



कर्मचारी भविष्य निधि संगठन
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Employees' Provident Fund Organisation
Ministry of Labour & Employment, Government of India

मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14- भीकाजी कामा प्लेस, नई दिल्ली - 110066
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066
www.epfindia.gov.in

No. MIS-2(4)CAIU/Web Portal/2014-15/

Dated: 26-06-2014

To,

Additional CPFCs in charge of Zones
Regional PF Commissioners in-charge of ROs/SROs

Subject: Inspection Scheme of the Employees' Provident Fund Organization

Sir,

With a view to simplify business regulation, a transparent Inspection Policy with system driven triggers equipped with relevant norms and criteria have been formulated for ensuring more accountability, transparency and for minimizing frequent inspections of same unit. The details of the Inspection Policy as approved by the Chairman, CBT, EPF are mentioned below:-

2. Objective: The Inspection Scheme aims to achieve the objective of simplifying business regulations and bring in transparency and accountability in labour inspections. It envisages objective criteria for selection of units for inspection.

3. Criteria of Inspections

a. Mandatory inspections:-

1. In the following cases, the inspections will be mandatory for all units:-

- i. All new coverages;
- ii. All establishments registered on ECR portal, not marked as closed and not complying, and
- iii. Establishments reported for closure.

b. EPFO would set up a Central Analysis and Intelligence Unit (CAIU) for collecting and analysing field level data for a transparent and accountable labour inspection system. The cases forwarded through Central Analysis & Intelligence Unit (CAIU) of EPFO will be based on

data and evidence. EPFO will formulate an objective methodology for selection criteria of the cases by the CAIU keeping in view its priorities and the provisions of ILO C-81.

c. Optional inspections:-

In following cases, the inspections would be generated through computer using pre-decided number tables taking into account the drop in remittance/membership as compared to last quarter as per following parameters:-

- i. Remittance drop in excess of ₹ 10,000/- and 15% (weightage of 1:1)[40%]
- ii. Membership drop in excess of 50 members and 15% (weightage of 1:1)[40%]
- iii. All other Units [20%]
- iv. Normally not to be repeated in the same year as far as possible.

4. Methodology:

- i. Employers to feed master data and periodical returns.
- ii. Inspectors to feed detailed inspection report.
- iii. Computer programme to be provided by NIC taking into account the criteria.
- iv. Computerized generation of inspection programme and communication to the inspecting staff keeping in view the confidentiality aspects.

5. General Instructions:

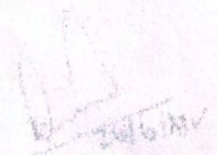
- i. The Inspecting Officer has to maintain registers of the establishments.
- ii. He has to record the statement of workers present at the time of inspection.
- iii. In case of contradiction in the statements of employer's, worker and entries in the record, the inspecting officer will seize the relevant records.
- iv. Inspection report should always be prepared on the work-spot by the inspecting officer himself and handover to the employer's representative.
- v. The inspection should be carried out during the normal working hours as far as possible.
- vi. The inspection report is being simplified and under review/revision.
- vii. The inspection report should be uploaded within 3 days by the inspector.
- viii. In case of violations by the inspecting staff, entries shall be recorded in APAR.

Yours sincerely

(Navendu Rai)
Regional Commissioner-II

Copy for information and necessary action to:

1. FA & CAO
2. ACC(IS)
3. CVO
4. ACC(HR)
5. ACC(P)
6. ACC(C)
7. ACC(CSD)
8. Director (NATRSS)/RPFCs in-charge of ZTIs
9. CE (PFD)
10. All RPFCs/APFCs
11. PS to CPFC for information.
12. DD(OL) for providing Hindi version


(Navendu Rai)
Regional Commissioner-II