Employees' Provident Fund Organisation

(Sub Regional Office)

7th-8th Floor, Jaina Tower-II, Distt. Centre, Janak Puri, New Delhi-110058

No. PFRO/98 Coord/DU-[illegible]/Coverage/ 11022 Regd. A.D.

Dated the 31.10.06

To

M/s. Star Management Services
E-1882, Jahangir Puri
Delhi-110033

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

Dear Sirs,

On the basis of particulars furnished by you on 31-8-06 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 as above is engaged in which is included in schedule I/classess of establishment in Employees' Provident Funds and Miscellaneous Provisions Act, 1952,

(b) that the said establishment/factory has employed 80 persons on 17-7-06

(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 1-2-06 finally/provisionally, subject to further verification of your records for the earlier period.

With reference to your application No ..... dated ..... you are hereby allotted code No. DL/ ..... on Administrative ground. Please note that this will not affect 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 namely 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/ 55439 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 @ ..... 13 ..... % 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 then 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 at overleaf)

Contd. page 2

(vi) From No. 12-A — This is the monthly return of contribution and is to be submited 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 Speciman 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 1-2-06 on wards.

As regards E.P.F. and E.D.L.I. dues form the period from 17-7-06 to 31-10-06 arrears should be remitted within 15 days from the date of receipt of the coverage notice.

In case the employees shown in form 9 (Revised) were the members of the establishment's private Provident fund at the commencement of the Schema, 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 Trusteess, 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

C.S. ARORA

Assistant/Regional Provident Fund Commissioner

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 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) 80 PN dates 6-6-81.
2. Accounts Branch (Nehru Place/Gupta Complex, Janak Puri, Laxmi Nagar) R.O. Mayur Bhawan (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/.....
5. R.P.F.C. ..... with reference to their letter No. ..... dated ..... for information and necessary action.