New Delhi, took the following major decisions:**

- Board decided that cadre restructuring in respect of personnel working in EPFO should be carried out at the earliest. The report prepared in this regard was approved by the Board. This decision is expected to improve the service conditions of the employees of EPFO and will address the concerns of those who have been languishing without any career advancement at multiple levels.
- The Board took stock of the returns generated by investment made in the Equity market through ETFs (Exchange Traded Funds). It was decided to consider the opinion of experts with domain knowledge as regards investments in the Equity market.
- The Union minister on the occasion also launched a Software module for disbursal of Salaries to EPFO. The Organisation is bringing IT (Information Technology) enabled systems to manage its Human Resources. Better Human Resources management would bring further improvement in the service delivery by the offices.
Important Decisions by EPFO

Jan 2016

1. EPFO does away with grace period of 5 days for payment of contributions by employers. (Circulars section: serial no. 608)

2. Emphasis laid on bringing Construction Workers under the ambit of EPF & MP Act. (Circulars section: serial No. 632 & 655)

3. Guidelines have been issued for ensuring compliance in respect of EPF members proceeding to work in a foreign country. (Circulars section: serial no. 638)

4. Focus on coverage of private Dental Colleges under EPF & MP Act. (Circulars section: serial no. 642)

5. Self certification regarding compliance introduced in the case of start-ups. (Circulars section: serial no. 646)

6. Strategy for activation of UAN and seeding of KYC details. (Circulars section: serial no. 651)

Feb 2016

1. RPFCs in field offices have been empowered to permit establishments to make EPF remittances through conventional offline mode.  (Circulars section: serial No.695)

2. EPF Scheme amended for enabling submission of claim form as decided by Central PF Commissioner. (Circulars section: serial No.707)

3. March 2016 has been earmarked for carrying out a special recovery drive in EPFO. (Circulars section: serial no. 714)

4. Incentive Scheme for employers for speeding up UAN programme introduced. (Circulars section: serial no. 720)

March 2016


2. Social Security agreement between Republic of India and Australia is operationalised. (Circulars section: serial No.751)

3. Banks come under the purview of EPF & MP Act. (Circulars section: serial No.771)

4. Clarity regarding definition of start-ups brought about. (Circulars section: serial No.778)

All Circulars can be accessed at www.epfindia.gov.in>>Home>>For office use>>Office Orders/Circulars
1. Who can apply for the PF Code Number?
A person who is defined under the term Employer as per the section 2 (e) should apply. Once the employer creates his user id and registers his digital signature, the name and other basic details of such person will be auto populated in the data field in the application under Employer Details. In case of establishment other than the Proprietorship Firm there will be facility to add the details of all other employers (like all partners in a Partnership Firm or Directors in a Company).

2. Why should he have a digital signature?
The employer who is applying for the code number has to digitally authenticate the documents he is required to upload along with the application and no physical copy of the documents will have to be submitted. Later the employer can use the digital signature for the authentication of the employee KYCs also.

3. Are there any advantages of having the digital signature?
Yes, apart from digitally authenticating the documents at the time of applying online for the PF Registration, the KYC details of the employees are also to be authenticated later by the employer and so the digital signature will be in use.

4. Will the same user be able to apply for more than one code number?
Yes, in case he is also an employer in another establishment. For example a Proprietor having his own firm and also a Partner/Director in another form can apply for both through his created login. However a Proprietor having already applied for one code cannot apply for another code as Proprietor from this login and he has to apply through the ECR Login through the existing facility for the 2A coverage.

5. Will the form have to be submitted again if the same is rejected due to the mismatch of PAN?
The form will be submitted only if the PAN is verified and so in cases where the submit takes place means that code will be allotted. So no re-submission will be required.

6. Once a code number is allotted, how to change the data entered in the application?
It has been explained in the instruction that the data should be correctly entered in the application and once submitted then the data cannot be changed. The PDF of application is stored and made available to the field offices. So the employer should print the application form after click of preview and compare the data before declaring the correctness and submitting the same online. However later if any data is to be changed due to actual change in the details, the Form 5A available through the ECR Login can be updated and a copy of the same may be sent to the office with the necessary documentary proof.

7. What if the address entered is wrong and the code is allotted under the jurisdiction of another office?
The employer should be careful as he has to upload the address proof documents also as proof of the address entered. This address (State, District and PIN, if applicable) are used for deciding the Office under which the Code will be allotted. However in case the wrong district was entered and the code was allotted another office, the employer should approach the Office under which his establishment falls, for further guidance.

8. Is it required to enter the details of all employers in case of non-Proprietorship Firm?
Yes, the application has the details related to the Form 5A also and so the details of all the owners should be filled in under the Employer Details data fields. The name and a few details of the applicant employer will be auto populated from the user data. Thereafter the details of other owners can be added, except in case of the Proprietorship Firm where only one name is allowed.

9. While applying for the user creation, which PAN is to be entered?
The PAN of the individual applicant employer who is going to apply is to be entered even if he is going to apply of an establishment other than Proprietorship Firm. This is for verifying the name of the User against the PAN data.

10. Can the digital signature of the user be used for another user created?
No. The digital signature registered with the user will not be allowed to be used by another user as a single user login of a person based on the PAN will be permitted.

11. What if the applicant who applied for the registration number for an establishment leaves that establishment?
Once the person leaves the establishment, the details can be edited in the Form 5A through ECR login. However the name of the applicant employer will be maintained for the purpose of record as his responsibility for the digitally authenticating the documents while applying will remain unaffected.
PHOTO GALLERY

Nidhi Aapke Nikat –Programmes held in various EPF offices

EPFO TEAM AT 19th NATIONAL CONFERENCE ON E-GOVERNANCE AT NAGPUR

HON’BLE LEM, SECRETARY, LABOUR AND CPFC WITH EPFO TEAM AT G –NOC, NDC, DWARKA, NEW DELHI

HON’BLE LEM, SECRETARY, LABOUR AND CPFC AT A MEETING ON SOCIAL MEDIA AT HYDERABAD

EPFO TEAM AT 19th NATIONAL CONFERENCE ON E-GOVERNANCE AT NAGPUR

HON’BLE LEM, SECRETARY, LABOUR AND CPFC WITH EPFO TEAM AT G –NOC, NDC, DWARKA, NEW DELHI

HON’BLE LEM, SECRETARY, LABOUR AND CPFC AT A MEETING ON SOCIAL MEDIA AT HYDERABAD

RO, FARIDABAD

RO, NAGPUR

RO, PATNA

SRO, NASIK

SRO, VASI

SRO, VELLORE

SRO, KOTA

SRO, HALDWANI

SRO, SALEM