



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
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
Website: www.epfindia.gov.in, www.epfindia.nic.in



WEB CIRCULATION ONLY

Central Analysis & Intelligence Unit

(CAIU)

No. CAIU/SOP/2022/40

To,

Date:

04 SEP 2023

All ACC(HQ)/ACC (Zones)
All RPFC-I/RPFC-II/APFC In-charge of Field Offices

Sub: - Periodic Desk Review of Establishments and Regulation of Inspections on SSP-reg.

Ref: - 1. HO letter no. CAIU/SOP/2022/17206 dated 21.03.2023
2. HO Circular No. CAIU/SOP/2022/(E-47416)/2818 dated 31.07.2023

Madam/Sir,

Please refer the letters cited above vide which instructions for implementation of Standard Operating Procedure (SOP) for Inspection of Establishments with existing IT tools were issued.

2. In continuation of the instructions issued, further guidelines are as under:

A. Periodic Desk Review (refer Para 4.3 of SOP): In respect of cases where, after conduct of Periodic Desk Review, it is deemed fit by the RPFC-I/OIC that Physical Inspection of an establishment is to be carried out, the following procedure shall be followed:

- i. Fortnightly nudging of the establishment by the Regional/District Office via sms/emails/letters for a continuous period of 3 months.
- ii. The content of the sms/emails/letters to be sent to the establishment/ employer shall clearly mention the observations/ discrepancies noted during the Periodic Desk Review.
- iii. Any reply/records furnished by the establishment during the nudging process shall be recorded in e-file for further necessary action.
- iv. In case the reply furnished by the establishment is satisfactory, the same shall be recorded in e-file and establishment shall be informed accordingly.
- v. In case of no reply or unsatisfactory reply during the nudging period of three months, request for Physical Inspection shall be uploaded on the

Optional Inspection Dashboard of CAIU Portal. While uploading, the Data Field "Source of Information", as available in Optional Inspection Permission Data Entry, should be marked as "PDR".

- vi. The Zonal Office concerned shall assess the request and accord/reject the request in CAIU Portal.
- vii. In respect of the permissions accorded by ZO, the Regional Head has to assign the inspection to Inspector on Shram Suvidha Portal and SSP Inspection ID has to be recorded in the CAIU Dashboard against the permission.

B. Establishment reported for closure (refer Para 5.3 of SOP): In respect of cases where the establishment has reported closure and furnished relevant proof of closure, the establishment shall be marked "Closed" in Unified Portal after verifying the enclosed proofs and ensuring the following:

- i. Date of exit in respect of all employees should be marked by employer in the portal in accordance with para 36(2)(b) of the EPF Scheme, 1952.
- ii. Contribution/NCP days upto the "Date of Exit" should be updated by employer in the portal.

If required, permission for Physical Inspection may be obtained through CAIU Optional Inspection Dashboard. In respect of the permissions accorded by ZO, the Regional Head has to assign the inspection to Inspector on Shram Suvidha Portal without going through nudging phase.

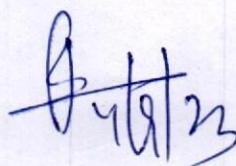
C. Physical Inspection where Nudging phase is not required: There are cases where inspections are required for processing/redressal of the issues in a time bound manner. These cases are summarised as under:

- i. VIP/Complaint cases(refer Para 6.3B of SOP)
- ii. Cases for processing of coverage u/s 1(4): only collection and verification of documents is to be carried out for the purpose of notification of establishment u/s 1(4) of the Act. In case the establishment is found under coverable u/s 1(3) of the Act, report shall be submitted accordingly along with necessary documents.
- iii. Cases for processing exemption under provisions of the Act and Scheme.

In respect of above mentioned cases, permission for Physical Inspection may be obtained through CAIU Portal. If permissions accorded by ZO, then the Regional Head has to assign the inspection to Inspector on Shram Suvidha Portal without going through nudging phase.

D. Urgent/Emergency Physical Inspection: There may be cases where immediate inspections are required for processing/redressal of the issues. These cases may be summarised as under:

- i. Establishment undergoing process of Liquidation/Resolution under NCLT.
- ii. Occurrence of an Industrial Accident involving an establishment or its employees.
- iii. Any specific case assigned by CAIU, Head Office based upon intelligence inputs/ recommendation by Field Office through ZO.



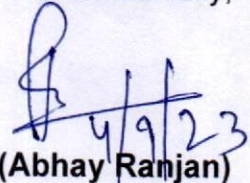
In such cases, there is no requirement to seek permission or conduct nudging of establishments as expedient actions are of essence here. Regional Head may assign inspection of these establishments on Shram Suvidha Portal with clear reasons to be mentioned under "Remarks" while assignment of such inspection.

E. Physical Inspection (refer Para 5.4 of SOP) : In respect of cases where Physical Inspections are required to be assigned through SSP Portal, with/without permission/nudging, following must be ensured:

- i. No Inspector should have more than TWO inspections pending on SSP at any point of time. Before assigning new inspection, disposal of already assigned inspection is must in such a way that pending inspection should NOT go beyond TWO for any Inspector.
 - ii. The inspection assigned must be completed within FIVE working days from the date of start of inspection and report should be uploaded on SSP within 48 hours after the inspection is concluded. Thus, no inspection should be pending beyond seven working days from the date of start of inspection.
3. Due care should be taken by Zonal Office while granting permission on complaint/optional inspection request by ROs/DOs through CAIU Portal. Apart from content of request, the available resources viz. manpower and pending task should also be the parameter for processing such request.
4. Circle Officers shall ensure that content and quality of inspection report is in line with the purpose/reason for assignment of such inspection and in accordance with the provisions of SOP for Inspection. Periodic review of the quality of reports should also be done by OICs and Zonal Head in accordance with the issued instructions.

(This issues with the approval of Competent Authority)

Yours faithfully,


(Abhay Ranjan)

Additional Central PF Commissioner

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1. PS to CPFC
2. PS to FA & CAO/ CVO
3. PS to All ACC(HQ)/ACCs at Head Office
4. Director, PDUNASS/RPFCs in-charge of ZTI's
5. All Officers at Head Office
6. DD(OL): for providing Hindi version
7. RPFC-I, NDC: with request to upload on official website
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