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28/4/24.  
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ਪੰਜਾਬ ਸਰਕਾਰ  
ਕਿਰਤ ਵਿਭਾਗ  
(ਕਿਰਤ ਸ਼ਾਖਾ)

ਵਿਸ਼ਾ:- EPF Compliance of Contractual/ Outsourced Employees engaged by Govt.  
Departments and Private Industries-regarding.

ਹਵਾਲਾ:- ਪੰਜਾਬ ਸਰਕਾਰ, ਕਿਰਤ ਵਿਭਾਗ (ਕਿਰਤ ਸ਼ਾਖਾ) ਦੇ ਪੱਤਰ ਨੰ. Labour-LabOEGC/1/2021-3L/1/440099/1/2022 ਮਿਤੀ 10.10.2022, ਚੰਡੀਗੜ੍ਹ ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ।

ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ/ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਅਡਿਸ਼ਨਲ ਸੈਂਟਰਲ ਪੀ.ਐਫ. ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਤੇ ਹਿਮਾਚਲ ਜੇਨ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਪੱਤਰ ਨੰ. ACC/PB&HP/Principal Employer/1225 ਮਿਤੀ 15/06/2022 ਸਬੰਧੀ ਜਾਰੀ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਕ੍ਰਿਪਲਤਾ ਕਰਨ ਜੀ।

2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਅਡਿਸ਼ਨਲ ਸੈਂਟਰਲ ਪੀ.ਐਫ. ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਤੇ ਹਿਮਾਚਲ ਜੇਨ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਪੱਤਰ ਮਿਤੀ 15/06/2022 ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਭੇਜਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਆਉਂਦੇ ਵਿਭਾਗਾਂ ਅਧੀਨ ਕੰਮ ਕਰ ਰਹੇ ਆਉਟਸੋਰਸ ਅਤੇ ਕੰਟਰੈਕਟ ਕਰਮਚਾਰੀਆਂ ਸਬੰਧੀ ਈ.ਪੀ.ਐਫ.ਓ ਦੇ ਪੋਰਟਲ (<https://unifiedportal-emp.epfindia.gov.in/epfo>) ਤੇ ਰਜਿਸਟਰ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

3. ਇਸ ਤੋਂ ਇਲਾਵਾ ਆਪ ਦੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਾਰੇ ਠੇਕੇਦਾਰਾਂ/ਆਉਟਸੋਰਸ ਏਜੰਸੀਜ਼ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਵੇ ਕਿ Employees Provident Funds Organization ਦੇ ਪੱਤਰ ਮਿਤੀ 15.06.2022 ਰਾਹੀਂ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ। ਇਸ ਸਬੰਧੀ ਕੀਤੀ ਗਈ ਕਾਰਵਾਈ ਸਬੰਧੀ ਇਸ ਦਫ਼ਤਰ ਨੂੰ ਵੀ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ।

4. ਇਸ ਤੋਂ ਇਲਾਵਾ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ. 1/505608/1/2022 ਮਿਤੀ 08.02.2023 ਰਾਹੀਂ ਇੱਕ ਸੈਮੀਨਾਰ (conduct of workshop/seminar of EPFO regarding Principal Employer portal for Punjab Govt. Departments - Regd.) ਵੀ ਮਿਤੀ 27.02.2023 ਨੂੰ ਸਵੇਰੇ 11:00 ਵਜੇ ਲੇਬਰ ਭਵਨ, ਫੇਜ਼-10, ਮੋਹਾਲੀ ਵਿਖੇ ਕਰਵਾਇਆ ਗਿਆ ਹੈ।

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ/ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/  
ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ

ਅੰ:ਵਿ:ਪੰ:ਨੰ: Labour-LabOEGC/1/2021-3L/830883

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 29.04.2024

ਪਿੱਠ:ਅੰਕਣ:ਨੰ: Labour-LabOEGC/1/2021-3L/830883/1

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 29.04.2024

ਉਪਰੋਕਤ ਦਾ ਇੱਕ ਉਤਾਰਾ ਕਿਰਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਨੂੰ ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਮੁਖ ਰੁਮਾਰ  
ਸੁਪਰਡੈਂਟ  
29/4/2024

ਮੁਖ ਰੁਮਾਰ  
ਸੁਪਰਡੈਂਟ  
29/4/2024



विषय संख्या  
क्र. सं. 1506/253  
दिनांक 17-6-22

लि.सं.स.वि. 1452  
मि.सं. 16-6-22

दि.सं.स.वि.  
क्र.सं. 423  
मि.सं. 16-6-22



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन  
(श्रम एवम् रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(Ministry of Labour & Employment, Govt. of India)  
अपर केन्द्रीय भविष्य निधि आयुक्त कार्यालय



आंचलिक कार्यालय, पंजाब एवं हिमाचल प्रदेश  
ADDL. CENTRAL P.F. COMMISSIONER ZONAL OFFICE, PUNJAB AND H.P. STATE  
एस. सी. ओ. 4-7] सेक्टर 17-डी, चण्डीगढ़-160017  
S.C.O. 4-7, SECTOR-17-D, CHANDIGARH

Tel. : 01722720170 Fax -2712708, e-mail: acc.pbhp@epfindia.gov.in

ACC(PB&HP)/Principal Employer /1225

Dated: 15.06.2022

To,

The Secretary,  
Labour Department  
Government of Punjab,  
Chandigarh.

Sub: **EPF Compliance of Contractual/Outsourced Employees engaged by Govt. Departments and Private Industries-regarding**

Sir,

The issue of extending the benefits of EPF & MP Act, 1952 and the Schemes framed there under to the employees engaged by or through the contractors is receiving attention at various levels. The issue is gaining significance with contractualisation of labour becoming order of the day and is regularly deliberated at Indian Labour Conference as well as by Parliamentary Standing Committee on Labour.

In this context, para 30(3) of EPF Scheme, 1952 casts responsibility on the Principal Employer (PE) to ensure EPF compliance of employees engaged through contractors for carrying out the work of principal employer. Para 30 (3) of EPF Scheme reads as under:

*"It shall be responsibility of the principal employer to pay both the contribution payable by himself in respect of the employees directly employed by him and also in respect of the employees employed by or through a contractor and also administrative charges"*

To verify and keep a watch on EPF compliance being made by contractors, recently an electronic facility has been deployed on EPFO's unified portal <https://unifiedportal-emp.epfindia.gov.in/epfo> for principal employers. Even the principal employer like Govt. Department and undertaking which are not statutorily covered with EPFO can register on above portal with their Income Tax TAN and use the facility to add their contractors and UANs of contract workers. This facilitates the principal employer to view UAN-wiser remittance made by contractors. The above facility may be utilized to check the compliance position of the agencies and contractors to whom the contracts are awarded by concerned State Govt. Departments. A



brief on procedure of registration as principal employer, adding contractors and checking their compliance is attached for reference (Annexure-I).

It is understood that a large number of contractors are engaged by various State Govt. Departments in Punjab State. However, such Govt. Departments in their capacity as PE may not be aware of above functionality of registration and verifying compliance of their contractual employees on EPFO portal. In such situations, possibility of non-compliance/evasion of EPF benefits of contractual/outsourced employees always remains.

A D.O letter dated 28.03.2022 (copy enclosed) had also been issued to Smt. Ravneet Kaur, IAS special Chief Secretary, Labour Department, Punjab in this regard wherein it has been requested to impress upon all the departments, subordinate/attached offices and undertakings/corporations of the state government about the additional functionality on the EPFO's Unified Portal and also appoint a nodal officer for ensuring compliance in respect of registration on the portal.

It is further noted that State Labour Department issues Certificate of Registration to the Principal Employers U/s 7 (2) of the Contract Labour (R & A) Act, 1970 and Licenses to Contractors u/s 12 (2) of the said Act. Usually such certificates/licenses are issued by the district level officers such as the Assistant Labour Commissioner (ALC). If such lists of registration and license copy is made available to EPFO, it can cross-verify the compliance by contractors.

In above backdrop, it is requested to:

1. Issue suitable instructions to all the departments, subordinate/attached offices and undertaking/corporation of the State Government to register themselves on principal employer portal of EPFO, declare their contractors and verify monthly compliance by contractors before releasing their bills.
2. Direct ALC & DLCs of districts to provide list of certificates of registration issued u/s 7(2) of contract labour (R&A Act) and licenses issued u/s 12(2) of CL (R&A Act) to jurisdictional EPFO Office. (Jurisdictional districts details of EPFO office of Punjab is attached as Annexure-II).

Your kind co-operation will help EPFO to strengthen compliance of contractual employees engaged by Government Departments and private industries in entire state of Punjab.

Yours Sincerely,



(Kumar Rohit)

Additional Central PF Commissioner, Pb Zone





नीलम शमी राव, भा.प्र.से.

केन्द्रीय भविष्य निधि आयुक्त

**Neelam Shami Rao, IAS**

Central Provident Fund Commissioner



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोज़गार मन्त्रालय, भारत सरकार)

मुख्य कार्यालय : भविष्य निधि भवन,

14, भीकाएजी कामा प्लेस, नई दिल्ली-110066

दूरभाष : 011-26172671

Employees' Provident Fund Organisation  
(Ministry of Labour & Employment, Govt. of India)

Head Office : Bhavishya Nidhi Bhawan,

14, Bhikaiji Cama Place, New Delhi -110 066

Phone : 011-26172671

D.O. No. C-1/3(28)2016/7A&14B/PE functionality/6479

March 28, 2022

Dear *Madam,*

I am to bring to your kind notice that the Employees Provident Funds and Misc. Provisions Act 1952 (the Act for brevity) provides for social security benefits in the nature of Provident Funds, Pension to the Retired, Permanently Disabled Employees, Widow Widower/Children/Orphan/ dependents of deceased employees and Life Insurance coverage to the employees of the covered establishment.

2. It is understood that the State Govt departments & their subordinate offices, as principal employer, are engaging workers through contractors for various office work including watch & ward, housekeeping/cleaning & maintenance etc. In all such instances, principal employer's liability due under the Act which is around 13% of wages of contract employees is being paid by the principal employer to the contractor concerned and the contractors are required to report EPF compliance into Universal Account number (UAN) of their workers through ECR.

3. Till now the Principal Employers had to depend on the physical copies of ECR from contractors to ascertain whether compliance as per law is made by their contractors.

4. From 04.03.2021, electronic facility is deployed on EPFO's Unified Portal: <https://unifiedportal-emp.epfindia.gov.in/epfo/> for Principal Employers to view EPF compliance of their Contractors & contract workers registered with EPFO. Even the principal employers like Govt departments & undertakings which are not statutorily covered with EPFO can register on above Portal with their Income Tax TAN to use the facility and add their contractors & UANS of contract workers. This facilitates the principal employer to view UAN-wise remittance made by contractors through ECR through their Login

5. Now, an additional functionality has been added on EPFO's Unified portal wherein contractor establishments can also declare their respective Principal Employers in addition to the existing facility to make the process more robust and to ensure ease of ensuring compliance.

6. A brief on the procedure of declaration of Principal Employer(s) by their contractor and the contract order through dashboard is attached.

7. It is requested to impress upon all the departments, subordinate/attached offices and undertakings/corporations of the State Government about the additional functionality on the EPFO's Unified Portal. Also, all the departments and subordinate/attached offices and undertakings/corporations of the State Government are requested to get themselves and their contractor registered on PE portal and so appoint a Nodal Officer for ensuring compliance in respect of registration on the portal.

*Regards*

Yours Sincerely,

*Neelam Shami Rao*  
(Neelam Shami Rao)

Encl: As above

Smt. Ravneet Kaur, IAS  
Special Chief Secretary  
Labour Department, Punjab

Annexure-II

Detail of Offices under Jurisdiction of PB & HP Zone (Punjab)

S. No.	Regional Office	Jurisdiction
1	Amritsar	Amritsar Gurdaspur Pathankot Taran Taran
2	Bathinda	Barnala Bathin Faridkot Fazilka Firozpur Mansa Moga Muktsar Sangrur
3	Chandigarh	Fatehgarh Sahib Chandigarh Patiala Rupnagar SAS Nagar Mohali
4	Jalandhar	Hoshiarpur Jalandhar Kapurthala Nawanshahr
5	Ludhiana	Ludhiana

**EMPLOYEES PROVIDENT FUND ORGANISATION**

**Brief on use of "Principal Employers functionality" to view compliance of contractors**

**Legislative mandate under the EPF & MP Act, 1952 (the Act);**

Principal employers (PE) have the ultimate responsibility u/s 8A of the Act for compliance in r/o employees engaged through contractors.

Contract employees are covered under the definition of employees u/s 2 (f) of the Act.

When any Principal Employer engages works through any contractor, the employer's liability (12% of wages as Employer's contributions +0.05% of wages as EDLI contribution and 0.5 % of wages as EPF administrative charges) is payable by the Principal employers.

The contractors are registered independently as establishment with EPFO & report EPF compliance through Electronic Challans cum Returns (ECR) under their code number.

Contractor is required under Para 36B of the EPF Scheme, 1952 to transmit to PE a copy of the monthly returns filed in r/o contract workers.

**Principal Employers Functionality provides online mechanism to Principal Employers:**

**Registration as PE**

PE of establishments registered with EPFO can register on PE Functionality as the link for both Principal Employer and Contractors is available in their login.

PE not registered with EPFO can also register on Unified Portal through their Income Tax TAN:

<https://unifiedorta-emp.epfindia.gov.in/epfo/>>> Important links>Uncovered principal Employer Registration>>

On registration as PE, user id is same as TAN and password is same as used for registration

**Use of Principal Employers Functionality:**

After registering, PE can add the **EPF code Number** & certain information of contractor.

**Adding a Contractor**

Use the Menu **Establishment >>Contractor>>Add New contractor Link >>Enter Establishment ID' of Contractor>>Enter 'Contract start date, end>>click on the submit**

**Adding contract employees' details**

On adding contractor, PE can add UANs of employees provided by the contractor:

Upload Monthly Details of Contract Employee' link>>Contractor' form list>>Wage month'>>File'>> Press 'Update Member Summary',

The details will be shown in grid 'Upload Member Summaries'

**View the contractor's ECR by the PE**

On adding contractors and contract employees as above, 'Compliance Dashboard' is available for PE to check payment status of contract employees' month wise.



No.H-11018/01/2022-CL (e- 134895)  
Government of India  
Ministry of Labour & Employment

**Shram Shakti Bhawan, Rafi Marg,  
New Delhi-1, Dated 13<sup>th</sup> June, 2022**

To,  
Principal Secretary / Secretary,  
Department of Labour of All States / UTs

Sub: Constitution of District Nodal Officer – regd.

Sir/Madam,

A reference is invited to Rule 17 C of Child and Adolescent Labour (Prohibition and Regulation) Rules 1988, which states:

*The District Magistrate shall (i) specify such officers subordinate to him, as he considers necessary, to be called nodal officers, who shall exercise all or any of the powers and perform all or any of the duties of the District Magistrate conferred and imposed on him by the Central Government under Section 17 A of Child and Adolescent Labour (Prohibition and Regulation) Act, 1986.*

2. PENCiL (Platform for Effective Enforcement for No Child Labour) portal, which was launched in 2017, has the provision, where details of District Nodal Officer (DNO) are required to be fed in. Besides, these details are also required to be kept up-to-date.
3. However, as per data on PENCiL portal, it is observed that only 620 numbers of Districts have appointed DNO. Moreover, some of the districts are not keeping the details of DNO up-to-date.
4. In view of the above, it is requested to kindly issue necessary instructions to all DMs/DCs to appoint DNO/update details of DNO on PENCiL portal immediately without any further delay.

With regards,

Yours sincerely,



**(Kalpana Rajsinghot)  
Joint Secretary to the Govt. of India**

Copy to

The Chief Secretary of all States / UTs