



Sub-Regional Office
EMPLOYEES' STATE INSURANCE CORPORATION
C-149, OKHLA INDUSTRIAL AREA, PHASE-1, NEW DELHI

C-11 Regd. with a.d

To 117566
M/S QUALITY AUSTRIA CENTRAL ASIA PRIVATE LIMITED
82, OKHLA INDUSTRIAL AREA, PHASE-III
NEW DELHI
110020

Dated: 18/12/12
~~11/12/12~~

Subject:- Implementation of the E.S.I. Act, 1948 and Registration of Employees of the Factories and Establishments under Section 1(5) of the Act, as amended.

Dear Sir(s),

1. It is informed that under section 1(3) of the esi. act, 1948 is applicable to all factories/establishments covered under the act within the area where your factory/establishment is situated
2. It is further informed that the appropriate government has extended the provisions of the act to other establishments under section 1(5) of the act in this area
3. Under section 2 a of the act such a factory/establishment is required to register itself under the act and chapter iv thereof casts a responsibility on the principal employer thereof to get his employees registered and pay contributions in respect of these employees covered under the act.
4. On the basis of the particulars in respect of your factory/establishment submitted by you, the report of the inspection conducted by the Insurance Inspector**/Branch Office Manager who inspected your establishment on -NA- your establishment falls within the purview of Section 1(5) of the Act with effect from 01/04/2011 provisionally/finally. In case, however, subsequent facts reveal that your establishment was coverable from a date prior to the date mentioned above, you shall make yourself liable to comply with the provisions of the Act from such earlier date.
5. It is requested to take immediate steps for registration of your employees by submitting declaration forms, payment of contribution, maintenance of records etc. from the date of coverage of your factory/establishment under the act. **you are also requested to submit employer's registration form (form 01) as required under the provisions of sec.2-a of the esi act, 1948 read with regulation 10-b of the esi(general), regulations, 1950.
6. For the sake of convenience your establishment has been allotted code No **20001175660000999** which may kindly be used in all communications sent to this office and on all forms at the place indicated for the purpose. The Branch Office of the Corporation situated at **Branch Office ESI Corporation E.S.I.Hospital complex, Okhla Industrial Area, Phase-I** has been instructed to render necessary assistance to you in connection with registration of your employees. In case you find any difficulty or for any other purpose which may be necessary in connection with the Scheme you are requested to contact the Manager of the above Branch Office who will render necessary help in the matter.
7. It is requested that publicity may kindly be given to list of insurance medical practitioners employees' state insurance dispensaries to enable your employees to choose their e.s.i. dispensaries/insurance medical practitioner. required forms etc. may please be collected from the branch office mentioned above to which all your employees will also be attached

User I.D. 20001175660000999
esic@ 7 5 6 6

9868217833
N. K. K. - 148

8. The corporation officials would be pleased to give all necessary and possible guidance to you in discharging your duties and obligations under the esi act, 1948 and I am confident of prompt and timely compliance under the provisions of the esi act and regulations on your part.

9. A list of bank branches which are authorized to accept esi contributions is enclosed. you may choose one of the branches convenient to you, under intimation to this office and to the concerned branch of the state bank of india and deposit the esi dues in that branch only. in case no intimation is received within 15 days of the receipt of this letter, the amount of contribution deposited in one of the specified branch would be considered as "nominated branch" for your factory/establishment.

10. A brochure/leaflet containing benefits available under the scheme and obligation of the employer etc. is enclosed herewith. the request to give it wide publicity for the smooth functioning of the scheme

11. Please indicate your code no. on all correspondences to avoid delay

Yours faithfully,
Sanyal
Asstt. dy. director 29/11/17

Encl. : As state above

Copy for information and necessary action to:

The manager, branch office,	Branch Office ESI Corporation, E.S.I. Hospital complex, Okhla Industrial Area, Phase I
The insurance inspector	ID - Inspection Division 40
Name of the principal employer.	PANKAJ RAI
No. of employees	43
Factory licence no. if any.	0

Ensure - to insure all eligible workers with esi for total social security

Coverage Proforma 1

Employees Provident Fund Organisation
(Regional Office, Delhi)

6th - 9th Floor, 28, Community Centre, Wazirpur Industrial Area, Delhi - 110052

No. PFRC/98 Coord/DL/989552/Coverage/

1179

Regd. A.D.

Dated the :

26 NOV 2010

To

M/s. Quality Austria Central Asia Pvt Ltd
82, Okhla Indl. Area,
Phase-III, New Delhi-20

Sub. : Applicability of the Employee's Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder to M/s. Quality Austria Central Asia Pvt Ltd

Dear Sirs,

On the basis of particulars furnished by you on and on this basis of the inspection of the records of your establishment conducted by the Enforcement Officer on its es evident that

(a) Your establishment/factory viz M/s. As above is engaged in which is included in schedule 1/classess of establishment in Employees' Provident Funds and Miscellaneous Provisions Act. 1952. U/S - Equip. Service

(b) that the said establishment/factory has employed 20 persons on 1/9/10

(c) that it has completed the infancy period in terms of provisions of Sect. 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 he same place or at different places with effect from 1/9/10..... finally/provisionally, subject to further verification of your records for the earlier period.

With reference to your application No. dated..... your are hereby allotted 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. DL..... is hereby allotted to your establishment, 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/ 939552 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 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

(3)

(vi) From 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) From 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 Form and remitted separately in Account No. 10 from the month of 01/9/10 onwards.

As regards E.P.F. and E.D.L.I. dues from the period from 01/9/10 to fill date 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 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 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.

DL 939557
M/s Quality Austria Central
Asia Pvt. Ltd

Yours faithfully

(Ajay Kumar)
Assistant/Regional Provident Fund Commissioner

Ecls :

1. Instructions regarding implementation of the Employees' Provident Fund Scheme, Employees' Pension Scheme, and Employee's Deposit Linked Insurance Scheme.
3. 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 : R.O. - Delhi (South), Wazirpur (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 mentioned in the Group with suitable remarks.)
3. File No. E/DL/.....

(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 due to accidental mistake or clerical error.

(iii) The Employees' Pension 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 employee's Deposit Linked Insurance Scheme, 1976, 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 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 and 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 12A (Revised) (explained below).

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

- | | |
|--|---|
| (i) Form No. 9 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 an 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 Feb. payable in March each year). |

(vi) फार्म सं. 12-क

यह अंशदान का मासिक रिटर्न फार्म है, जिसे प्रत्येक अगले माह की 25 तारीख तक इस कार्यालय को प्रस्तुत करना होता है। भारतीय स्टेट बैंक में जमा करायी गई राशि से संबंधित चालान की तीसरी प्रतियां इसके साथ संलग्न की जानी चाहिए।

(v) फार्म सं. 5 और 10

यह उन कर्मचारियों से संबंधित रिटर्न है जो माह के दौरान नए सदस्य बनाए जाते हैं या नौकरी छोड़ जाते हैं और उन्हें अगले माह की 15 तारीख तक इस कार्यालय को प्रस्तुत करना होता है।

7. कर्मचारी भविष्य निधि स्कीम, 1952, कर्मचारी पेंशन स्कीम 1956 और निक्षेप सहब बीमा स्कीम, 1976 से संबंधित सभी निर्धारित फार्म भविष्य कार्यालय में उपलब्ध है और इन्हें निःशुल्क आपका मांग पत्र प्राप्त होने पर लिये जाता है। नमूना संलग्न है।

8. कर्मचारी पेंशन स्कीम अंशदान के संबंध में इसे कर्मचारी भविष्य निधि अंशदान से अलग किया जाना चाहिए और संबंधित फार्मों में अलग से दिखाते हुए..... माह से लेकर सं. 10 में जमा करना होता है।

9. कर्मचारी भविष्य निधि और कर्मचारी निक्षेप सहब बीमा संबंधित..... से..... तक की बकाया राशि कवरेज नोटिस की प्राप्ति के 15 दिनों के भीतर जमा करना होता है।

10. यदि इस स्कीम को लागू करते समय फार्म सं० 9 (संशोधन) में दिखाए गए कर्मचारी स्थापना की निजी भविष्य निधि स्कीम के सदस्य थे तो उनके खाते में जमा भविष्य निधि की राशि भारतीय स्टेट बैंक द्वारा रखे जा रहे कर्मचारी भविष्य निधि लेखा संख्या 1 में निर्धारित चालानों में जमा करायी जाए और चालान की तीसरी प्रति इस कार्यालय को भेजी जाए। भविष्य निधि की निवेश की गई समस्त राशि से संबंधित प्रति भूतियों का चार माह के अन्दर केन्द्रीय न्यायी बोर्ड, कर्मचारी भविष्य निधि के पक्ष में हस्तांतरण कर दिया जाए और हस्तांतरित की गई इस प्रतिभूतियों को इस कार्यालय को भेज दिया जाए। राशि के अन्तर्गत के संबंध में दिए गए निर्देशों से संबंधित नोट संलग्न किये जा रहा है। निजी भविष्य निधि के लेखों में उपलब्ध रोकड़ का इस पत्र को प्राप्ति के 30 दिनों के अन्दर अंतरण कर दिया जाए अन्यथा निर्धारित तिथि के बाद रोकड़ अंतरण करने के लिए आपको निर्धारित वर शारितक नुकसानी अदा करनी होगी।

कृपया पत्र व अनुलग्नक को पावती भेजें।

भवदीय

सहायक/क्षेत्रीय भविष्य निधि आयुक्त

अनुलग्नक :

1. कर्मचारी भविष्य निधि स्कीम, कर्मचारी कुटुम्ब पेंशन स्कीम, कर्मचारी निक्षेप सहब बीमा स्कीम को लागू करने से संबंधित निर्देश।
2. लेखा संख्या अलाट करने के संबंधित निर्देश।
3. पूर्व भविष्य निधि राशि और प्रतिभूतियों को हस्तांतरित करने से संबंधित निर्देश।
4. कर्मचारी भविष्य निधि अंशदान, कुटुम्ब पेंशन अंशदान, निक्षेप बीमा अंशदान की संगणना से संबंधित रेडी रेकॉन्स।
5. फार्म 5.क (तीन प्रतियों में)।

प्रतिलिपि :

1. श्री/श्रीमती..... भविष्य निधि निरीक्षक को अनुपालन निश्चित करने के प्रेषित की जाती है। उनसे यह भी अनुरोध किया जाता है कि स्थापना के संबंधित फार्म 5-क की दो प्रतियां स्थापना से प्राप्त करें। उन्हें सलाह दी जाती है कि वे के.भ.नि.आ. के परिपत्र सं. इ-72/11 (28)80/ पीएन दिनांक 6.6.1981 में दिए गए अनुदेशों के अनुसार 45 दिन के भीतर कवरेज का स्थायी करें।

2. लेखा अनुभाग, उपक्षेत्रीय कार्यालय...../यह समझा जाता है कि इस फैक्टरी / स्थापना के पास भविष्य निधि से संबंधित ऐसी राशि नहीं है, जिसे कर्मचारी भविष्य निधि को अंतरित किया जाना है इसे ग्रुप द्वारा रखे जा रहे अंशदान रजिस्टर में आवश्यक अभ्युक्तियों के साथ नोट किया जाए।

3. प्रवर्तन शाखा..... अनुभाग।

4. फाईल सं० इ/डीएल/.....

