



EMPLOYEES PROVIDENT FUND ORGANISATION
(Ministry of Labour, Government of India)
REGIONAL OFFICE: TAMBARAM
3, Rajaji Salai, CHENNAI 600 045

No.TB/TAM/RO/Coverage/63691/2013

Dated: 16.9.2013

To
Chennai Testing Laboratory Pvt Ltd,
A Super 19, Thiru Vi Ka Industrial Estate,
Guindy,
Chennai 600032,

Sir,

Sub: Applicability of the Employees Provident Funds & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder to Chennai Testing Laboratory Pvt Ltd Chennai 600032

On the basis of particulars furnished by you on 11.9.2013 and on the basis of the inspection of the records of your establishment conducted by the Enforcement Officer it is evident that :

(a) Yours establishment viz, Chennai Testing Laboratory Pvt Ltd Chennai 600032 is engaged in **1(3)(b) Trading & Commercial** which is included in schedule 1 /classes of establishment in Employees Provident Funds and Miscellaneous Provisions Act, 1952.

(b) that the said establishment/ factory has employed **23** persons on **1.6.2013**

(c) The provisions of the E.P.F. and Misc. Provision 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 1.6.2013 finally/provisionally, subject to further verification of your records for the earlier period.

2. The code No. TB/TAM/63691 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 Scheme framed there under namely E.P.F. Scheme, 1952, Employees Pension Scheme 1995 and Employees Deposit Linked Insurance Scheme, 1976. This Code No. should invariably be quoted in all the correspondence with this office.

3. The contribution payable by the employer shall be at the rate of 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 employee shall be equal to the contribution payable by the employer

(a) the contribution shall be calculated on the basis of the basic wages, dearness allowances etc. payable during whole month whether paid weekly fortnightly or monthly basis

(b) each contribution shall be calculated to the nearest rupees i.e., 50 paise or more to be counted as the next higher rupee, and fraction of rupee less than 50 paise to be ignored.

(c) 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.

4. Before paying the member his wages you shall deduct the employee contribution from the 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.No.1
(b) Administrative charges	To be deposited in E.P.F. A/c. No..-2
(c) Pension Fund	To be deposited in Employee's Pension A/c. No.10

Note: (i) The rate of Administrative charges is 0.65% from 01.10.86 onwards and 1.10% from 1.8.98 onwards subject to be minimum of Rs.5/- pay i.e. Basic wages, dearness allowance including cash value of any food concession and retaining allowance, if any. The rate of administrative charges was 0.37% of pay prior to 1.10.86 subject to minimum of Rs. 5/- with effect from 1.12.1978.

(ii) it may be noted that if timely deduction are not made from the members wages, the employer will have to pay both the shares himself, as the recovery of arrears 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 date of coverage of the estt. viz.

5. Besides making deposits in account numbers 1,2 and 10 as explained above you are also required to deposit the contributions and adm. charges in Account No.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.

(a) Deposit-Linked Insurance Fund A/c. No.21	To this account will be deposited the contribution @ 0.5% which will be the aggregated of the basic wages, dearness allowance including the cash value of the food concession and retaining allowance if any and payable to the employees by an employer.
(b) Regional Insurance Fund Administrative A/c.No.22	To this account will be deposited the administration charges @ 0.1% upto Sep 87 and 0.01% from Oct.87 onwards which will be 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 a minimum of Rs.2/- with effect from 1/2/89.

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

7. You are required to maintain/forward the following returns:

- | | | |
|-------|---|---|
| (i) | Form No.9 under the E.P.F. Scheme 1952 | 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.S. Scheme, 1995 | These are to be obtained 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 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. and E.P.S. are to be posted every month |
| (v) | Form No.6A | 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 3-A last contribution to be shown for Feb payable in March every year. |

Till 28.2.2011 (i.e. for due month upto February 2011) you are required to submit monthly return in Form 12-A, Form No.5 & Form No.10 duly furnishing the full information as required therein forthwith. The money is required to be remitted under an electronic process called Esewa for which necessary guidance may be taken by visiting this Organisation website epfindia@gov.in and any clarification in this regard may be obtained by meeting the Assistant Director (IS) of this Office.

8. All the forms prescribed under the Employees Provident Fund Schemes, 1952 the Employees Pension Scheme, 1995 and the Employees Deposit Linked Insurance Scheme, 1976, are available in the P.F. office and will be supplied free of cost on receipt of your indent.

9. Regarding Pension Fund contribution. It should be separated from the Employees Provident Fund contribution and shown separately in the respective Forms and remitted separately in Account No.10 from the month of 1.6.2013 only.

10. In case, the Employees shown in form 9 were the members of the establishments, private Provident Fund at the commencement of the Scheme, the accumulations in the Provident Fund standing to this 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 and all the amounts relating to the provident Fund accumulations lying invested in securities should be transferred to the E.P.F. within 1 month by having the securities transferred to the

endorsed in favour of the Central Board 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 10 days from the date of receipt of this communication, failing which damages at the prescribed rate will have to be paid by you on the delayed remittances made in each after the due date.

11. The receipt of this communication may kindly be acknowledged.

(K. RAJAN)

**ASSISTANT P. F. COMMISSIONER (C&R)
RO-TAMBARAM**

Copy to:-

1. Enforcement Officer/S/Shri G. Heppal Raj....
for watching compliance and to submit Coverage Confirmation report after due verification of all relevant records
2. Accounts Branch/Sub Account Office.(It is understood that this factory/ establishment have/has no previous Provident Fund accumulation to transfer to E.P.F. This may please be noted in the contributions Register maintained in the Group with Suitable remarks)
3. Inspection Branch Section, alongwith a set of coverage papers.
Note: No.of Employees 23
No of Probable Subscribers 23
4. ESI Corporation
5. EDP Centre / PDC
6. Statistical Cell
Pvt Ltd