



कर्मचारी भविष्य निधि संगठन

श्रम मंत्रालय भारत सरकार

**Employees' Provident Fund Organisation  
(Ministry of Labour, Govt. Of India)**

भविष्य निधि भवन, 14-भीकाजी कामाप्लेस, नई दिल्ली .110066

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**WEB CIRCULATION**

**No. C-III/Compliance-2001/Cir/E.I/**

**Date: 30.12.2014**

To

All Regional PF Commissioners,  
In-Charge of Regional/Sub-Regional Offices.

3079  
30 DEC 2014

**Subject : Instructions on issues related to Online Registration of Establishments (OLRE) for PF Code No. - regarding**

Sir,

This is with reference to earlier instructions issued on 02.05.2014, 08.07.2014, 08.09.2014 and 20.11.2014 on the subject.

2. The visits to the field offices and feedback received from some officers on the issues relating to Online Registration of Establishments (OLRE) for PF code number have made us to clarify the following:

- a) The PF code numbers now will have to be allotted online as was made clear in the initial instructions dated 08.07.2014. Even if somebody comes to the office and requests for PF code number, the establishment may be asked to make the request online and submit the papers online only.
- b) Vide instructions dated 08.07.2014, it was very clearly spelt out that the existing establishments will have also to fill up Form 5A online so as to capture the data relating to particulars of all the branches and departments, owners, occupiers, directors, partners, manager or any other person or persons who have the ultimate control over the affairs of such factory or establishment in e-format. Most of the Regional Provident Fund Commissioners, In-Charge of Regional /Sub-Regional Offices have perhaps not looked into this issue at all. This must be done urgently and all the establishments registered earlier in offline format be directed to get Form 5A filled up in electronic format. Mandatory order in this regard under Para 36(7) of the Employees' Provident Funds Scheme, 1952 is being issued.
- c) The establishments while applying through OLRE be allotted code number immediately. These establishments are to be visited within 10-15 days of getting the PF code number online. Regional Provident Fund Commissioners, In-Charge of Regional /Sub-Regional Offices are defaulting

on this account and visits are not carried out. One of the excuses is that such visits will be notified through Unified Web Portal (UWP). This is not true. In the case of establishments registered through OLRE, no visits will be notified through UWP. Therefore, the Regional Provident Fund Commissioners, In-Charge of Regional /Sub-Regional Offices should not wait for the same and contact the establishments on the registered mobile numbers and should carry out the visits on an urgent basis. It should not be delayed in any case beyond 15 days of the online registration.

d) It should be clear that the Enforcement Officer shall visit the establishments and will do the following:

- i. He/she shall obtain copies of all the documents which the establishment has mentioned while applying for the PF code number online for record/completion of the file.
- ii. He/she shall obtain the specimen signature of the authorised officer.
- iii. He /she shall apprise the establishment about the provisions of the Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder and supply a small print out to the establishment.
- iv. He/she shall apprise the establishment about the EPF website and various FAQs available therein for the employers.
- v. He/she shall take the photograph of the owner, photograph of the establishment to establish the location and photograph of self alongwith the photograph of the establishment to establish his visit to the establishment. In case of a factory, which is a running concern, he/she shall take a photograph of the factory in such a way which will establish the fact that the factory is running.

3. The idea of these visits is to complete the whole paper work so that the establishment starts compliance. It has been observed that in some cases, the Enforcement Officers have deliberately ignored this aspect of visit. This must not be done. If any lapse on this count is noticed, it will be viewed as a deliberate act of suppression of fact by them.

4. It has been seen, which is right, that the visits are carried out by the Enforcement Officers of the area in which the establishment falls. However, the Regional Provident Fund Commissioners, In-Charge of Regional /Sub-Regional Offices can allocate the work of visit to any other Enforcement Officer, in case of leave or increased work or any other reason. The Regional Provident Fund Commissioners, In-Charge of Regional /Sub-Regional Offices shall be personally responsible to see that all visits are carried out within 15 days of the online registration and in case visits are not carried out and files are not opened, the Regional Provident Fund

Commissioners, In-Charge of Regional /Sub-Regional Offices shall be personally liable for disciplinary action against them.

5. Some of the technical issues which have been raised are replied as under:

Sl. No.	Issue	Clarification
a)	In the OLRE portal, jurisdiction of EPF offices are assigned district/PIN code number/area-wise as per the information received from respective filed offices. If an establishment while applying for code number through OLRE portal mistakenly selects wrong district while filling its address details, the establishment is allotted to the EPF office in whose jurisdiction the said district (so selected wrongly) lies. Thus, the establishment is assigned to an EPF office other than that in which it is physically situated.	For rectifying such inadvertent mistakes, the establishment shall need to approach the EPF office under whose jurisdiction it should actually be covered. The Regional Provident Fund Commissioners-In-Charge of Regional/Sub Regional Offices should verify the original address proofs mentioned in the code number allotment application and forward the same to Additional Central Provident Fund Commissioner-I (Compliance) with their recommendation for resolving the issue through official mail duly attaching attested scanned documents in PDF. A copy of the same should be marked to the RPFC (NDC) so that the applicant establishments can be permitted to apply again with the correct address. A draft format for forwarding such case is attached as Annexure-A. In such cases, the fresh application form against the same PAN will be permitted after the permission is recorded in the software from NDC based on the letter from the ACC-I (Compliance)/Field office. The earlier code number will be blocked from the portal.
b)	In cases where the code number has been allotted under a different office due to wrong selection of a PIN Code under a district whose area is shared by more than one office, no change in the jurisdiction of the office shall be permitted.	The allotted code number will remain under the office where the code was allotted. No request for the change of the location in such cases should be forwarded to the Additional Central Provident Fund Commissioner-I (Compliance). However, if it is so desired, the Zonal ACC may forward a request for change in PIN Code based mapping in the EPF office jurisdiction to Additional CPFC-I (Compliance) with a copy to the RPFC (NDC) for effecting the changes for future allotments.

6. Sometimes, contractor establishments take Provident Fund Code Numbers in order to participate in the tender process only without having any intention to comply to the provisions of the Act. In view of simplification in allotment of code numbers through OLRE, many such contractors may be registering themselves and not remitting contributions. To check such practices, it has already been mentioned in the Code Allotment letter, which is generated through OLRE, that this letter is valid only for three months.

7. In cases, where employers have not remitted dues for a continuous period of three months after taking the PF code number through OLRE portal, the establishments shall be marked as "closed" in the application software in the respective field offices. Remittance position of all the establishments marked as "closed" shall be watched and if it is noticed that the establishment is remitting dues subsequently, necessary action may be taken by the compliance branch of the field offices.

8. In case of establishments where the employees strength is 50 and above, it has been made mandatory for them to register with EPFO the requisite Digital Signature Certificate(DSC)(Class-II and above) of the persons mentioned in Form 5A and Specimen Signature Card after issue of code number for facilitating on-line submission of digitally authenticated documents. This shall be ensured invariably. Establishments having employee strength less than 50 may also be persuaded to register the Digital Signature Certificate (DSC) (Class-II and above) of the persons mentioned in Form 5A and Specimen Signature Card.

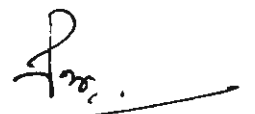
9. Regional Provident Fund Commissioners-In-Charge of Regional/Sub Regional Offices shall see that the copies of the code number allotment letters are distributed to Compliance, Damages and Accounts sections and also to the Enforcement Officers as a standard practice.

10. These instructions shall be carried out in letter and spirit. Any deviation will be viewed seriously.

(This issues with the approval of CPFC.)

Enclosures: As above

Yours faithfully,

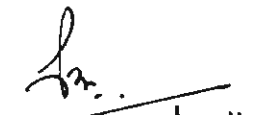


(P. K. Udgate)

**Additional CPFC-I (Compliance)**

Copy to:

Additional CPFCs (Zones) for information.



(P. K. Udgate)

**Additional CPFC-I (Compliance)**

To

The Additional Central Commissioner-I (Compliance), Employees'  
 Provident Fund Organisation,  
 Head Office, BhavisyaniBhawan,  
 14, Bhikaiji Cama Place,  
 New Delhi – 110066.

**Subject : Allotment of code number of the establishment in respect of Esst. Id \_\_\_\_\_  
 (Code number allotted to the establishment) \_\_\_\_\_ under the Regional/Sub Regional  
 Office \_\_\_\_\_ (Name of office) \_\_\_\_\_, due to wrong selection of a district  
 in the address field by the employer – regarding.**

Sir,

This is to inform that the employer of M/s \_\_\_\_\_(Name of the establishment)\_\_\_\_\_ having the correct address as mentioned below has intimated that the code number \_\_\_\_\_(Code number allotted to the establishment)\_\_\_\_\_ was allotted to his establishment under the Regional/Sub Regional Office \_\_\_\_\_(Name of the office)\_\_\_\_\_ due to the error in selection of a wrong district\_\_\_\_\_(Name of the office)\_\_\_\_\_ by him while applying for the code number online.

Address line 1 : \_\_\_\_\_  
 Address line 2 : \_\_\_\_\_  
 City : \_\_\_\_\_  
 District : \_\_\_\_\_  
 State : \_\_\_\_\_  
 PIN : \_\_\_\_\_

2. The above address has been verified against document(s) mentioned below :

Please tick the appropriate proof	
Bank passbook, the account being not more than 3 months old	
Postpaid telephone in the name of the establishment/proprietor	
Document of power connection in the name of the establishment	
Document on water connection in the name of the establishment	
Any license issued in the name of the establishment	

3. The request for the change of the office is not due to the wrong selection of the PIN code. It is requested to provide the solution for the allotment of the code number to the said establishment under the correct office.

Yours Faithfully,

RPFC/OIC  
 Regional/Sub Regional Office

Copy to:

Regional Provident Fund Commissioner, NDC for information.

RPFC/OIC  
 Regional/Sub Regional Office