



कर्मचारी भविष्य निधि संगठन
(कर्म एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. of India)
मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14-बीकानगी कामा प्लेस, नई दिल्ली-110 066.
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110 066.

(CENTRAL ANALYSIS & INTELLIGENCE UNIT)

No. CAIU/011(59)2016/MOL

Date:

To

128-12
All Additional Central P.F. Commissioner (Zones)
All Regional P.F. Commissioner-In-charge of ROs/SROs

31 OCT 2016

Sub: - Digitization of registers and other documents - Regarding.

Madam/Sir,

Ministry of Labour & Employment vide DO letter No.Z- 20025/15/2016-LRC dated 09.03.2016 has decided to move towards a regime of online maintenance of registers/records mandated by labour laws, by business/establishments and integrate the same with the Shram Suvidha Portal. A Unified Shram Suvidha Portal was developed to facilitate reporting of Inspections, and submission of Returns. This has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions.

Further Ministry of Labour & Employment has requested to issue following directions:-

"If any employer/establishment makes available registers/records in electronic form and accessible to the inspector/authority so as to be usable for a subsequent reference, then that employer/establishment should not be required to produce print/hard copy of these documents".

The said DO letter dated 09.05.2016 is enclosed herewith and it is advised to follow the instruction given by Ministry of Labour & Employment, New Delhi.

Encl:- As above.

Yours faithfully,

Suresh Chandra

(S C Goyal)

Addl. Central P.F. Commissioner-II (CAIU & Compliance)



Dheeraj Kumar
Joint Secretary
Telefax: 23716835

S.No. 2 (R)

Acc. (CMN)

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श्रम एवं रोजगार मंत्रालय
भारत सरकार
श्रम शक्ति भवन, रफी मार्ग,
नई दिल्ली-110119

MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA
SHRAM SHAKTI BHAWAN, RAFI MARG,
NEW DELHI-110119

Dated: 01 May, 2016

1
24/5/16

D.O.Z-20025/15/2016-LRC

Dear Dr. Joy,

As you are aware, various labour laws mandate maintenance of voluminous physical registers and documents by enterprises/establishments. In this context, it is observed that digitization of these Registers and other documents has the potential to achieve large productivity improvement, both in terms of simplifying processes and data management as well as improving the ease of monitoring by the labour laws enforcement agencies.

2. In view of this, it has been decided to move towards a regime of online maintenance of registers/records mandated by labour laws, by business/establishments and integrate the same with the Shram Suvidha Portal so that the information is available on real time to both the establishment as well the enforcement authorities. As a first step to move in this direction, it is required to have all registers/documents maintained in digital /electronic form.

3. These registers and records have to be produced/made available to the inspectors/authorities during the inspection of the establishments or on other occasions as per the law. However, Section 4 of the Information Technology Act, 2000, provides that "where any law provides that information or any other matter shall be in writing or in the typewritten or printed form, then notwithstanding anything contained in such law, such requirement shall be deemed to have been satisfied if such information or matter is rendered or made available in an electronic form; and accessible so as to be usable for a subsequent reference". In view of this provision, it has been decided that if any employer/establishment makes available such registers/records in electronic form and accessible to the inspector/authority so as to be usable for a subsequent reference, then that employer/establishment should not be required to produce print/hard copy of these documents.

4. You are requested to issue necessary instructions to your field officers/inspectors to follow this decision. The Ministry may kindly be apprised of the action taken by your organization, in this regard, at the earliest.

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कै.प.नि. आ.क.वि.स. (अनुपालन)
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कै.प.नि. आ.क.वि.स. (अनुपालन)
कै.प.नि. आ.क.वि.स. (अनुपालन)

with regards,

Yours sincerely,

[Handwritten signature]
25/5
(Dheeraj Kumar)

Acc (Compliance) 451
24/5/16

Dr. V.P. Joy,
Central Provident Fund Commissioner, EPFO
Bhavishyanidhi Bhawan,
14, Bhikaiji Cama Place
New Delhi-110066

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"बाल श्रम रोकें"

"STOP CHILD LABOUR"