



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

(CENTRAL ANALYSIS & INTELLIGENCE UNIT)

No. CAIU/011(59)2016/MOL

Date:

To

*12842*  
**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 Kumar*

**(S C Goyal)**

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



Dheeraj Kumar  
Joint Secretary  
Telefax: 23716835

S.No. 2(R)

Acc. (CMN)

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: 07<sup>th</sup> May, 2016

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.

with regards,

Yours sincerely,

Acc (Compliance) 451  
24/5/16

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

*[Signature]*  
(Dheeraj Kumar)

क.प्र.नि. आयुक्त-1 (अनुपालन)  
Addl. C.P.F.C.-1 (Compliance)  
द्वारा सं./Dy. No. 23782  
दिनांक/Date 24-5-16

*[Signature]*  
R. Put up  
Sandhin Kumar  
25.5.16  
So (CMN)

PS to CMN  
This to be  
circulated by  
compliance cell  
is  
Pl read

क.प्र.नि.आ. के. नि.स.  
प्राप्त किया  
20 MAY 2016 97  
107297  
द्वारा सं. 23/5/16

"बाल श्रम रोके"

"STOP CHILD LABOUR"