



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. of India)
मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14-भोकाजी कामा प्लेस, नई दिल्ली-110 066.
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110 066.
(CENTRAL ANALYSIS & INTELLIGENCE UNIT)

No.CAIU/011(72)2016/Shram Suvidha Portal

Date: 25.04.2018

2566

03 MAY 2018

To

All Regional P.F. Commissioner-I (In-charge of Regions).

Sub:- Inspection of Defaulting Establishments-reg.

Madam/Sir,

Please refer to various instructions regarding guidelines and directions issued by Head Office for inspection of defaulting and other category of establishments as mandated by CAIU, etc.

It has been observed that due diligence has not been given on the instructions for inspection and submission of reports thereof. Certain cases have come to the notice of Head Office where the establishments are being inspected without mandate/permission from CAIU on inspection.

It has been felt desirable to reiterate the instructions on inspection of defaulting/ other establishments in the form of consolidated instructions as mentioned below:-

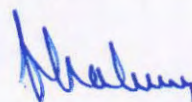
- (1) The following categories of establishments are mandated for inspection without referring/seeking permission for inspection from CAIU, Head Office :
 - (a) List of establishments generated through Shram Suvidha Portal of Ministry of Labour & Employment, Government of India for inspection.
 - (b) Defaulting establishments listed in category of "A" & "B" of CAIU Portal.
 - (c) Complaints cases referred by Head Office as per the details available in the Complaint Dashboard on CAIU Portal.
 - (d) Establishments having 20 or more employees having EPF wages less than Rs. 1000 as per Wage Analysis Report on CAIU Portal.
 - (e) Establishments during currency of enquiries under section 7A of the Act.
 - (f) Exempted establishments not filing monthly returns.

- (2) No establishment other than mentioned above should be inspected without permission from CAIU, Head Office.
- (3) If any information is made available to the RPFC-in-charge of the office that a particular establishment has not registered itself for coverage under the EPF & MP Act, 1952 despite being coverable under the Act, the RPFC-in-charge should take initiatives to contact and persuade such establishment for registration through Shram Suvidha Portal. If such establishment is not coming forward for coverage under this Act on its own in spite of persuasion made by the office, permission from CAIU, Head Office should be obtained and then the Enforcement Officer may be deputed to verify the records of the establishment and the establishment should be brought under the ambit of the Act from the date of eligibility in order to ensure extension of social security measures to the employees of such establishment.

The instructions issued for coverage of establishments from time to time and guidelines on inspection of 'start-up' units as issued by Government of India from time to time should be adhered to.

The instructions contained in this communication should be followed strictly and the Inspection Reports must be uploaded in the respective Portal within stipulated time.

Yours faithfully



(Dr. S.K. Thakur)
Additional Central P.F. Commissioner-HQ(CAIU)

Copy to:-All ACCs (Zones) for information with request to ensure compliance of these instructions by the offices under your jurisdiction.