

WEB CIRCULATION



**कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation**

श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
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Date:

To

All ACC(HQ)/ACC [Zones], Director(PDNASS),
All RPFC/OIC in-charge of RO/ASD-HO.

23 OCT 2018

Subject:

Action to be taken in case of trap/arrest of an official – reg.

23 OCT 2018

Madam/Sir,

It has been observed that after trap/arrest of an official by Central Bureau of Investigation or Anti-Corruption Branch of State Police, complete and up to date information and relevant documents are not forwarded by field offices to Head Office. This results in delay in taking further necessary action regarding suspension/review, prosecution sanction, Regular Departmental Action, etc.

2. Therefore, a list of action alongwith timeline has been drawn and is circulated herewith as Annexure for strict adherence. All possible efforts have to be made by the field offices to obtain the relevant details/documents from the concerned authority i.e. CBI, ACB, Court, etc. at the earliest so that the same are sent to Head Office within the timeline prescribed in the Annexure by official email Id as well as by Speed Post.

Yours faithfully,

(Uma Mandal)

Addl. Central PF Commissioner (HRM)

Copy to:

1. RPFC, NDC - for uploading this circular on the website.
2. PPS to CPFC.

Check-list of action to be taken in case of trap/arrest of an official

Event	Action to be taken	Timeline for taking action
Trap/Arrest by CBI/ACB	RPFC/OIC to send following details to official email Id of CPFC, CVO and ACC(HQ)HR:- (i) Name, designation & posting of official trapped/arrested. (ii) Agency (CBI/ACB) making the arrest/trap. (iii) Date, time & place of trap/arrest. (iv) Copy of communication, if any, received from CBI/ACB w.r.t. trap/arrest.	Same day
Suspension	Proposal for suspension to be sent by RPFC/OIC to official email Id of CPFC and ACC(HQ)HR with following additional details:- (i) Date & time of arrest with supporting documents, if any. (ii) Certified copy of FIR along with English/Hindi translation in case of FIR in other language.	Immediately after completion of 48 hours of arrest/detention
Release from detention	Following additional details/documents to be sent by RPFC/OIC to official email Id of CPFC, CVO and ACC(HQ)HR:- (i) Date & time of release from detention. (ii) Certified copy of bail order passed by Court of law. (iii) Certified copy of release order/warrant issued by police/jail authorities.	Immediately after release from detention
Suspension Review	Following details/documents to be sent by RPFC/OIC to official email Id of CPFC, CVO and ACC(HQ)HR:- (i) Status of investigation by CBI/ACB. (ii) Status of criminal charge sheet.	15 days before meeting of Suspension Review Committee OR Immediately after receipt of any update on investigation/charge sheet.

Note:(i) All the aforesaid documents/details are also to be sent by Speed Post strictly in accordance with the timeline mentioned in the above table.

(ii) Whenever the information/documents to be sent to EPFO, Head Office, New Delhi is delayed beyond 48 hours, the concerned RPFC in-charge of RO and the Zonal ACC will send a separate report explaining the reasons for such delay immediately.