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**OFFICE OF THE
Regional Provident Fund Commissioner**

2740-B Goinana Road,
Bathinda. (Punjab)

No JPB/BTI.....

/Encl. I /

Dated.....

To

M/s..

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

M/s

Sir,

On the basis of particulars furnished by you on..... and on the basis of the inspection of the records of your establishment conducted by the Provident Fund Inspector on..... it is evident that

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

(b) That the said establishment has completed the infancy period before.....

(c) That it has completed the infancy period in terms of provisions of Sec 16(i) (3) (a) or 16 (i) (3) (b) of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 of 3/5 years or before 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 w.e.f. subject to further verification of your records for the earlier period. You will have to deposit P.F. dues and other deposits from the back date if the estt. found coverable from the back date subsequently.

With reference to your application No..... dated..... received for extension of E.P.F. & Misc. Provisions Act, 1952 under Section-(14) of the said Act, a voluntary basis a code No. is hereby allotted to your establishment namely..... provisionally covering your establishment with effect from..... pending issue of a notification by the C.P.F.C. 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. PB/ BTI..... 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. Schemes, 1952 employees Pension Scheme, 1985 and Deposit Linked Insurance Scheme, 1976. This Code No. should invariably be quoted in all the correspondence with r.....

The deposit in the above accounts, viz. 1,2,10,21 and 22 are to be made in one challan and triplicate copies of the challan as received from the Bank, should be forwarded to this office duly attached with from No. 12-A (Revised) (explained below):-

You are required to maintain/forward the following returns:

(i) Form No. 9 Revised under the

These are to be submitted to this office once in respect E.P.F. Scheme, 1952 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 P. Scheme, 1995.

These are to be obtained from 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 his form. This is to be maintained at the factory/establishment in respect of every employee who is a member in which the contribution to the P.F. are to be posted every month.

(iv) Form No. 3-A

This is the annual return of contribution and is to be submitted to this office within 30 days of the close of the financial year, along with form 3A (Last contribution to be shown for February, payable in March each year).

paid

(v) Form No. 6-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 made in the State Bank of India should be attached with this.

(vi) Form No. 12-A

These are the returns of employees how have become new members or have left the service in the month and are to be submitted to this office by the 15th of the month irrespective of whether the particulars are "NIL" or any month.

(vii) Form Nos. 5&10

To be obtained from all the member at the time of their appointment.

All the forms prescribed under the Employees Provident Funds Schemes, 1952, the Employees' Pension Scheme, 1955 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 Family Pension Fund Contributions, it should be separated from the Employees' Provident Fund Contributions and shown separately in the respective Form and remitted separately in Account No. 10. From the month of and onwards.

As regards E.P.F. and E.D.L.I. dues for the period from and onwards the arrears should be remitted on or before.....

In case the employees shown in Form 9 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. 1 through the prescribed challan and the triplicate copy of the challan sent to this office. All the amounts relating to the Provident Fund accumulation lying invested in security should be transferred to the E.P.F. within four months by having the securities transferred to an endorsed in favour of the Central Board of Trustees, Employees Provident Fund and the Securities thus transferred should be sent to this office. A Booklet containing the instructions in the matter of transfer to these accumulations is enclosed.

(19)

The contribution payable by the employer shall be at the rate of 10%/12% of basic wages, dearness allowance (including cash value of any food concession) and retaining allowance if any payable to each employee every month. The contribution payable by the employer shall be equal to the contribution payable by the employee. (Prior to 22nd Sept. 1997 the rate of contribution may be taken as 8.33%/10%).

- I. The contribution shall be calculated on the basis of 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 to be ignored.

Before paying the member his wages, you shall deduct the employee's contribution 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 separate challans in the following manner :

(a) E.P.F Contribution	To be deposited in E.P.F A/c. 1
(b) Administrative charges	To be deposited in E.P.F A/c. 2.
(c) Employees Pension Cantis. No.10	To be deposited in Employee's Pension Fund A.c.

Notes : (i) The rate of administrative charges Rs. 1.10% subject to a minimum of Rs. 5 w.e.f 1st August 1998 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 due to accidental mistake or clerical error.

Besides making deposits in account numbers 1,2 and 10 as explained above, you are also required to deposit contributions and Adm. Charges in Account Nos. 21 and 22 under the Employees Deposit Linked Insurance Scheme, 1976, in the manner indicated below within 15 days of the close of each month.

(1) Deposit Linked Insurance Fund A/c. No. 21	To this account will be deposited the contributions @ 0.5% of the aggregate of the basic wages, dearness allowance including cash value of food concession and retaining allowance if any, payable to the employees by employer.
(2) Regional Insurance Fund Administrative A/c.No. 22	To this account will be deposited the administration charges @ 0.01% w.e.f. 1-10-87 (Subject to a minimum of Rs. 2/- P.M. w.e.f 1-2-89) which will be the aggregate of the basic wages, dearness allowance (including the cash value of food concession and retaining allowance, if any, payable to the employees by an employer).

(20)

Cash in hand in relation to the Accounts of the private Provident Fund should be remitted within 30 days from the date of receipt of the 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,

Regional Provident Fund Commissioner.

Enclos : Booklet containing -

1. Instructions regarding implementation of the Employees' Provident Fund Scheme, Employees' Pension Scheme, and Employees' Deposit Linked Insurance Scheme.
2. Instructions regarding allotment of Account Nos.
3. Instructions regarding transfer of previous Provident Fund Accumulations and transfer of securities.
4. Ready Reckoner for calculation of Provident Fund Contribution, Pension contributions and deposit Linked Insurance Contribution.

Form 5-A in triplicate.

Copy to :

1. The Provident Fund Inspector, Shri/Smt.....
for watching compliance. He/She is requested to obtain form 5-A in duplicate in respect of the establishment immediately.
2. Accounts Branch Sub Regional Offices.
(It is understood that this factory/establishment has/have no previous Provident Fund accumulation to transfer to E.P.F. This may please be noted in the Contribution Register maintained in the Group with suitable remarks.)
3. Damages Section
4. Inspection Branch
5.

Regional Provident Fund Commissioner

8. यह दो जिले शाष्ट्र और हो कामचारी शास्त्र वालों अंशदाप स्थाकोप करने के लिए प्रांथकृत क्रिया गयी तो उनको भी बोल्ड है कृष्ण जाप अन्नी मुविप्राप्ति किसी एक जगत् जैसे उम के उमको मुख्ति उम क्रियान्वय जैसे भूर्तीष स्ट्रुट जैसे की स्थापित जाह्नवा को ही के ओर निपास में स्थानित राजा भूर्तीष जैसे इन दोनों दोनों शाष्ट्रों में ही जमा की गई। इस इस प्रकीर्ति के 15 दिन के नीत्रवर कर्त्ता गुरुको प्राप्त वर्षा होती है तो गृह्णन जैसे शास्त्रों ने ले किसी एक जगत् किसमें अंशदाप जाना करता हिंदा जो की आपके कामकाज स्थापना के भाँगमें शाखा मान लिया जाता है।

9. निपास के कर्मनामी ग्राम और अधिनियम 1948 के अन्नप्रसन्न दश क्रांति से कामकाज भूर्तीष नव ज्ञानगत महयोग इन के लिए देवता है और सुअंग अंग देवतान है किंतु आप भी कामचारी ग्राम वाला अधिनियम व इसके विनियमों का शीघ्र ब वथा समय पालन करें।

10. आप से अनुरोध है कि आप अन्न कारखाने के लिए 01 कामों को प्रति कर भाँगने कारखाने भव्यता से सामर्थ्य-पत्र घोषणा-पत्र भरें। आपको कामचारी ग्राम भव्यता के अन्न के उन्नां प्रति 01 कामों पर उल्लंघन करें।

11. आप से अनुरोध है कि आप अन्न कारखाने के लिए तक की अल्पीध का हाजरी पकड़ी रखिए ताकि उन्नां आप भी नीरो क्षम्य --- के अधिकार वहले से दिशि व समय व तरीके प्रसार करें जिनके लिए यहां जाना गया नामा अधिनियम 1948 की भाग 45 के अनुरूप अन्ननी भवित्वायामा इ-भारत कामचारी ग्राम भव्यता के अन्नप्रसन्न न करना। एक दूसरा अनुरोध है निपास के लिए अधिनियम की घोग 86 के अन्नप्रसन्न 4,000 दूपए तक जुमाना और 1 चांदी के 2 लि. सकती है।

भूर्तीष

दर स्वामी श्री विद्यशक्ति

अनुलामक 3 संशोधन।

प्रतिक्रिया :

- (1) श्री _____ निपास के माध्य के लिए अनुरोध के माध्य के निपास अवधि मंजुकरी का मन्त्रकृप निर्माण कर दें श्याम को अनियम निर्माण का भाग देवता करें।
- (2) प्रबन्धक अधिनियम कामचारी जो भावरमक फलां देवता का भावरमक करता है देता।
- (3) अधिनियम अनुभव अन्न शास्त्रा 1 अंत्राय शायोप्रत्यक्ष चामोहर्ष को आवश्यक चामोहर्ष है।
- (4) अंकरी के माननियतक को इकाल्पाठ देते प्राप्ति
- (5) लैवा भायक जो मुक्ति।

कर्ता : क्षेत्री विद्यशक्ति