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OFFICE OF THE REGIONAL PROVIDENT FUND COMMISSIONER

9th floor Mayur Bhawan New Delhi-110001

No. PFRC/90 Coord/DL/28642/Coverage/6199

Regd. A.D.

Dated the 8/3/04

To

M/s. Paradise Enterprises
H.O. (SU-167A
Pitampura,
Delhi-34

Sub : Applicability of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder to M/s .... do ....

Dear Sir,

On the basis of particulars furnished by you on 1/3/04 and on this basis of the inspection of the records of your establishment conducted by the Enforcement Officer on.............. it is evident that :

(a) Your establishment/factory viz M/s ..do.. is engaged in Bu. .... which is included in schedule 1/classess of establishment in Employees' Provident Funds and Miscellaneous Provisions Act, 1952,

(b) that the said establishment/factory has employed ....20........ persons on 1/3/04

(c) that it has completed the Infancy period in terms of provisions of Sec. 16(1) (b) of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 of 3 Years on/in.................... Therefore, the provisions of the E.P.F. and Misc. Provisions Act, 1952 and the Schemes framed thereunder are applicable to your above named establishment together with head office and its branches/departments whether situated at the same place or at different places with effect from 01-03-04 finally/provisionally, subject to further verification of your records for the earlier period.

With reference to your application No.... ....dated..................... you are hereby alloted code No. DL/........................on Administrative ground, please note that this will not effect the original applicability of the establishment and it will be treated as part and parcel of the parent unit for all purposes (damages etc.) Employee's share for the period to will not be waived off.)

With reference to your application No...................dated......................received for extension of E.P.F & Misc. Provisions Act, 1952 under Section 1(4) of the said Act, on voluntary basis a code No. is hereby allotted to your establishment notionally DL/.......................provisionally covering your establishment with effect from .... pending issue of a notification by the Government of India in exercise of the powers conferred on them by sub-section (4) of Section 1 of the E.P.F. & Misc. Provisions Act' 1952.

The Code No. DL/28642 is allotted to your estt. for the purpose of making compliance with the various provisions of the E.P.F. & Misc. provisions Act, 1952 and the Schemes framed thereunder namely, E.P.F. Scheme, 1952 Employees Pension Scheme, 1995 and Deposit Linked Insurance Scheme, 1976. This Code No. should invariably be quoted in all the correspondences with this office.

The contribution payable by the employer shall be @ ....12........ % of basic wages, dearness allowance (including cash value of food concession) and retaining allowance, if any payable to each employee every month. The contribution payable by the employee shall be equal to the contribution payable by the employer.

I. The contribution shall be calculated on the basic wages dearness allowance etc, payable during the whole month whether paid on daily, weekly, fortnightly or monthly basis.

II. each contribution shall be calculated to the nearest rupee i.e. 50 paise or more to be counted as the next higher rupee and fraction of a rupee less than 50 paise to be ignored

III. for the purpose of calculation of contribution the wages may be rounded off to the nearest rupee i.e. 50 paise or more being taken as one rupee and less than 50 paise ignored.

(Hindi Version Overleaf)

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(2)

Before paying the member his wages, you shall deduct the employee's contribution Fund from his wages which together with your own contribution and administrative charges shall be paid within 15 days of the close of every month in the Accounts of the Fund maintained by the State Bank of India by challans in the following manner :-

(a) E.P.F. contribution	To be deposited in E.P.F. A/c. No. 1
(b) Administrative charges	To be deposited in E.P.F. A/c. No. 2
(c) E.P.S.	To be deposited in Employees; Pension A/c No. 10.

Note (1) The rate of administrative charges 1-10% w.e.f. 1-8-98 subject to a minimum of Rs. 5/- of pay basic wages, dearness allowance including cash value of any food-concession and retaining allowance, if any.

(ii) It may be noted that if timely deductions are not made from the member's wages, the employer will have to pay both the shares himself, as the recovery of arrear, contributions for the back period from the subsequent wages of the employee's is prohibited except when such recovery could not be made at the appropriate time dut no accidental mistake or clerical error.

(iii) The Employees ..nsion Scheme 95 will be applicable from prospective the date of coverage.

Besides making deposits in A/c. No. 1, 2 and 10 as explained above, you are also required to deposit the contributions and Admn. Charges in Account No. 21 and 22 under the mployee's Deposit Linked Insurance Scheme 1970, in the manner indicated below within 15 days of the close of each month.

(1) Deposit-Link Insurance Fund A/c. No. 21	To this account contributions will be deposited @ 0.5% which will be the aggregate the basic wages, dearness allowance including cash value of food concession and retaining allowance if any, payable to the employees by employer.
(2) Deposit Linked Insurance Fund	To this account will be deposited the administration charges @ 0.01% (w.e.f. 1-10-87) subject to a minimum of Rs. 2 which will be the aggregate of the basic wages, dearness allowance (including the cash value of food concession are retaining allowance) if any, payable to the employees by an employer Prior to this the rate was 0.1%.

The deposit in the above accounts, viz. 1,2,10,21 and 2 are to be made by separate challans and triplicate copies of the challans as received from the Bank, should be forwarded to this office duly attached with Form No. 12A (Revised) (explained below).

You are required to maintain/forward the following returns:-

(i) Form No. 2 Revised under the E.P.F. Scheme 1952 & E.P. Scheme 1995	This is to be submitted to this office once in respect of those employees who are required, or entitled, to become members on the date the factory/establishment is covered under the scheme.
(ii) Form No. 2 under the E.P.F. Scheme 1952 and also under the E.P Scheme 1995	These are to be obtained in duplicate form every member for submission to this office
(iii) Form No. 5-A	This is to be submitted to this office in duplicate. Any subsequent change in ownership is also to be notified to this office through this form.
(iv) Form No. 3-A	This is to be maintained at the factory/establishment, in respect of every employee who is a member, in which the contribution paid to the P.F. are to be posted every month.
(v) Form No. 6-A	This is a annual return of contribution and is to be submitted to this office with in 30 days of the close of the financial year, along with from 3A (Last contribution to be shown for Feb. payable in March each year).

(Hindi version at overleaf)

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(vi) Form No 12-A

This is the monthly return of contribution and is to be submitted to this office by 25th of every following month. Triplicate copies of the challans in support of the deposits made in the State Bank of India should be attached with this.

(vii) Form No. 5 & 10

These are the returns of employees who have become new member or have left the service in the month and are to be submitted to this office by the 15th of the following months.

All the forms prescribed under the Employees' Provident Funds Scheme, 1952' the Employees' Pension Scheme 1995, and the Deposit Linked Insurance Scheme, 1976, are available in the P.F. office and will be supplied free of cost on receipt of your indent. The Specimen of forms are enclosed.

Regarding Employees' Pension Fund contributions, it should be separated from the Employees' Provident Fund contributions and shown separately in the respective Forms and remitted separately in Account No. 10 from the month of ..... 01-03-07 ....on wards

As regards E.P.F. and E.D.L.I dues from the period from 01-03-07 to 31-03-07 should be remitted on or before 15-04-07 Arrears

In Case the Employees shown in form 9 (Revised) were the members of the establishment's private Provident fund at the commencement of the Scheme, the accumulations in the Provident Fund standing to their credit should be remitted into the State Bank of india to the credit of the E.P.F. Account No. I through the Prescribed challans and the triplicate copy of the challans sent to this office. All the amounts relating to the Provident Fund accumulations lying invested in securities should be transferred to the E.P.F. within four months by having the Securities transferred to and endorsed in favour of the Central Board of Trustees, Employees' Provident Fund, and the Securities thus transferred should be sent to this office A note containing the Instructions in the matter of transfer to these accumulations is enclosed, Cash and hand in relation to the Accounts of the Private Provident Fund should be remitted within 30 days from the receipt of this. communication, failing which damages at the prescribed rates will have to be paid by you on the delayed remittances made in cash after the due date.

The receipt of this letter along with its enclosures may kindly be acknowledged.

Yours faithfully

Asst. Regional Provident fund Commissioner

बी. एस. माथुर

स. भ. नि. आयुक्त

Encls :

1. Instructions regarding implementation of the Employees' Provident Fund Scheme, employees' F.E. Pension Scheme, and Employees' Deposit Linked Insurance Scheme.
2. Instructions regarding allotment of Account Nos.
3. Instructions regarding transfer of provident Fund Accumulations and transfer of securities.
4. Ready Reckoner for calculation of Provident Fund contributions, Family Pension contribution and Deposit Linked Insurance Contributions.
5. Form 5 A (in triplicate.)

Copy to :

1. The Enforcement Officer Shri/Smt. .... for watching compliance. He / She is requested to obtain 5-A in duplicate in respect of the establishment immediately. He/She is advised to finalise the coverage within 45 days as per instructions contained in CPFC's Circular No. E-72/11(28) 00 PN dates 6-5-81.
2. Accounts Branch (Nehru Place/Gupta Complex, Janak Puri, Laxmi Nagar) (It is understood that this factory/establishment has/has no previous Provident Fund accumulations to transfer to E.P.F. This may please be noted in the contributions Register maintained in the Group with suitable remarks.)
4. File No. E/DL/ 28642
5. R.P.F.C. ....

dated .... with reference to their letter No. ....

.... for Information and necessary action.

For : Regional Provident Fund Commissioner