



# कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: www.epfindia.gov.in, www.epfindia.nic.in



No. (E-732264) HRD-1/8/2024/Misc.-Circulars-Part(1)/1105

Date: 03 OCT 2024

To,

All Additional Central P.F. Commissioners (HQ)/Director (PDNASS),  
All Additional Central P.F. Commissioners (Zones)/Addl. CPFC(ASD),  
All RPFCs/OIC-in-Charge of Region.

**Subject: Revision of monetary ceiling for Hospitality Facilities to Officers of EPFO- reg.**

Madam/Sir,

In supersession of the existing circular No. Adm. (L-II) Misc/2007/Pt. dated 16/10/2012 regarding the ceiling of petty cash advance for arranging tea/coffee etc. for visitors & meetings, the undersigned is directed to say that the financial limits for expenditure being incurred on Hospitality facility for the Officers of the EPFO for arranging tea/coffee etc. for visitors & meetings has been revised with the approval of the CPFC. The following monetary ceiling shall be effective w.e.f. the date of issue of this Circular and until further orders :-

Sl. No.	Category of Employees Eligible in EPFO	Ceiling (Per Month)
1.	Addl. CPFC (HQ)/Equivalent Officers and above	No Limit
2.	Addl. CPFCs and equivalent officers	Rs. 3000/-
3.	RPFCs-I and equivalent officers	Rs. 2000/-
4.	RPFC-II/APFC and equivalent Officers	Rs. 1500/-
5.	Section Officer and Equivalent Officers	Rs. 1000/-

(This issues with the approval of CPFC)

Yours faithfully,

(SaurabhTripathi)  
Regional P.F. Commissioner-I, HRD-I

Copy to:

1. PPS to CPFC
2. PPS to FA & CAO, CVO, ACC (HQ)
3. All DD (Vigilance)/ZAPs
4. All PPS, PA and SO in Head Office
5. RPFC, IS Division for web circulation
6. Hindi Section for Hindi Version
7. Guard file

(SaurabhTripathi)  
Regional P.F. Commissioner-I, HRD-I