
On the basis of particulars furnished by you and on the basis of inspection of the records of your establishment conducted by the Enforcement officer, Employees' Provident Funds on it is evident that:

(a) Your establishment / factory is viz., M/s. Janakalyan, Jawalgera, is engaged in Social Service, which is included in Schedule for EPF & MP Act classes of establishments/ list of industries to which Employees' Provident funds & Miscellaneous Provisions Act 1952 applies.

(b) That the said establishment / factory has employed persons 13 on 1-7-05. Therefore the provisions of E. P. F. and Misc. Provisions Act, 1952 and the schemes framed there under 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 01-07-2005, finally subject to further verification of the earlier period.

With reference to your application No. 114/05-06 dated 2-6-2005 received for extension of E. P. F. & Miscellaneous Provisions act, 1952 under section 1(4) of the said Act on a voluntary basis a code number is hereby allotted to your establishment namely provisionally covering your establishment with effect from 01-07-2005 pending issue of notifications by the Government of India in exercise of powers conferred on them by sub-section 4 of section 1 of the E. P. F. & Misc. provisions act., 1952.

2.) The code No. KN / GLB / 39005 is allotted to your establishment for the purpose of making compliance with the various provisions of the E. P. F. & Misc. Provisions Act 1952 and the schemes framed there under namely E. P. F. Scheme 1952 Employees' Pension Scheme 1995 and Employees' Deposit Linked Insurance Scheme 1976. THIS CODE NUMBER SHOULD INvariably BE QUOTED IN ALL THE CORRESPONDENCE WITH THIS OFFICE. The contribution payable by the employer shall be at THE RATE OF 12% of basis wages, dearness allowances (including cash value of any food concessions and retaining allowances, if any payable to each employee every month). The contribution payable by the employee shall be equal to the contribution payable by the employer.

The Contributions 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.

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II. Each contribution shall be calculated on the nearest Rupee i.e. 50 paise more to be counted as the next higher Rupee and less than 50 paise 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.

3) Before paying the member's wages you shall deduct the employees' contributions from his wages together with your own contribution and administrative charges shall be paid within fifteen days of the close of every month in the accounts of the fund maintained by the State Bank of India, by separate column of challan in the following manner:

   a) E. P. F. contribution : to be deposited in EPF A/c. No. 1
   b) Administrative charges : to be deposited in EPF A/c. No. 2
   c) Employees' Pension Fund Contribution : to be deposited in Employees' Pension Fund contribution A/c. No. 10 at the rate of 8.33%.

NOTE: I. The rate of Administrative CHARGES IS 1.10% of pay (basic wages, dearness allowances including cash value of any food concession and retaining allowances if any) subject to a minimum of Rs. 5/-.

II. It may be noted that if timely deductions are not made from the members' 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 employees, is prohibited except when such recovery could not be made at the appropriate time due to accidental mistake or clerical error.

III. The Employees' Pension Scheme will be applicable from the prospective date i.e., first of the month of issue of this coverage notice.

4. Beside making deposits in A/c. No. 1, 2 and 10 as explained above you are also required to deposit the contributions and Administrative charges in Account No. 21 and 22 under the Employees' Deposit Linked Insurance Scheme 1976 in the manner indicated below within fifteen days of the close of each month.

   1) The Deposited Linked Insurance Fund A/c. No. 21 : In this account the amount to be deposited as contribution at 0.5% which will be the aggregate of the basic wages, dearness allowance including retaining allowances if any payable to the employees by the employer.

   2) Deposit Linked Insurance Fund Account No. 22 : In this account the amount to be deposited as administrative charges at 0.01% which will be the aggregate of the basic wages, dearness allowance, if any, payable to the Employees by the employer subject to a minimum of Rs. 2/-

5. The deposit in the above accounts viz., 1, 2, 10, 21 and 22 are to be made in separate columns in the challan and triplicate copy of the challan as received from the Bank should be forwarded to this office duly attached with Form No. 12A (revised as explained below).

   You are required to maintain/forward the following returns:

   i) Form No. 9 under the EPF Scheme, 1952 : These are to be submitted to this office once in respect of those employees who are required or entitled to become members on the date of the factory/establishment covered under the scheme.

   ii) Form No. 2 under EPF Scheme, 1952 and also under the EPS, 1995 : Those are to be obtained in Duplicate, from every member for submission to this office.

   iii) Form No. 5A : This is to be submitted to this office in duplicate. Any subsequent change in the ownership is also to be notified to this office in duplicate.
iv) Form No. 3A: This is to be maintained at the factory / establishment in respect of every employee who is a member of PF and the contributions are posted every month.

v) Form No. 6A: This is the annual return of contributions and is to be submitted to this office within 30 days of the close of the financial year, i.e., (30th April) along with Form No. 3A. (Last contributions to be shown in February payable in March each year).

vi) Form No. 12A: This is the monthly return of contributions and is to be submitted to this office within 25th of every following month. Triplicate copies of the challans in support of the Deposit made in the State Bank of India should be attached with this.

vii) Form No. 5 & 10: These are the returns of the employees who have become new member and who have left the service in the month and are to be submitted to this office by the 15th of the following month irrespective of whether the particulars are nil for any month.

6) All the forms prescribed under the Employees Provident Fund Scheme 1952, the Employees' Pension Scheme 1995 and the Employees' Deposit Linked Insurance Scheme, 1976 are available in the PF office and will be supplied FREE OF COST on receipt of your indent. (ON LETTER HEAD UNDER AUTHORISED SIGNATORY WITH SEAL)

7) Regarding Employees' Pension Fund Contribution it should be separated from the Employers Provident Fund contribution and shown separately in the respective forms and remitted separately in A/c No. 10 from the month of _____________.

8) As regards E.P.F. and E.D.L.I. dues for the period from _____________ to _____________, the arrears should be remitted on or before _____________; this is without prejudice to levy of damages for the belated remittances.

9) In case, the employees' shown in Form No. 9 were the members of the establishments private Provident Fund at the commencement scheme, the accumulations in the provident fund standing to their credit should be remitted in the SBI to the credit of EPF A/c. No. 1 through prescribed challans and the triplicate copy of the challan sent to this office. All the amounts relating to the PF accumulations lying invested in the securities should be transferred to the EPF 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 to and transfer to these accumulations is enclosed. Cash on hand in relation to the Accounts of the private Provident Fund should be remitted within 30 days from the date of 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.
ENCL:

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 No.

3. Instructions regarding transfer of previous Provident Fund accumulations and transfer of securities.

4. Ready reckoner for calculation of Provident Fund contributions, Employees' Pension contributions and Deposit Linked Insurance Contributions.

5. Form No. 5A (in triplicate).

Copy to:

1. District Office, [Name]

   for watching compliance. It is requested to obtain Form No. 5-A in duplicate in respect of the establishment immediately. It is requested to visit the establishment and guide the employer in preparation and submission of initial returns. Also get S.B. A/c No. and Name of the Bank of the establishment.

2. Accounts Branch [Name] Sub-Regional Office. (It is understood that this factory/establishment has have no previous Provident Fund accumulations to transfer the E.P.F. This may please be noted in the contributions Register maintained in the Group with suitable remarks.)

3. E.D.P. Cell.