



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.

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No. C-III/Compliance-2001/CIR/E.I/

26303

September 15, 2015

28 SEP 2015

To

**All Addl. Central PF Commissioners (Zones),
All Regional PF Commissioners,
Regional Office /Sub Regional Offices.**

Subject: Online Registration of Establishments (OLRE).

Kindly refer to earlier instructions issued on 2.5.2014, 8.7.2014, 8.9.2014, 14.11.2014, 20.11.2014 and 30.12.2014. It has been reported that some offices have provided faulty information to the employers who want to get the PF code.

2. In this regard, the following is made very clear:
 - i. The establishment can go on OLRE portal and can get their PF code online and at this stage, there is no contact required with the office whatsoever.
 - ii. The establishment can start remittances immediately as no document is required as a pre condition for getting PF code or for depositing of the remittances.
 - iii. The collection of the physical copies of the documents is a separate process altogether and is not linked to the registration and the remittances. The employers will not be asked to come and hand over the documents rather the Enforcement Officers will go themselves to collect the documents and educate the establishments for further compliance.
3. Further the IS Division is upgrading OLRE portal so that the establishments will be enabled to submit digitally signed documents. When that happens, Enforcement Officers will no longer visit the establishment even for the purpose of collecting the documents as mentioned in para 2(iii) above.

(This issues with the approval of CPFC)

Yours faithfully,


(K.L. Taneja)

Addl. Central PF Commissioner-I (Compliance)

Copy to:-

1. PS to CPFC.
2. PS to FA & CAO
3. PS to ACC CVO
4. PS to ACC (HQ) (Compliance) and (HR)
5. ACC(IS) Division with an advise to upgrade OLRE Portal so that establishments are enabled to submit digitally signed documents at the time of making online application for coverage on OLRE Portal.
6. All ACC-I in Head Office
7. All RPFCs/All APFCs
8. RPFC (NDC) for uploading on website
9. DD (OL) for Hindi version


(K.L. Taneja)
Addl. Central PF Commissioner-I (Compliance)