



कर्मचारी भविष्य निधि संगठन
(श्रम मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour, Govt. Of India)

मुख्य कार्यालय/ Head Office
भविष्य निधि भवन, १४-भीकाजी कामा प्लेस, नई दिल्ली-११००६६
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066

FileNo.Actuarial/1(3)06

Dated: ३ मार्च २०१०
3 MAR 2010

To,

All Regional P.F.Commissioners (Incharge of Region),
All Officers In charge – SRO.

Sub: Consolidated Monthly Returns for collection of information/
Data relating to Employees Pension Scheme, 1995 – regarding.

Sir,

Please refer to this office Circular No. Actuarial/1(3)2006/CMR/52
Dated 22.10.2009 on the above subject.

2. The IS division has developed a tool in an excel format for consolidation of monthly returns by ROs. The tool is now available on website. All the Regional offices shall download it by following the instructions and use it for data entry. The monthly returns of all offices beginning from Oct 2009 are to be consolidated in this format.

3. The Sub-Regional Offices will prepare the Consolidated Monthly Return in prescribed format and forward it to their Regional Office. The Regional Office will also follow the same procedure in respect of its own Consolidated Monthly Return. Subsequently, the Regional Office shall use the above tool for consolidation of Monthly Returns of all the offices under it's control and then forward it to the office of the concerned Addl. Central Provident Fund Commissioner (Zone). While entering the data following precautions are observed strictly.

- Excel format is protected and hence no changes can be made against the cell format (Row/Columns).
- The worksheets namely Pension-details and Region-codes should not be renamed or deleted.
- Region code/month should be selected against the drop down list.
- Year should be entered without fail.
- All the Data Entry fields are required to be entered.

- While sending the data to the concerned ACC (Political states) the file name should be <region_code>.xls. For example if Region is selected as "Delhi South" then the file name shall be ds.xls.

4. All the ROs are requested to initiate the consolidation work and ensure timely submission of returns. The separate tool is being uploaded shortly for consolidation of returns by office of Addl CPFC (Zones).

Yours faithfully,


08/03/2010

(RAJESH BANSAL)

Addl. Central Provident Fund Commissioner (Pension)

Copy to:-

1. Addl CPFCs (Zones).
2. Addl. CPFC(IS) with a request to upload the tool on the website for Regional Offices and to develop the separate tool for the office of Addl. CPFC(Zones).
3. ✓ RPFC (NDC) with a request to place this circular on website.
4. Deputy Director(Official Language) for Hindi Version.