



कर्मचारी भविष्य निधि संगठन  
(श्रम मंत्रालय भारत सरकार)  
Employees' Provident Fund Organisation  
(Ministry of Labour, Govt. Of India)

मुख्य कार्यालय / Head Office  
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No.Coord/40(24)2010/DPG Review Meeting /11271

Dated: 07.08.2014

To

07 AUG 2014

All Regional PF Commissioners  
In- charge of the Regions/SROs

**Subject: Mandatory registration of Digital Signature Certificate (Class 2 and above) of the authorized signatories of the establishments having more than 50 ECR members with EPFO.**

Sir/Madam,

In continuation of this office letter no. Coord./40(24)2010/DPG Review meeting/27362 dated 25.03.2014, Central P.F.Commissioner, in exercise of powers conferred on him under para 36(7) of EPF Scheme 1952, made it mandatory by order, for registration of employers/ its authorized signatories with Digital Signature (Class 2 and above), with the EPFO as per the following Schedule:

- Establishments with more than 50 ECR members- by 30.09.2014.

2. A copy of the said order is enclosed. It should be given wide publicity and brought to the notice of all the establishments/employers under your jurisdiction for strict compliance.

Yours faithfully,

Enclosure: As above.

*Anita S. Dixit*  
07.08.14

(Anita S.Dixit)

Regional P.F.Commissioner-I (Coord.)

Copy to: 1. All Addl.CPFCs (Zones) for proper monitoring of this work to achieve the target by the stipulated date.

Copy for information to:

1. CVO, FA & CAO.
2. All Addl. CPFCs Head Office/Director NATRSS.
3. RPFCs of all Zonal Training Institutes.
4. Director Audit/All Zonal Audit Parties.
5. All RPFC-I and RPFC-II Head Office
6. Rajbhasha for Hindi version.
7. Web Administrator for web upload.

*Anita S. Dixit*  
07.08.14

(Anita S.Dixit)

Regional P.F.Commissioner-I (Coord.)



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No. Co-ord/40(24)2010/DPG review meeting/ 11241

Dated: 07.08.2014

ORDER

07 AUG 2014

In the matter of – Mandatory registration of Digital Signature (Class 2 and above) of the authorized signatories of the establishments (having more than 50 ECR members) with EPFO.

1. Sub-Para 7 of Para 36 of the Employees' Provident Fund Scheme, 1952 states as under:

**(7) Every employer shall send to the Commissioner such returns in electronic format also, in such form and manner as may be specified by the Commissioner.**

2. The Employees' Provident Fund Organisation has now embarked upon its next phase of e-governance reforms with a view to make its services available to its stakeholders in an efficient, transparent and reliable manner and at low costs. In order to make the same successful it is necessary that establishments furnish electronically authenticated records through the use of Digital Signature (Class 2 and above) while submitting statutory returns, claim forms and other information requests etc.

3. The Information Technology Act, 2000 provides for use of Digital Signatures on the documents submitted in electronic form in order to ensure their security and authenticity. Digital Signatures facilitate creating legally enforceable electronic records and eliminate the need to print documents for signing. Digital Signatures provide the following three features:

- i. Authentication - Digital Signatures are used to authenticate the source of messages. The ownership of a digital signature key is bound to a specific user and thus a valid signature shows that the message was sent by that user.
- ii. Integrity - Digital Signatures provide assurance to the sender and receiver of a message that the message has not been altered during transmission.
- iii. Non Repudiation - Digital Signatures ensure that the sender who has signed the information cannot at a later time deny having signed it.

4. Now, in exercise of powers in accordance with para 36(7) of Employees' Provident Funds Scheme, 1952, it is directed that establishments covered under the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 shall mandatorily register atleast one Digital Signature Certificate (DSC), Class 2 and above of their employer(s) and /or its authorized signatory (ies) with the Employees' Provident Fund Organisation as per the following schedule:

- i. Establishments with more than 50 ECR members – by 30.09.2014.

5. As regards establishments having less than or equal to 50 ECR members, separate instructions shall be issued later. However, it will be in the interest of such establishments also to register their DSC as e-governance mode will require their DSCs in near future.

(K.K. Jalan)

Central P.F. Commissioner