

**FUNCTIONS OF
ASSISTANT P.F. COMMISSIONERs**

EMPLOYEES' PROVIDENT FUND ORGANIZATION

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (ENFORCEMENT & RECOVERY)

1. Assistant Provident Fund Commissioners (Enforcement and Recovery) will work under the general control and superintendence of the Regional Provident Fund Commissioner.

2. Assistant Commissioner (Enforcement):-

(i) Enforcement of the Act and Scheme.

(ii) Assessment of dues by conducting enquiry under section 7 A.

(iii) Monitoring of the fault. .

(iv) Recovery of Arrears.

Assistant Commissioner (Enforcement) (Contd...)

(v) Legal work relating to Enforcement if Assistant Commissioner (Legal) is not available.

(vi) Penal damages.

(vii) Any other work connected with Enforcement Damages and Legal work including Establishments

(viii) Recovery of Arrears.

(ix) Any other work connected with the Recovery. He will be under the control of R.P.F.C.

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (ACCOUNTS)

- **Service the Subscribers:-**

- (i) Review of weekly/monthly arrears reports in settlement of claims, grant of advance, transfer and issue of statement of accounts including the monthly closing of claims inward register.
- (ii) Settlement of accounts, sanction and authorization of all claims under E.P.F. Scheme, 1952 including payment from S.R.F., D.R.F., U.C.O., Accounts, authorization and payment of all benefits under Employees Pension Scheme'95 and E.D.L.1. Scheme, 1976. Issue of Pension payment order under the Employees' Pension Scheme, 1995.
- (iii) Authorization of payment in inter-regional (involving actual transfer through cash section) transfer of accounts. .

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (ACCOUNTS) (Contd...)

- **Service the Subscribers (Contd...):-**

(iv) Acceptance of past accumulations statement.

(v) Sanction and authorization of non-refundable advance on account of Housing under Para 68-B and 68-BB where the amount in each case exceeds Rs. 25,000/-..

(vi) Ensure prompt return of check lists to EDP and Audit dispatch of Form 23.

(vii) Pre-audit of bills on all administration expenses.

(viii) Follow up action on audit reports.

(ix] Conducting of office inspection in respect of Sections under their charge.
APFC (A/Cs) will report RC (F &A)/ Officer in charge of S.R.O.

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONER (ADMINISTRATION)

- (1) Work relating to Administration.
- (2) Work relating to Vigilance.
- (3) Work relating to Construction.
- (4) CAT Cases.
- (5) House Keeping.
- (6) Stationery and Stores.
- (7) P.G.S.
- (8) Any other work relating to Administration P.G.S. He will be submit the files directly to Regional PF Commissioner In-charge.

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (CASH)

- In view of the technicalities of accounting involved in the maintenance of various cash books, preparation of final accounts, preparation of Schedule of Receipt and Payments, etc., it is essential that the responsibility for their proper maintenance should be entrusted an Assistant Provident Fund Commissioner. The A.P.F:C. will not only ensure that the day to day entries in the cash books are correctly made but also be responsible for monthly reconciliation between the cash books balances and the balances in the Bank statement being made regularly every month. The A.P.F.C. will also ensure the proper functioning of cash section in the Regional/Sub-Regional Offices.

RECEIPT SIDE

- **Monitoring with the Banks;-**
 - (i) To ensure prompt receipt of challans and statements from State Bank of India, on due dates. correspond with the Bank regarding delay in affording credits, interest on S.B. rates on due dates, missing credits and non-receipt of challans.

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (CASH)

Maintenance of Cash Books:-

- (ii) To ensure daily reconciliation of, receipts in Accounts Nos. 1,2,10,21 and 22 and attest the schedule of receipts in respect of all sections.
- (iii) Prompt rendition of schedule of receipts accounts sections by 10th of each month, duly certified by A.P.F.C.,
- (iv) To take prompt action on rectification of erroneous credits. Non-receipt of challans etc.
- (v) To ensure periodical transfer including surplus funds in Administration Accounts other accounts and for investment promptly. (Such as Account No. 1 to 5, 10 & 11, 2 to 4,2 to 8, 22 to 24, 21 to 25) .
- (vi) Proper preparation of monthly classified summary of receipts and 'payments under all cash and proforma accounts and prompt submission to Central Office.

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (CASH) (Contd...)

Maintenance of Cash Books:-

- (vii) Preparation of final accounts (Balance sheet) realisation of interest on related credits from State Bank of India.
- (viii) Organise periodical meetings with State Bank of India authorities to sort out the problems. PAYMENTS SIDE Maintenance of Cash Books etc.:-
- (ix) To ensure 'proper maintenance of cash book (Cash), Imprest Cash Book, undisbursed pay Register etc., by the Cashier and attest the daily transactions.
- (x) Proper maintenance of valuable documents register for prompt receipt and disposal of, Cheques! DOs received from employers and attest the entries.
- (xi) " To ensure proper reconciliation of Cash Books for accounts No. 1,2,10,2C& 22 and attestation of daily transactions

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (CASH) (Contd...)

Service to the Subscribers:-

- (xii) To receive the payment scrolls for payments of PF/ Pension/ EDLI benefits/Advances and transfer cases daily and ensure reconciliation of scroll Inward Register and Cash Books.
- (xiii) To sign the Cheques of Account No. 1,2,10,21, and 22 and prompt payment by Money Order/ Cheques.
- (xiv) To receive the undelivered money orders and Cheques from Postal authorities and send intimation to A/C Section.
- (xv) To ensure prompt submission of all returns.

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (CASH) (Contd...)

Service to the Subscribers:-

- (xvi) To supervise the work of Cashier 10 disbursement of pay etc., and keep the undisbursed amount under joint safe custody.

- (xvii) To obtain funds from account No. 5,4,11 ,and 25 as and when need arises.

- (xviii) To watch the proper observation of the procedure prescribed in the Manual of Accounting Procedure by the Cash Section.

- (xix) Any other item of work relating Cash Section assigned by RPFC/APFC (Cash) will be under the overall control of RPFC (F & A) / Officer in charge of SRO.

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (LEGAL)

- (1) Work relating to legal work of Enforcement and Recovery.
- (2) Monitoring of Court Cases except C.A.T.
- (3) Any other work relating to legal matters. He will be under the overall control of Regional Commissioner (Enforcement & Recovery)

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (PENSION)

- (1) Work relating to settlement of Pension Cases.
- (2) Issue of Pension Payment Orders (P.P.O.)
- (3) Liaison with bank/disbursing agencies.
- (4) Payment through bank and reconciliation.
- (5) Any other work relating to Pension Scheme. He will be under the overall control of Controller of Pension.

FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS

✓ FUNCTIONS OF ASSISTANT PROVIDENT FUND COMMISSIONERS (COMPUTER)

- (1) In-charge of Computerization of the Region.
- (2) In-charge of MIS/Statistical Section.
- (3) Any other work relating to computerization in the Region.