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**SPEED POST/IMMEDIATE**



**Employees' Provident Fund Organisation**  
(Ministry of Labour & Employment, Govt. Of India)  
Head Office, Bhavishya Nidhi Bhawan,  
14-Bhikajji Cama Place, New Delhi-110066

No. MIS-3(1) ABP Return/2007-08/

Dated: 2<sup>nd</sup> February 2010

To

The Addl. CPFC in the Zones in states.  
(PB & HP/AP & OR/UP & BR/HR & RJ/ TN & KER)

3 FEB 2010

**Sub: Consolidation of quarterly MIS Returns in Zonal Offices.**  
**Ref: MIS-3(1) ABP Return/2007-08/1376 dated 24<sup>th</sup> August 2009.**

Sir,

Kindly refer to MIS Section letter dated 24<sup>th</sup> August 2009 (copy enclosed) issued to all the Addl. CPFCs in the States and RPFCs In-charge in the Regions following the Central Provident Fund Commissioner D.O. letter No.MIS.9 (1)97/29906-29915 dated 29.07.2009 addressed to all Addl. CPFCs in the states regarding consolidation of quarterly MIS returns zone wise and sending them to Headquarters for further consolidation. Subsequently, soft copies of the 34 MIS returns were also forwarded to Addl. CPFCs in the states for consolidation in the zones. In this regard it is informed that the consolidated MIS in the zone are not being forwarded to MIS Section within the time frame of 45 days after the close of the quarter. Due to incomplete quarterly MIS Returns the MIS Section is not in a position to compile the various performance parameters given in the various MIS and for further circulation. The MIS Section had received a few quarterly MIS from the Addl. CPFCs in the States upto June 2009. For the subsequent quarter ending September 2009 also very few quarterly MIS were received and no progress could be achieved on consolidation of MIS.

2. Accordingly, the concerned Addl. CPFCs are requested to give suitable directions to the field offices in the regions to ensure that MIS and ABP returns in the desired proforma are sent by the stipulated dates so that the directions of the CPFC in his D.O letter are complied by all. It is reiterated that a soft copy of the quarterly MIS report compiled by the zonal Addl. CPFCs need to be sent by e-mail to neomishq@yahoo.com or rc.mis@epfindia.gov.in as is done for ABP returns by the RPFCs. The consolidated MIS reports for the quarter ending September 2009 (containing data for the period April 2009 to September 2009) may be sent by email by 15<sup>th</sup> February 2010, followed by hard copy in normal course. The subsequent quarterly reports may be sent to Headquarters by 20<sup>th</sup> of the month in which it is due for sending quarterly MIS to Headquarters.

3. The matter may kindly be accorded priority.

Encl: As above.

Yours faithfully,

(SANJAY BISHT)

Regional P.F. Commissioner Gr.II(MIS)

**Copy for information to:**

- (1) FA&CAO/CVO.
- (2) All Addl. CPFCs in Headquarters.
- (3) Chief Engineer.
- (4) All RPFCs Gr.I in Headquarters/Director (Audit)/Director (Recovery).
- (5) PS to CPFC for information.
- (6) RPFC, NDC for hosting the letter on the EPFO website.

  
(SANJAY BISHT)

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14-Bhikaiji Cama Place, New Delhi-110066

**No. MIS-3(1) ABP Return/2007-08 / 17761**

**Dated: 24<sup>th</sup> August 2009**

To

24 अगस्त  
AUG 2009

All Addl. CPFC in the Zones in states.

All Regional Provident Fund Commissioners-In-Charge in Regions.

**Sub: Consolidation of quarterly MIS returns in zonal offices.**  
**Ref: CPFC DO. Letter dated 29.07.2009.**

Sir,

I am directed to invite a reference to the Central Provident Fund Commissioner D.O. letter No.MIS.9(1)97/29906-29915 dated 29.07.2009 addressed to all Addl. CPFCs in the states regarding consolidation of quarterly MIS returns zone wise and sending them to Headquarters for further consolidation. It was further informed that a proforma would be sent by head office for consolidation of data zone wise. In this regard is stated that the proforma has been emailed to all the zonal Addl. CPFCs on 19.08.2009 and 21.08.2009 at the official email IDs. It may further be stated that the CPFC had emphasized that the said system was devised to have a more effective system of reporting which not only ensures data compilation in the field offices but improves monitoring and evaluation of the performance based on the data compiled.

2. In order to ensure data that the data is reflected correctly in the returns, the following guidelines may also be followed while scrutinizing the MIS returns at your end:-

**(i) Quarterly reports to have cumulative quarterly data:**

For the quarter ending June 2009, the MIS should contain information from April 2009 to June 2009, for quarter ending 30th September 2009, it should contain information from April 2009 to September 2009 and for quarter ending 31st December 2009, it should contain information from April 2009 to December 2009.

**(ii) Data compatibility among individual MIS returns:**

- a. MIS 101, MIS 103, MIS104 and MIS 127 all indicate the membership as on close of the quarter. It may be ensured that the membership tallies among all the MIS and before consolidation this may be cross checked.
- b. In MIS 107, the number of establishments added upto the quarter in Part A should tally both in terms of number of establishments and amount added upto the quarter in Part B and Part C. The closing balance upto the quarter should

tally with the closing balance of current demand and arrear demand in unexempted sector given in the ABP returns.

- c. In MIS 107, the total amount in opening balance in Part A should tally with opening balance in Part B. In Part C the opening balance in respect of establishments and the amount under current demand should be NIL.
- d. The grand total amount indicated in MIS 108 (Part A) of assessed arrears should match with the arrears indicated in Part A of MIS 107. The total of Part A should match with the total of Part B.
- e. The total amount of assessed arrears in MIS 109 (Part A) should tally with the total of both current demand and arrear demand (exempted sector) of ABP sheet. The total of Part A should match with the total of Part B. The component of damages in MIS 109 (Part A) should tally with (Part B) of MIS 132.
- f. In MIS 116 the total challans filed by police in Court in Part A should tally with total challans filed by police in Court in Part B.
- g. In MIS 129 the total challans filed by police in Court in Part A should tally with total challans filed by police in Court in Part B.

**(iii) Data compatibility among MIS returns and ABP returns:**

- a. The monthly ABP returns give a snap shot of the work areas at the end of the month. These reports contain details of membership, claim settlement, issuance of account slips and the progress of recovery of arrears both current as well as arrear demand. The figures indicated in MIS 107 (Part A) should tally with the total indicated in current demand and arrear demand of the ABP both for Exempted and Unexempted categories.
- b. Similarly the amount of current demand in Part C of MIS 107 should equal the total amount indicated for current demand in ABP sheet unexempted sector. The difference in Part A & C in MIS 107 should give arrear demand which should be equal to the total amount indicated for arrear demand in ABP sheet.
- c. The figures relating to EPF claims area in MIS 120, 121, 122, 123 and 124 should tally with the total figures given in the ABP sheets. The difference if any due to representation of data may be clearly explained while sending the quarterly MIS reports.
- d. The amount authorized against each category of claim to be indicated invariably and not left blank.

2. In this regard it is further stated that the proformae sent for consolidation of the MIS data zonewise have been designed to enable further consolidation at Headquarters. Therefore, it may be ensured that the data structure of the format is not disturbed or

amended. Otherwise the consolidated zonal MIS report will not be accepted by the MIS Section.

3. It is reiterated that the CPFC has desired that the compilation of MIS and ABP returns in the field offices and at headquarters should be made a regular feature henceforth and this exercise should not to be deferred on any pretext. Accordingly, all Addl. CPFCs in the zones are requested to give suitable directions to the field offices in the Regions to ensure that the MIS and ABP Returns in the desired proforma are sent by stipulated dates so that they are consolidated in zonal offices and at head office respectively. **It is further requested that a soft copy of the quarterly MIS report compiled by the zonal Addl. CPFCs need to be sent by e-mail to [neomishq@yahoo.com](mailto:neomishq@yahoo.com) or [rc.mis@epfindia.gov.in](mailto:rc.mis@epfindia.gov.in) as is done for ABP returns by the RPFCs. The consolidated MIS reports for the quarter ending June 2009 may be sent by email by 27<sup>th</sup> August 2009. The subsequent quarterly reports may be sent to Headquarters by 20<sup>th</sup> of the month in which it is due for sending quarterly MIS to Headquarters.**

4. This issues with the approval of the Central Provident Fund Commissioner.

Yours faithfully,

  
(SANJAY BISHT)

Regional P.F. Commissioner Gr.II(MIS)

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