



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.

No.Coord/40(24)2010/DPG Review Meeting

Dated: 24.03.2014

To

All Regional PF Commissioners
In- charge of the Regions/SROs

Subject: Mandatory registration of Digital Signature Certificate (Class 2 and above) of the authorized signatories of the establishments (having more than 100 ECR members) with EPFO.

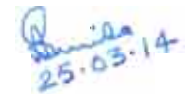
Sir/Madam,

Central P.F.Commissioner in exercise of powers conferred on him under para 36(7) of EPF Scheme 1952, made it mandatory by order for registration of employers/ its authorized signatories with Digital Signature (Class 2 and above), with the EPFO as per the following Schedule:

- (i) Establishments with more than 500 ECR members- by 30.04.2014.
 - (ii) Establishments with 101-500 ECR members – by 30.06.2014
2. Separate instruction for establishments having equal to or less than 100 ECR members will also be issued although it will be in the interest of such establishments to register themselves with their Digital Signature.
3. A copy of the said order is enclosed. It should be given wide publicity and brought to the notice of all the establishments/employers under your jurisdiction for strict compliance.

Yours faithfully,

Enclosure: As above.


25-03-14

(Anita S.Dixit)

Regional P.F.Commissioner-I (Coord.)

Copy to:1. All Addl.CPFCs (Zones) for proper monitoring.

2. Web Administrator for web upload

Copy for information to:

1. CVO, FA & CAO
2. All Addl. CPFCs Head Office/Director NATRSS
3. All RPFC-I Head Office
4. All RPFC II/APFC/SO Head Office
5. Rajbhasha for Hindi version


25-03-14

(Anita S.Dixit)

Regional P.F.Commissioner-I (Coord.)



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- भीकाजी कामा प्लेस, नई दिल्ली - ११००६६

Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066

254

No. Coord/40(24)2010/DPG review meeting/268115

Dated 20th March 2014

20 MAR 2014

ORDER

In the matter of - Mandatory registration of Digital Signature Certificate (Class 2 and above) of the authorized signatories of the establishments (having more than 100 ECR members) with EPFO.

1. Sub-para 7 of para 36 of the Employees' Provident Fund Scheme 1952 states as under:-

(7) Every employer shall send to the Commissioner such returns in electronic format also, in such form and manner as may be specified by the Commissioner.

2. The Employees Provident Fund Organisation has now embarked upon its next phase of e-governance reforms with a view to make its services available to its stakeholders in an efficient, transparent and reliable manner and at low costs. In order to make the same successful it is necessary that establishments furnish electronically authenticated records through the use of Digital Signature (Class 2 and above) while submitting statutory returns, claim forms and other information requests etc.

3. The Information Technology Act, 2000 provides for use of Digital Signatures on the documents submitted in electronic form in order to ensure their security and authenticity. Digital Signatures facilitate creating legally enforceable electronic records and eliminate the need to print documents for signing. Digital Signatures provide the following three features:-

- i) **Authentication**- Digital signatures are used to authenticate the source of messages. The ownership of a digital signature key is bound to a specific user and thus a valid signature shows that the message was sent by that user.
- ii) **Integrity** – Digital signatures provide assurance to the sender and receiver of a message that the message has not been altered during transmission.
- iii) **Non Repudiation** – Digital signatures ensure that the sender who has signed the information cannot at a later time deny having signed it.

4. Now, in exercise of powers in accordance with para 36(7) of the Employees' Provident Fund Scheme 1952, it is directed that establishments covered under the Employees' Provident Funds & Miscellaneous Provisions Act 1952 shall mandatorily register at least one Digital Signature Certificate (DSC), Class 2 and above of their employer(s) and/or its authorized signatory(ies) with the Employees' Provident Fund Organisation as per the following schedule:-

- i) Establishments with more than 500 ECR members – by 30.04.2014.
- ii) Establishments with 101-500 ECR members – by 30.06.2014

4. As regards establishments having less than or equal to 100 ECR members, separate instructions shall be issued later. However, it will be in the interest of such establishments to also register their DSC as e-governance mode will require their DSCs also in near future.

(K.K. Jalan)

Central PF Commissioner