



सत्यमेव जयते

ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोज़गार मंत्रालय, भारत सरकार  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066

EPFO, HEAD OFFICE

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

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HRM-VII/11(1)2016

Date:- 03.01.2022

To,

All Central PF Commissioners (HQ)/Director (PDNASS),

All Central PF Commissioners (Zones),

**Sub: Implementation of e-office in Field Offices of EPFO-Reg.**

Madam/Sir,

This is to inform that the e-office is to be implemented in all the Field Offices of EPFO, by February 2022.

2. In this regard it is requested to ensure that the all the users have computers, and all the offices should have adequate scanners, printers, DAK entry points and Bandwidth, if not available then the provisions may be made for the same.

3. All the zonal offices are requested to draw up an action plan for the basic level e-office training to be provided to the intended users falling under their zone.

3. Further, it is requested to designate a nodal officer and local admin from each Regional Office/District Office for e-office amongst the probable users who will look after the e-office related matters in the office and the details may be filled in the excel format as enclosed.

4. Also the basic details of the nodal local admin in the attached format may please be provided for the creation of e-office Id.

In this regard it is requested that the urgent necessary action may please be taken and the requisite details to be provided by 05.01.2022.

Encl: As Above

Yours' faithfully

  
(S K Sangma)

Additional Central PF Commissioner (HRD)

**Details Required for creation of e-office Id for Local Admin**

<b>Sr.No.</b>	<b>Details</b>	
1	Appellation:	
2	Name :	
3	EID :	
4	Date of Birth :	
5	Gender :	
6	Designation :	
7	Joining date :	
8	NIC e-mail id :	
9	Section :	
10	Reporting officer :	

<b>S.No</b>	<b>Zone</b>	<b>Regional Office/District Office</b>	<b>Details of Local Admin and Nodal Officer</b>	<b>Email Id</b>	<b>Contact Details</b>
1			Nodal Officer- Local Admin-		