मुख्य कार्यालय /HEAD OFFICE
कर्मचारी भविष्य निधि संगठन /
Employees Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय भारत सरकार)
(Ministry of Labour and Employment, Govt of India)
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Dated: **19 JAN 2021**

CIRCULAR

Subject: Cleanliness of HR-Soft database – reg.

It has been decided to conduct the AGT for this year on the basis of individual officer-wise data available in the HR Soft. However, it is also noticed that the existing data in HR-Soft has many discrepancies. It is required that all the officers in the cadre of ACC/RPFC-I/RPFC-II and APFC get the entries in HR Soft pertaining to their posting profile corrected. To facilitate the same, HRM has extracted Group 'A' Officers data from the HR-Soft database and has done some corrections / modification in the data. The same is attached with this circular for ready reference. The flow-chart / procedure to update the HR-Soft Data has been enclosed as **Annexure I.**

2.   The objective of this exercise is to clean HR-Soft data. It is expected that concerned officer, HR, Admin as well as Officer-in-Charge will ensure the correctness of the HR-Soft data. After completion of the above exercise, the Officer-in-Charge will also sign the HRM-Datasheet of the concerned officer. The corrected copy of HRM datasheet would be kept in the personal file of the officer concerned.

3.   It is also mentioned here that the temporary posting/additional charge posting details are not required to be updated in HR-Soft. The exercise of marking amendments/ modifications, if any , should be completed on or before 25.1.2021. Further, it is reiterated that onus of the getting the HR-Soft data corrected lies with the individual officer, who has to coordinate with HR-Admin of his /her office for updation of records in HR-Soft.

4.   There are two functionalities available to HR Admin in the HR Software for updating and correcting the data. These are as under:

I.   Under Service Book Role >> Update Employee Personal Information System >> Service Book:
This allows edit, addition and deletion of record for the period of posting before the generation of EID

II.   Under Service Book Role >> Update joining details.
This allows to update the joining date and the post on which joined post generation of EID.

Encl.: as above.

(Uma Mandal)
Additional Central P.F.Commissioner (HRM)

To

All Additional CPFC (Zones)/ Director, PDNASS
All Regional Provident Fund Commissioners
Incharge – Regional Offices including ASD, Head Office

Each of the Group "A" officer (ACC/RPFC-I/RPFC-II and APFC) is required to download the attached PDF file – **HRM Profile.pdf.** In this file, the officer will locate his name from find command (Control F) and thereafter, he may take print-out of the relevant pages of his posting profile as available in HRM Profile. This print out may be called HRM Profile Data Sheet.

Subsequent to above, the officer will log-in his HR-Soft and take print-out of his posting profile as available in HR-Soft database.

Thereafter, the officer will compare both HR-Soft Database and HRM Profile data Sheet.

In case there is no change if HR Soft data is similar to HRM Profile data sheet, he/she will mark "No change" in HRM Profile data-sheet and sign it and forward the same to OIC/ HR-Admin (i.e. the official / officer who is authorised to change/modify the data in HR-Soft).

In case of discrepancy, the officer will make/mark necessary corrections in HRM Profile data Sheet. In case there is no entry in HR-Soft data then the officer will clearly mark the entry, which is required to be inserted in HR Soft data or in case, if any modification / addition/ deletion is required, the officer will mark it clearly on HRM Profile data so that his /her data can be rectified. Any discrepancy in the HRM profile data also needs to be clearly marked so that the same could also be updated in the HR Soft database. Thereafter, the corrected copy of the HRM Data Sheet may be forwarded to OIC/HR Admin.

HRM Datasheets will be provided to HR, Admin through OIC

(i) Even if there is "No Change" in HRM Data Sheet, the HR Admin should fill up the details of the tenure as OIC in HR-Soft.

(ii) For modification / correction/Updation in HR-Soft Data, first the HR, Admin will verify the Service Book /personal file /any other relevant record of the concerned officer and verify the records with what has been suggested by the concerned officer. Thereafter, HR, Admin will make necessary corrections/ modifications/updation in HR-Soft data in edit facility of the HR-Soft. It is reiterated that onus of the getting the HR-Soft data corrected lies with the individual officer, who has to coordinate with HR-Admin of his /her office for updation of records in HR-Soft.

After doing above exercise, the HR, Admin as well as OIC will also sign the HRM Profile Datasheet and the copy of the same will be placed in personal file of the concenred officer.

The data in HR-Soft after 25th January, 2021 will be treated as final data. Further, the facility to edit HR-Soft data will also be ceased after 25th January, 2021.