



Regd. A/D

EMPLOYEES' PROVIDENT FUND ORGANISATION U. P. REGION

Nidhi Bhawan, Sarvodaya Nagar,
Kanpur-20 8005

515022

5022- No. EPF/RO/E-1/U.P./ 29551

Dated the: 14-07-2003

To, M/s Jan Kalyan Parishad, UP
Basa Bazar
Shambhul, Farsa Khabra

Subj: Applicability of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and the Scheme framed thereunder to
M/s Jan Kalyan Parishad UP
Farsa Khabra

Sirs,
On the basis of particulars furnished by you on 14-1-2003 and on the basis of the inspection of the records of your establishment conducted by the Provident Fund Inspector on 2 it is evident that:

(a) Your establishment/factory viz Jan Kalyan Parishad engaged in Society which is or was engaged in the business of carrying on the business of Provident Funds and Miscellaneous Provisions Act, 1952

(b) That the said establishment/factory has employed 20 persons on 28-12-2004

(c) That it has completed its probationary period in terms of provisions of Sec. 16 (1) (d) of the Employees' Provident Funds & Miscellaneous Provisions Act 1952 on 28-12-2004 (since deleted w.e.f. 22-9-97)

(d) The E.P.F. and Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder are applicable to your above named establishments whether situated at the same place or at different places with effect from 28-12-2004 subject to the verification of your records for the probationary period.

With reference to your application dated 14-1-2003 received for extension of E.P.F. Scheme on a voluntary basis in code No. 1 covering your establishment with effect from 28-12-2004 a notification by the Central Provident Fund Commissioner in exercise of the powers conferred on him by sub-section (4) of Section 16 of the Employees' Provident Funds & Miscellaneous Provisions Act 1952.

The code No. U. P / 29551 is allotted to your estt. for the purpose of making compliance with the various provisions of the E. P. F. Scheme 1952, Employee Pension Scheme, 1955 and Deposit Linked Insurance Scheme, 1976. This code No. should invariably be quoted in all the correspondence with office.

The contribution payable by the employer shall be at the rate of 12% / 10% on 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 employee shall be equal to the contribution payable by the employer.

(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 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 single challan in the following manner :-

- | | |
|--|---|
| (a) E.P.F. Contribution (Employer's Contribution & balance of employee 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) Employee per Contribution 3% of the total wages of the employees. | To be deposited in Employees' Family Pension A/c No. 10 |

Note :- (i) The rate of administrative charges is ~~0.55%~~ ^{1-1%} subject to a minimum of Rs. 1/- W. No. 17/0/86 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 members wages the employer will have to pay both the dues himself as the recovery of arrear contribution 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 omission or clerical error.

(iii) Since your estt. is covered retrospectively, the rate of contribution shall be 12% / 10% if the wages for the period from 21/09/57 and from 22-9-57 the rate of EP contribution should be 12% of the wages of the members.

Besides making deposits in account number 1, 2 and 10 as explained above you are also required to deposit the contributions and adm. Charges in account No. 21 and the 22 under the Employee Deposites Linked Insurance Scheme, 1976. in the manner indicated below within 15 days of the close of each month.

- | | |
|---------------------------------------|---|
| (1) Deposited-Linked Insurance Scheme | To this account will be deposited the Contribution @ 0.5% which will be 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. |
|---------------------------------------|---|

- (3) -Regional
Insurance
Administrative,
A/22

To this account will be deposited the administration charges @ 0.01% 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, subject to minimum of Rs. 2 00.

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

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

- (i) Form No. 9 under E.P.F Scheme 1952 & E. P. F. 1995
These are to be submitted to this office once in respect of those employees who are required or entitled to become member 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.F. Scheme
These are to be obtained in duplicate from every member for submission to this office.
- (iii) Form No. 3-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 the 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 form 3-A (last contribution to be shown for Feb. payable in March each year.)
- (vi) Form No. 12-A
This is the monthly return of contributions and is to be submitted to this office by 25th of every following month. Triplicate copy of the challan in support of the deposits made to the State Bank of India should be submitted with this.
- (vii) Form 5 & 10
These are the returns of employees who have become new members or have left the service in the month and are to be submitted to this office by the 25th of following month.

All the forms prescribed under the Employees' Provident Fund Scheme, 1952 the Employee Pension Fund 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.

The dues under all three Schemes of Employees' Provident Fund, Employees' Pension Fund and EDLI for the period from 28-12-2004 to 15-1-2005 should be remitted on or before 15-1-2005 of each following month.

In case the employees shown in form D were the members of the establishment 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 challans and the triplicate copy of the challan sent to this office. All the amounts relation 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 Bank of Trustees, Employees' Provident Fund, and the Securities thus transferred should be sent to this office 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 the communication, failing which damages at the prescribed rates will have to be paid by you on the delayed remittance made in cash after the due date.

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

Chauhan
S. S. Dinkar
For Regional Provident Fund Commissioner

Encls :

1. Instruction regarding implementation of the Employees' Provident Fund Scheme, Employees' Pension Scheme, and Employees' Deposits Linked Insurance Scheme.
2. Insurance regarding attachment of Account Nos.
3. One set of various forms.

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 for immediately and furnished his/her report for finalisation of covering with in 30 days here of.
2. Accounts Branch/Sub Regional Office. (It is understood that this factory/establishment has/has no previous Provident Fund accumulations to transfer to E.P.F. This copy please be noted in the contribution register maintained in the Group with suitable remarks)
4. Damages Branch _____

S- E. S. C. _____