



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



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Office Order

Timely submission of EPF statements from DPCUs to SPMU is of utmost importance. It is essential so that the EPF can be deposited with the Employee's Provident Fund Organization in time.

To ensure the submission of EPF statement by DPCUs to SPMU in time, the following procedures may be adopted:-

- 1) All DPMs/FMs and HR managers will ensure submission of complete EPF statement in prescribe format to SPMU, latest by 5th of the following month.
- 2) SPM(HR) will provide data in prescribe format regarding new staff as well as that of old staff who have joined on new posts, along with their EPF numbers to the concerned district and SPMU(Account Section), latest by 5th of the following month.
- 3) Absentee Statement of SPMU staff and DPMs should be submitted latest by 2nd of the following month to the SPMU (Account Section).

All concerned are directed to ensure above instructions rigorously.


(Arvind Kumar Chaudhary)
Chief Executive Officer
- Cum -
State Mission Director.

Copy:

1. Addl. CEO/ Director/OSD/CFO/AO.
2. SFMs/FO/PS/ SPMs/PMs.
3. All DPMs/FMs/Manager-HR & Admn.
4. IT Section.

Block Name	Dist Name	Transfer Block name	EPF A/c No.	Name	EPF Wages	EPS Wages	EPF due	EPF remit	EPS due	EPS remit	Diff due	Dif remit	NCP Days	Ref Adv	ArEPF WG	ArE E	ArE R	ArE PS	FH Name	R	Do B	Gender	DoJ EP F	E
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

- In the case of new employee, Please mention the details as per column no. 20,21,22,23 and 24.
- In the case of Employee earlier in JEEVIKA but posted with new designation or transfer, Please mention details as per column no. 2, 3 and 4.
- In name column only name should be mentioned.
- There is no need to mention designation & Employee ID No. in name column. It cerate errors in EPF Software.

10/11/14
CFO