



**कर्मचारी भविष्य निधि संगठन**  
(श्रम मंत्रालय भारत सरकार)  
**Employees' Provident Fund Organisation**  
(Ministry of Labour, Govt. Of India)  
मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14-भीकाजी कामाप्लेस, नई दिल्ली-110066  
**Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi – 110066**  
[www.epfindia.gov.in](http://www.epfindia.gov.in); [www.epfindia.nic.in](http://www.epfindia.nic.in)

**WEB CIRCULATION**

No. C-III/Compliance-2001/Cir/E.II

Date: 20.11.2014

To

All Additional CPFCs (Zones),  
All Regional P F Commissioners,  
In-Charge of Regional/Sub Regional Offices.

**Subject : Online Registration of Establishments (OLRE) - calling for documents for past period - regarding.**

**Reference : Circular dated 08-07-2014 placed at Sl. No. 254 of Office Circulars Part-2014-15 of the official website - [www.epfindia.gov.in](http://www.epfindia.gov.in).**

Sir,

It has come to the notice of Head Office that inspite of instructions to the contrary field functionaries are directing establishments who have registered online for PF code to appear personally and produce all original records for periods beyond 15-20 years. This is against the spirit of instructions issued on Online Registration of Establishments (OLRE).

2. If at the time of such post coverage inspection or from any complaint received at office it transpires that the establishment/s is /are coverable from a back period show cause notices should be issued to the establishment and appropriate action may be taken as per the provisions contained under Section 7A of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 after giving reasonable opportunity.

3. It is once again clarified that during the post coverage inspection of the establishments, the documents mentioned by the establishment including PAN details at the time of applying for code number online, shall only be verified with respect to their original copies.

4. If any complaint on calling for records other than those specified in the circular dated 08.07.2014 is received at Head Office, appropriate action will be taken against the erring officers.

Yours faithfully,

(P.K. Udgata)

**Addl. Central PF Commissioner-I (Compliance)**